



CONSTRUCTION MANAGEMENT PLAN

Site	St Anthony's Church
Location	Dunkery Road, Manchester, M22 0WR
Project	New Presbytery & Parish Centre



Covering Note

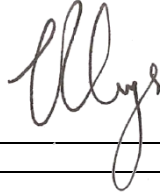
This document has been prepared in response to the Planning Permission Conditions (ref: 122402/FO/2019) from Manchester City Council. In granting the planning permission for the proposal at St Anthony's Presbytery the following conditions were outlined. The table below outlines the section of this document which address the conditions:

Condition	Please see:
Prior to the commencement of development a Construction Management Plan shall be submitted to and approved by the Council. The Construction Management Plan shall contain the following: a) Details of wheel washing b) Dust suppression measures c) Compound locations where relevant d) Location, removal and recycling of waste e) Routing strategy and swept path analysis f) Parking of construction vehicles and staff g) Hours of work The development shall be carried out strictly in accordance with the approved elements of the Construction Management Plan throughout the construction period.	Traffic management (pages 31-32) Dust risk assessment (page 36) Site establishment plan (page 21) Waste management plan (page 43-47) Traffic management (pages 31-32) Traffic management (pages 31-32) Site rules (page 17)

CONTENTS

Covering Note	2
DOCUMENT CONTROL REVISION LOG	4
PREFACE	5
Relevant Authorities	5
Legal Compliance	5
Insurance Compliance	5
Coronavirus	5
1 PRE-CONSTRUCTION HEALTH & SAFETY INFO	6
1A Asbestos Survey	7
1B F10	8
1C Pre-Construction Information	9
1D Design Risk Assessment	10
1E Services / Utilities	11
2 BRIEF DESCRIPTION OF PROJECT & KEY PLAYERS	12
2A Description of the Works	12
2B Key Dates	14
2C Key Players	14
2D Key Duty Holders	15
3 MANAGEMENT OF THE WORK	16
3A Health & Safety Goals	17
3B Site Rules	17
3C Cooperation between Project Team Members & Coordination of Work	18
3D Arrangements for Involving Workers	19
3E Site Inductions, Training & Information	19
3F Welfare Facilities & Site Establishment	20
3G Emergency Procedures	22
3H Site Inspections, Monitoring & Review	25
3I Health & Safety File	25
4 SAFETY RISK ASSESSMENTS & METHOD STATEMENTS	26
4A Site Management	26
4F Work Activities / Trades	26
4B Fire, Confined Spaces & Electricity	26
4C Working at Height	26
4G Others	26
4D Large Plant, Excavations & Services	26
4E Structural, Demolition & Strip-Out	26
Assessing Risks	27
Applying the Hierarchy of Controls	27
5 HEALTH RISK ASSESSMENTS & METHOD STATEMENTS	35
6 COSHH ASSESSMENTS & SAFETY DATA SHEETS	37
7 SUBCONTRACTORS	41
8 WASTE MANAGEMENT PLAN	43
8.1 Waste Introduction	43
8.2 Anticipated Waste Identification	44
8.3 Read Waste Carrier Details	46
8.4 Waste Removal Contractors' Details	46
8.5 Waste Removal Records	46

DOCUMENT CONTROL REVISION LOG

The initial draft of this document has been prepared by:		Signature	
Name	IOLO RHYS		
Date	28/05/2020		

This revision log is to be used to record document changes at head office level (e.g. pre-construction amendments for plan approval). Inclusion of new information by the Site Manager (e.g. introduction of subcontractor RAMS) are to be recorded within the designated spaces throughout the document. This plan must be reviewed no later than 24/04/20.

Revision	Changes	By
1 st		
DATE		
2 nd		
DATE		
3 rd		
DATE		
4 th		
DATE		
5 th		
DATE		

PREFACE

Relevant Authorities

The Health & Safety Executive

Representatives of the HSE are legally permitted to enter premises to carry out inspections - failure to allow entry allows the inspector the right to call for assistance by the police. A HSE inspector has the right to make any necessary investigation and examination, give guidance, issue improvement or prohibition notices, and charge a fee for intervention. Sections 20 & 25 of the Health & Safety at Work Act 1974 provide a full list of powers given to inspectors. The HSE must be notified of construction work which satisfies the conditions laid out in section 2(3) of the CDM Regulations via an F10. The HSE must also be notified of any event which satisfies the conditions for reporting set out by RIDDOR.

Local Authority

Local Authorities are not generally responsible for acting as an Enforcing Authority on construction Sites (see schedules 1 & 2 of the Health & Safety Enforcing Authorities Regulations 1998 for confirmation of responsibilities with the HSE). That said, the HSE may enlist the support of a Local Authority in conducting an investigation. In some cases, the Local Authority will be the body responsible for issuing an environmental permits and exemptions.

The Police

As mentioned above, the HSE may enlist the support of the police in order to gain access to a construction site. Police may also be called in to conduct interviews in extreme cases of law breaches.

The Fire & Rescue Service

Above and beyond the call of emergency response, fire officers may inspect any premises to ensure that fire safety procedures are adequate. Officers are empowered to issue enforcement notices in order to legally enforce the controller of the premises to carry out improvements to its procedures.

Environment Authority

The Environment Agency is the body responsible for issuing environmental permits, exemptions and waste certificates.

Legal Compliance

Read have compiled a legal register to support the company's Integrated Management System and ensure that the company has outlined procedures to achieve legal compliance.

Insurance Compliance

Blue text throughout the document indicate provisions which have been made by Read's insurance providers. A summary of provisions can be found in the separate "Insurance Provisions" document.

Coronavirus

This Construction Phase Plan has been incorporated safe operating procedures during the coronavirus pandemic. All coronavirus review items have been highlighted **green**.

1 PRE-CONSTRUCTION HEALTH & SAFETY INFO

Clients must provide designers and contractors with the project-specific health and safety information needed to identify hazards and risks associated with the design and construction work. To this end, the information detailing the extent and location of Client considerations, management requirement, existing on-site risks, significant design hazards and construction hazards will be filed within the following sub-sections of section 1 (unless otherwise stated).

- A. Asbestos Survey Report
- B. F10
- C. Pre-Construction Information
- D. Design Risk
- E. Services / Utilities
- F.
- G.
- H.

Please see the Environmental Management File for all aspect & impact assessments, environmental pre-construction information, site waste management procedures, etc.

1A Asbestos Survey

In consideration of the Control of Asbestos Regulations 2012, Read have made the commercial decision that no operatives employed directly by the company will carry out the removal of any asbestos containing materials. All operatives have been trained to the basic level of asbestos awareness, but not to the next level of non-licensed removal works or further.

Survey carried out by:	Asbestos Assessment & Control Ltd		
Survey reference:	AAC20181201/01	Date of report:	12/01/2018

Asbestos identified:	Yes	No
Executive summary: Details should include quantity of ACMs found, ACM locations, ACM condition/risk, whether ACM should be removed, etc.	- The report was produced from a management survey; a refurbishment/demolition survey will be required before any works commence. - A follow up to the management survey was due in January 2019 according to the report, however this document was not included within the tender documents. - No information provided suggesting that the condition of the ACMs within the management survey has changed. - Demolition of the existing presbytery and parish centre is undertaken by a separate contractor prior to Read Construction's appointment. See section 1C for the post-demolition H&S File. This file should contain a clearance certificate and records of hazardous waste consignment notes.	

If a material is discovered which is suspected to contain asbestos (further to those identified within the refurbishment survey report outlined below), all operatives working on site (incl. subcontractors) will adhere to the company's standard procedures:

- Stop all works in the immediate area
- All operatives must vacate the immediate area
- Site Manager to organise for samples to be collected and tested
- Work must only recommence upon confirmation that
 - The suspected ACMs does not contain asbestos; or
 - The ACM has been encapsulated/removed

1B F10

A copy of the project F10 will be displayed at the site entrance, within site accommodation, and a copy retained in this file. At any time during the project that the F10 is revised/updated, all previous superseded copies will be replaced.

Max. Number of Contractors on Site		}	Total Foreseeable Person Days	TBC
Max. Number of People on Site				
Duration of Project (weeks)				

Requirements for F10 notification:

- 30 working days and 20 people on site ☒
- Exceed 500 person-days ☒

1C Pre-Construction Information

A pre-construction information document has been prepared by Nationwide CDM (rev: C, date: 14/02/2020). A copy of the report will be filed in this section.

Section 3.1 of the document states that there is no existing Health & Safety file for the parish centre and that a post-demolition file will be provided by the demolition contractor.

The government's Working Safely guidance and the Construction Leadership Council (CLC) safe operating guidance, along with various Public Health England, NHS and HSE documents have been consulted during the temporary coronavirus lockdown to develop new site rules and control measures to allow a safe return to work. Read have also consulted with the Building Safety Group (external consultants) to develop new working procedures. The latest CLC document (v4, 18/05/2020) will be filed in this location - further versions will be issued with updated procedures when required.

1D Design Risk Assessment

A design risk assessment has been provided by AEW Architects Ltd (ref: S10536-AEW-XX-XX-PDD-A-004, rev: P0, date: 11/12/19).
A copy of the assessment will be filed in this section.

1E Services / Utilities

The following services/utilities information has been provided with the tender information:

Title	Reference	Rev	By	Date
M&E Services - Disconnection & Demolition of Existing	12818-SIS818-ZZ-XX-DR-ME-6902	T1	S I Sealy	26/06/2019
Existing Site Plan - Positions of Incoming Gas & Water	SAC-SIS818-00-XX-DR-M-6900	P1	S I Sealy	20/02/2019
Proposed Site Plan - Positions of Incoming Gas & Water	SAC-SIS818-00-XX-DR-M-6901	P1	S I Sealy	20/02/2019
Statutory Services - Electricity	18521101	-	Electricity North West	01/06/2020
Statutory Services - Gas	NW_GW1B_3SWX_680683	-	Cadent	01/06/2020
Statutory Services - Telecomms	LRH04586A	-	Openreach	01/06/2020

2 BRIEF DESCRIPTION OF PROJECT & KEY PLAYERS

2A Description of the Works

Construction of a new presbytery and social centre:

- Reduced level dig
- Excavate and install new concrete foundations
- Installation of new steel frame
- Prepare and install block & beam floor
- Masonry superstructure
- Installation of pre-cast concrete stairs
- Installation of new roofing
- Installation of external windows & doors
- Installation of screed floor
- Plastering
- Installation of mechanical and electrical equipment (incl. underfloor heating, ventilation, sanitary, fire system)
- Installation of finishes (incl. painting, flooring, ceilings, tiling)
- Installation of fixtures, fittings and furniture (incl. joinery, ironmongery, moveable wall)
- Testing, commissioning & handover

External works:

- Installation of new drainage and attenuation tank
- Installation of new incoming services
- Reduced level dig to form outline of new car parking and footpaths
- Lay down base courses and topcoat for car parking and footpaths
- Soft landscaping

See contract programme for full outline of works, interaction of activities and scheduling.

Key safety risks:

- Excavations (levels, foundations, drainage, services, car park)
- Crane operations (steel frame, pre-cast concrete elements)
- Working at height (masonry work, roofing, glazing, internal installations)

Refer to the following selection of tender drawings for an outline of the proposed works:

- S9766-AEW-00-EP-DR-A_F101 (P1) Existing Site Plan
- S9766-AEW-00-SI-DR-A_500 (P2) Location Plan
- S9766-AEW-00-SI-DR-A_502 (P5) Proposed Site Plan
- S9766-AEW-00-SI-DR-A_2010 (P4) General Arrangement - Ground Floor
- S9766-AEW-00-SI-DR-A_2011 (P4) General Arrangement - Upper Floors

Note that the above are a selection only for the purpose of familiarisation and reference. The full issue of drawings (incl. details and schedules) is available from Union Square (CDE) - see drawings register S9766_48_030320 (enclosed). All tender drawings to be superseded by construction issues - refer to the most current drawing register for the most accurate design information.

Job Ref **S9766**
 Job Description **St Anthony's Church Wythenshawe**
 Client **Diocese of Shrewsbury**

Project Address **St Anthony's Church Wythenshawe**



A: AEW ARCHITECTS & DESIGNERS LTD, ZENITH BUILDINGS, SPRING GARDENS, MANCHESTER, M2 1AB T: 0161 214 4370, F: 0161 214 4371, E: main@aeuarchitects.com

Document Issue Register

Stage	Detailed Design
Reason for Issue	Tender
Issue Number	48
Issue Date	03/03/20
Issued by	JM
Checked by	DJ

Distribution

Company	Name	A = Web Portal / FTP, C = Courier, CD = Disc, E = Email, F = Facsimile H = Hand, M = Mail, P = Pick up			
		Copies		Method	Formats
		Full Scale	A3 reduced		
Rider Hunt	Abi Chicken	X		E	PDF
Brennan Consult	Lee Meadowcroft	X		E	PDF
SI Sealy	Mike Robinson	X		E	PDF
SI Sealy	Phil Murphy	X		E	PDF
Rider Hunt	Bob Priestly	X		E	PDF
Rider Hunt	Mark Kilburn	X		E	PDF
Rider Hunt	Zeshan Akhtar	X		E	PDF

Documents

Number	Revision	Sheet Size	Scale	Description
S9766-AEW-00-SI-DR-A-500	P2	A4	1:1250	Location Plan
S9766-AEW-00-SI-DR-A-502	P5	A1	VARIES	Proposed Site Plan
S9766-AEW-ZZ-XX-DR-A-511	P5	A2P	Varies	Boundary Wall Details
S9766-AEW-XX-00-DR-A-2001	P5	A0	1:50	Setting Out Plans - Ground Floor - Church Hall / Presbytery
S9766-AEW-XX-ZZ-DR-A-2002	P5	A1	1:50	Setting Out Plans - Upper Floors - Presbytery
S9766-AEW-XX-XX-DR-A-2003	P4	A0	1:50	Roof Plan - Church Hall
S9766-AEW-XX-00-DR-A-2010	P4	A0	1:50	GA Floor Plan - Ground Floor - Church Hall and Presbytery
S9766-AEW-XX-ZZ-DR-A-2011	P4	A1	1:50	GA Floor Plan - Upper Floors - Presbytery
S9766-AEW-XX-DR-A-2020	P3	A0	1:50	Finishes Plan - Ground Floor - Church Hall / Presbytery
S9766-AEW-XX-DR-A-2021	P3	A1	1:50	Finishes Plan - Upper Floors - Presbytery
S9766-AEW-XX-DR-A-2031	P3	A0	1:50	RCP - Ground Floor - Church Hall / Presbytery
S9766-AEW-XX-DR-A-2032	P3	A1	1:50	RCP - Upper Floors - Presbytery
S9766-AEW-00-XX-DR-A-3001	P5	A0	1:50	Elevation - North and South Facing
S9766-AEW-00-XX-DR-A-3002	P5	A0	1:50	Elevation - East and West Facing
S9766-AEW-XX-XX-DR-A-4001	P5	A0	1:20	Section AA - Main Hall
S9766-AEW-XX-XX-DR-A-4002	P5	A0	1:20	Section BB - Main Hall
S9766-AEW-XX-XX-DR-A-4003	P5	A1	1:20	Section CC/DD - Main Hall
S9766-AEW-XX-XX-DR-A-4004	P5	A2	1:20	Section EE - Function Room
S9766-AEW-XX-XX-DR-A-4005	P5	A1	1:20	Section FF - Function Room
S9766-AEW-XX-XX-DR-A-4006	P5	A1	1:20	Section GG - Presbytery
S9766-AEW-XX-XX-DR-A-4007	P6	A1	1:20	Section HH - Presbytery
S9766-AEW-XX-00-DR-A-5001	P5	A1	1:20	Internal Elevation - Presbytery - Ground Floor Kitchen
S9766-AEW-XX-ZZ-DR-A-5002	P5	A2	1:20	Internal Elevation - Presbytery - Ground Floor DWC
S9766-AEW-XX-00-DR-A-5003	P5	A1	1:20	Internal Elevation - Presbytery - First Floor - Priest Pod 1 - Ensuite
S9766-AEW-XX-00-DR-A-5004	P5	A1	1:20	Internal Elevation - Presbytery - First Floor - Priest Pod 2 - Ensuite
S9766-AEW-XX-00-DR-A-5005	P6	A2	1:20	Internal Elevation - Presbytery - Second Floor - Shower Room
S9766-AEW-XX-00-DR-A-5006	P7	A1	1:20	Internal Elevation - Social Centre - Ground Floor - FWC
S9767-AEW-XX-01-DR-A-5007	P6	A2	1:20	Internal Elevation - Social Centre - Ground Floor - AWC & Baby Change
S9768-AEW-XX-02-DR-A-5008	P7	A1	1:20	Internal Elevation - Social Centre - Ground Floor - MWC
S9769-AEW-XX-03-DR-A-5009	P7	A1	1:20	Internal Elevation - Social Centre - Ground Floor - Bar & Kitchen
S9766-AEW-XX-XX-DR-A-6001	P4	A2	1:10	DPC Details
S9766-AEW-XX-XX-DR-A-6002	P6	A1	1:5	Roof Details 1 - Church Hall
S9766-AEW-XX-XX-DR-A-6003	P5	A1	1:5	Roof Details 2 - Church Hall
S9766-AEW-XX-XX-DR-A-6004	P4	A1	1:5	Roof Details 3 - Church Hall
S9766-AEW-XX-XX-DR-A-6005	P4	A1	1:20	Internal Folding Screen Detail
S9766-AEW-XX-XX-DR-A-6006	P4	A1	1:10	Landscaping Details
S9766-AEW-XX-XX-DR-A-6007	P4	A1P	1:5	Stone Details Sheet 1
S9766-AEW-XX-XX-DR-A-6008	P4	A1	1:5	Stone Details Sheet 2
S9766-AEW-XX-XX-DR-A-6010	P4	A1	varies	Typical Juliet Balcony Details
S9766-AEW-XX-00-DR-A-6011	P3	A1	1:10	GF External Wall Plan Details Sheet 1 of 2
S9766-AEW-XX-00-DR-A-6012	P3	A1	1:10	GF External Wall Plan Details Sheet 2 of 2
S9766-AEW-XX-XX-DR-A-7001	P6	A1	1:50	Window Schedule
S9766-AEW-XX-XX-DR-A-7002	P4	A1	1:20	External Door Schedule Sheet 1
S9766-AEW-XX-XX-DR-A-7003	P5	A1	1:20	External Door Schedule Sheet 2
S9766-AEW-XX-XX-DR-A-7004	P5	A1	1:20	Internal Door Schedule
S9766-AEW-XX-XX-DR-A-7005	P3	A3	1:5	Brick Special Shapes

2B Key Dates

Start:

TBC

Finish:

TBC

See contract programme for breakdown of project milestones and trade activity.

2C Key Players

Name & Address

Contact

Client

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Department of Finance & Administration
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Principal Contractor

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Director:

Contact: Dawid Cloete
Tel:
Email:

Contracts Manager:

Contact: Eddy O'Grady
Tel:
Email:

Site Manager:

Contact: TBC
Tel:
Email:

2D <u>Key Duty Holders</u>		
<u>Task</u>	<u>Name</u>	<u>Contact</u>
Excavation Inspections	Groundwork subcontractor	
Scaffolding Inspections	Scaffolding subcontractor	
PUWER Inspections	Individual using equipment	N/A
LOLER Inspections	Iolo Rhys, Read	01978 721 950
Electrical Testing	Electrical subcontractor	
Electrical Shut-Off	Electrical subcontractor	
Plumbing Commissioning	Mechanical subcontractor	
Plumbing Shut-Off	Mechanical subcontractor	
Temporary Works Coordinator	Eddy O'Grady, Read	
Issuing Permits to Work	TBC, Read	
Building Control Liaison	TBC, Read	
Inductions	TBC, Read	
Reviewing CPP	Iolo Rhys, Read	01978 721 950
Coordinating Subcontractors	TBC, Read	
Emergency Arrangements**	TBC, Read	

* All works carried out by subcontractors to be overseen and managed by Read Construction.

** See section 3 for details of emergency arrangements, and section 4.10 for risk assessment and fire plan.

3 MANAGEMENT OF THE WORK

In line with the requirements of appendix 3 of ACOP L153 (Managing Health & Safety in Construction), the following arrangements have been outlined relevant to the project.

- A. H&S Goals
- B. Site Rules
- C. Cooperation between Project Team Members & Coordination of Work
- D. Arrangements for Involving Workers
- E. Site Inductions, Training & Information
- F. Welfare Facilities & Establishment
- G. Fire & Emergency Procedures
- H. Site Inspections, Monitoring & Review
- I. Health & Safety File

Please refer to the company Health & Safety Manual for an outline of the following:

- Roles and responsibilities of parties involved with the project
- Health & Safety Arrangements

Please refer to section 7 of this file for the selection and management of subcontractors (incl. RAMS, plans of work).

Please refer to the Environmental Management File for the following:

- Waste management procedures
- Aspect & impact assessments
- Pollution prevention measures

3A Health & Safety Goals

Read Construction's health and safety goals, which are in line with the company's policy statement, are:

- No RIDDOR events of any type;
- No enforcement action from the HSE.

3B Site Rules

- Every individual must always work safely; each person is responsible for their own Health & Safety and that of others.
- All employees, subcontractors and visitors are to exhibit a positive attitude towards Health & Safety. It is a minimum requirement that all operatives display a basic awareness of H&S e.g. CSCS card.
- All persons must sign in the site register upon arrival and sign out when leaving.
- Packages must not be left unattended outside the construction site under any circumstances.
- Operatives must not enter areas which are outside the construction site, with the exception of those areas needed to access the site.
- Operatives must ensure that plant and equipment is secured at the end of each working day.
- The site must be left safe and secure at the end of each working day.
- All flammable substances, paints, liquids and gases must be removed from the building at the end of each shift/day.
- All hot works must be undertaken in line with the risk assessments and permit system.
- All accidents, incidents and near misses must be reported to the Site Manager.
- All employees, subcontractors and visitors must abide by site traffic management plan and warning signs.
- All employees and subcontractors must familiarise themselves with the location of first aid points and take advantage of Environmental, Health and Safety information posted on site notice boards and abide by advice and conditions set out e.g. spill response procedures, safe manual handling practice and emergency procedures. It is also important to review regularly because of the changing nature of the site layout.
- When using substances that carry advice to use Safety Equipment, PPE, etc. you must follow the advice in full. Always refer to the COSHH assessment and product information sheet available in the construction phase health and safety plan.
- It is not permitted to engage people not associated with the work in an unsupervised conversation (especially if they are under the age of 18). If a person attempts to engage in conversation, notify the Site Manager. For a full list of behavioural requirements please refer to the Safeguarding policy and risk assessment.
- Use mobile phones for any purpose whilst in the work area.
- **Smoking is prohibited within any buildings under construction or forming part of the Contract Works and there shall be no smoking on the Contract Site other than in designated approved areas.**
 - Any person caught smoking in prohibited areas will be removed from the site for the remainder of the day without pay. Any further incidents relating to smoking by that person will result in company disciplinary action. A smoking area has been established for use.
- Minimum PPE requirement of a safety helmet, high visibility vest and safety footwear (incl. midsole protection). PPE must be worn as intended and maintained/replaced to ensure adequate protection is provided. Any additional PPE to those listed as the minimum requirement specified in RAMS & COSHH assessments must be worn.
- Working times:
 - Start: 07:30
 - Finish: 17:00 (Friday 16:30)
 - Break times may vary dependent upon construction operations and site events on any given day, however all are entitled to the following:
 - Morning: 15mins
 - Lunch: 30mins
 - Afternoon: 15mins
 - **A rota for using welfare will be developed and communicated at induction. Rota must be followed to make sure social distancing is maintained (coronavirus).**
 - Any works undertaken out-of-hours must be authorised in advance with the School (via Site Manager).
- Any operative who feels they have a valid suggestion for improving Health and Safety on site is encouraged to discuss it with the Site Manager, immediate supervisor or the company SHEQ Manager.
- **See also the Coronavirus Site Rules. The additional site rules will remain in place until government advise that they are no longer necessary. Any person found breaking these rules will be removed from site.**

3C Cooperation between Project Team Members & Coordination of Work

All meetings will be carried out via phone or video conference during the coronavirus pandemic. Any meetings which must take place face-to-face must observe the minimum 2m social distancing rule in an area/room with suitable ventilation.

Arrangements for Communicating Between Parties:

Meetings shall take place with the design team at a frequency agreed pre-construction, with correspondence to continuing a regular basis. All matters are to be checked by the Principal Designer to evaluate whether the design has an implication on planning and management of the work.

A formal progress meeting involving the Client will be held at monthly intervals, with informal contact throughout.

A project directory has been prepared and distributed. All correspondence to include the contract administrator.

Design Changes:

Design instructions will be issued by design team to the Read head office. Requests for Information (RFI) forms will be issued by the Contracts Manager/Quantity Surveyor to the design team for response (may query existing design, lack of detail, clashes, etc.) and tracked via a management schedule.

Confirmation of Verbal Instructions (CVIs) and Contract Administrator's Instructions (CAI) will be requested in writing by the Read team from the design team. Any variations to the scheme will be recorded via the CVI/CAI schedule within the project valuation spreadsheet. Variations and design changes that require RAMS to be revised will prompt changes to the Construction Phase Plan and all personnel affected (incl. subcontractors) will be made aware in writing.

All design information will be hosted on Union Square (drawings within DLM). The portal will be updated with revised design information - the portal and the information contained therein will be considered the working information throughout the project.

Exchanging H&S information with contractors:

A collaborative weekly planning meeting will be held between the contract team and subcontractors, led by the Site Manager, to effectively manage shared risk and co-ordination. This is captured by the Planned Activities Complete Form which produces a short-term programme.

Weekly site meetings are held where the contract team utilise the constraint summary tool to identify risk activities and plan for the management of appropriate control measures. The weekly planning meeting will also be used to exchange information between contractors and the client - any changes to the health and safety aspects of work in consideration of the co-ordination meeting will be passed to relevant persons. Representatives from subcontractors will be involved with the weekly meetings and are tasked with communicating information to their respective operatives. Changes to working methods must be recorded in risk assessments and provided to the site manager for approval (see section 7 for more information).

A subcontract order issued by the Contracts Manager will contain H&S information relevant to the project **incl. coronavirus site rules and CLC safe operating procedures**. This information should be referred to as necessary in forming the RAMS and any other H&S documents for the work. The Contracts Manager and Site Manager will carry out a pre-start meeting with subcontractors to ensure all site constraints, risk and other H&S information is communicated prior to works commencing. Further progress meetings with subcontractors will include

The Site Manager is the central point through which site H&S information will flow between contractors. An induction is held with the Site Manager on the first day of their works regarding Read standards, site conditions and safety aspects - see section 3E for further information regarding the induction procedure. During the induction the Site Manager will discuss RAMS with operatives to ensure that information is cascaded to all. Further induction and toolbox talks will be provided in order to communicate further information or changes to circumstances.

Communicating with Client / End-Users

The Site Manager will provide regular updates to the those in the surrounding live environment. Informal meetings will be held weekly to provide an outline of the upcoming schedule of works, incl. specific risks such as noise, vibration. The meetings will also allow the client to notify Read of any activities/situations which may have an impact on construction work e.g. access/delivery requirements, noise sensitivity.

Persons may contact the Site Manager at any time; contact details will be distributed to all foreseeable stakeholders at the beginning of the project and displayed on the site boundary. Appointed contacts will be nominated by the client/end-user where possible to ensure that information is provided in a consistent and coordinated manner.

Communicating with Neighbours / Community

The Site Manager will be the Community Liaison for the project. As such, his duties will include the following:

- Ensuring that appropriate communication channels are always available.
- Ensuring that regular updates are provided regarding site activities e.g. large deliveries, changing access routes, out-of-hours working, high noise/vibration works, crane activities. Updates to be delivered via method agreed with client (e.g. newsletter, noticeboard, website/social media). Draft updates provided to client prior to publication.
- Ensuring that complaints/compliments/comments are met with an appropriate, considered and timely response.
- Ensuring that behaviour is appropriate and polite, particularly if approached by a member of the community.

- Engaging the community in beneficial projects designed to create awareness regarding site activity.

3D Arrangements for Involving Workers

Read hold regular meetings with representatives of its workforce. The health & safety committee minutes are displayed on the notice board in site offices and mess cabins, with any procedural or policy changes following the meeting further communicated with toolbox talks and memos as appropriate. The committee meeting allows representatives from each trade within the company to voice opinions and discussions regarding work procedures, accident/incident data, external safety investigation reports and trends.

There are several opportunities for Read staff to plan and implement health & safety measures on site:

- In writing site method statements, a Site Manager will consult with the operatives who are expected to carry out the task; utilising their experience and competency.
- Every operative and visitor who attend the site will receive an induction - this is an opportunity to consult with the Site Manager and to safely implement their site activities.
- A collaborative weekly planning meeting is held between the contract team, site operatives and subcontractors, led by the Site Manager, to effectively manage shared risk and co-ordinate activities. This is captured by the Planned Activities Complete Form.
- Collaborative monthly site meetings are held, where the contract team utilise the constraint summary tool to identify risk activities and plan for the management of appropriate control measures.

Read hold an open-door policy; all employees are welcome to approach any other member of staff to discuss matters, including health and safety.

3E Site Inductions, Training & Information

The induction topics (see Induction Procedure) must be presented to all new persons entering site before they commence work or are left unattended. Once inducted, each person must sign the induction form to confirm that they have received and understood the information.

The Site Manager will allow each inductee the opportunity to ask questions and comment on the work/procedures. This invitation to consult and collaborate will apply throughout the project - Read encourage participation from all stakeholders with an open-door policy.

Additional induction topics may be identified during the contract, or previous information may change. Such scenarios will require the Site Manager to address the changes with any persons who have already received an induction. Examples may include the following:

- Changes in working methods and RAMS following an accident or HSE intervention
- Changes in the fire plan following the development of the structure
- Changes in the access & egress methods e.g. following the dismantling of scaffolding.

An additional coronavirus induction will be provided to all persons who return to site (if previously inducted) and those new to site. The coronavirus induction will explain new site rules for social distancing, welfare cleanliness, etc.

Site toolbox talks will be delivered to reflect on-site conditions. The Site Manager will lead the toolbox talk, having been provided with all necessary guidance and resources to provide the information.

All training for Read employees' will be managed from head office, with a training matrix regularly reviewed in order to ensure that competency can be appropriately demonstrated. All Read Site Managers must have received the following formal training:

- Site Managers' Safety Training Scheme (SMSTS)
- First Aid at Work
- Asbestos Awareness

In the event of the Site Manager's absence from active presence site, a deputised supervisor will be selected who has received Emergency First Aid training. Details of subcontractor First Aid training will also be captured within the induction form.

Site noticeboards will display, as a minimum requirement:

- The Health & Safety Poster;
- Company insurance details; and
- The project F10 (HSE notification).

The 'standard' pack which is delivered to provide information to operatives will include (but is not limited to) the following:

- Policies (incl. H&S, Environmental, drug & alcohol, smoking, equal opportunities and diversity, corporate responsibility, coronavirus).
- Emergency contacts and arrangements.
- Health and welfare advice.

A hazard board will be situated in a visible position on site to highlight daily risks.

3F Welfare Facilities & Site Establishment

A site establishment drawing has been prepared to indicate the layout of the establishment (not to scale). Welfare arrangements will follow the guidelines outlined in INDG 293 and CDM Schedule 2. The site establishment will facilitate:

- A site office space
- A mess area (incl. drinking water, microwave, kettle, and heating)
- Toilets (male & female, with running hot & cold water for hand washing)
- Refer to plan for further details.

The capacity of welfare facilities have been reduced to allow suitable social distancing and enhanced cleaning. The resulting capacity will have an impact on the project programme. In a temporary relaxing of site rules during the coronavirus pandemic, operatives will be allowed to take rest breaks in their vehicles if they wish to stay isolated. Welfare facilities will remain available and all operatives will be allocated a rota space.

The accommodation arrangements have been agreed in consideration of the following:

- The foreseeable number of operatives due to be present during the project's peak of activity
- The constraints of the site and the requirements of the Client
- Parking availability and space for goods vehicles to offload materials
- Locating skips within compound but away from any buildings (see insurance provisions)
- Pedestrian routes to/from the work area and the site entrance
- The location of overhead and underground services (e.g. drainage requirement, restrictions to craning accommodation into place)

If the number of people on site increases, see below quick guide to welfare requirements:

BS6465

INDG 293

Table 3 Minimum scale of provision of sanitary appliances for staff toilets in offices, shops, factories and other non-domestic premises used as place of work

Sanitary appliances for female staff, and for male staff where urinals are not installed		
Number of persons at work	Number of WCs	Number of washbasins
1 to 5	1	1
6 to 15	2	2
16 to 30	3	3
31 to 45	4	4
46 to 60	5	5
61 to 75	6	6
76 to 90	7	7
91 to 100	8	8
Above 100	8, plus 1 WC and washbasin for every unit or fraction of a unit of 25 persons	

Table 4 Alternative scale of provision of sanitary appliances for use by male staff only

Number of males at work	Number of WCs	Number of urinals	Number of washbasins
1 to 15	1	1	1
16 to 30	2	1	2
31 to 45	2	2	2
46 to 60	3	2	3
61 to 75	3	3	3
76 to 90	4	3	4
91 to 100	4	4	4
Above 100	4, plus 1 WC urinal and washbasin for every unit or fraction of a unit of 50 males		

Table 1 Number of toilets and washbasins for mixed use (or women only)

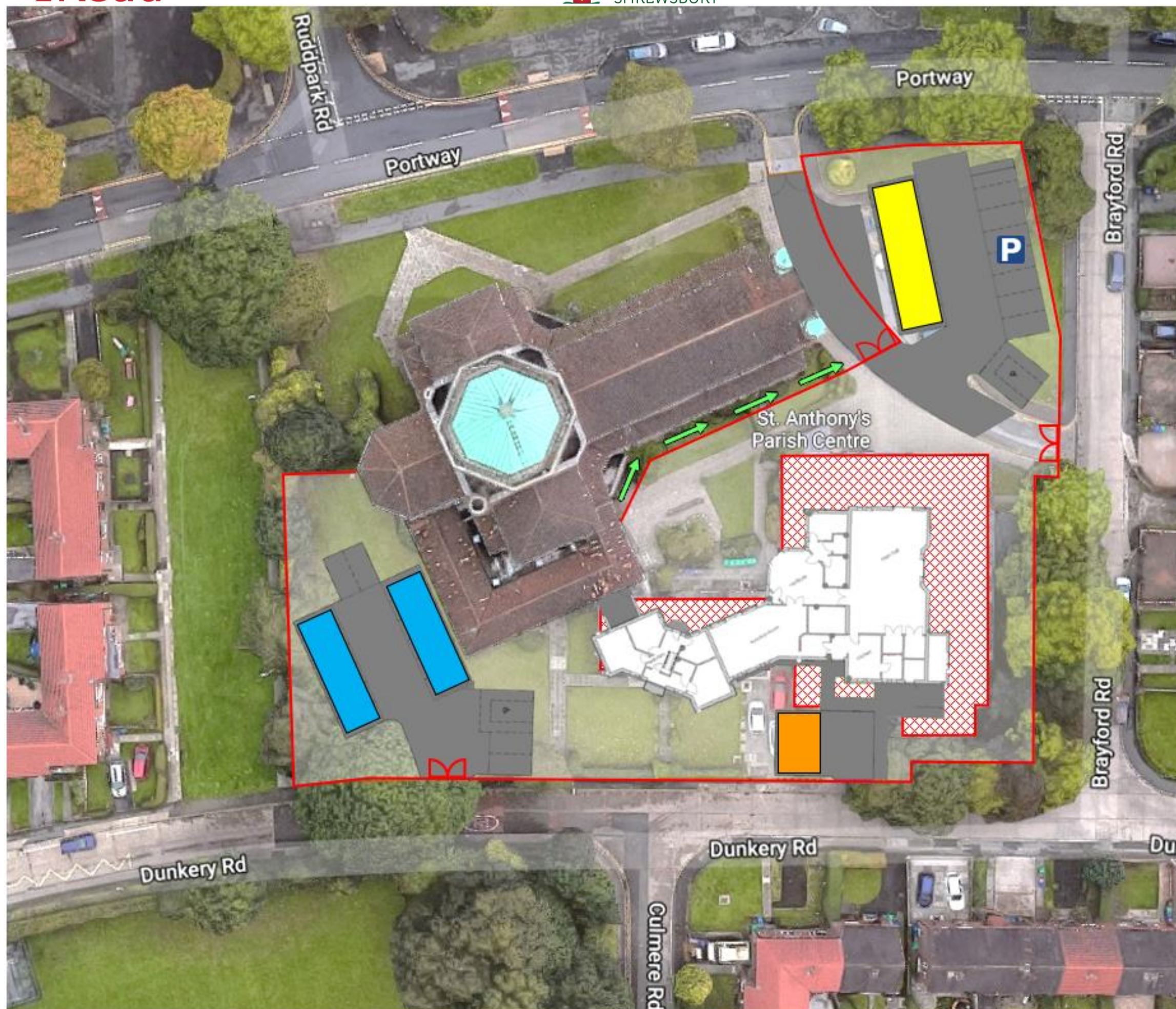
Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

Table 2 Toilets used by men only

Number of men at work	Number of toilets	Number of urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4

First aid facilities will be located within the accommodation. The Site Manager for the site has received First Aid at Work training. In the event of his absence from active presence site, a deputised foreman will be selected who has received Emergency First Aid training. Details of subcontractor First Aid training will also be captured within the induction form. Coronavirus guidance is being provided to all First Aid trained persons (issued by St John Ambulance).

See risk assessment in section 4.10 for details of how the Joint Code of Practice for the Prevention of Fires on Construction Sites have further implications on the layout of site establishment.



Key

- Site welfare establishment
- Demolition of Existing Structures (undertaken by others before construction phase)
- Site Boundary
- Material Storage Area
- Waste Storage Area
- Church Emergency Escape Route

Notes

- Plan not to scale.
- Dates indicative only - start date TBC.
- Overlay of satellite image taken from drawing S9766-AEW-00-SI-DR-A_502 P3 (Proposed Site Plan).
- See traffic management plan for more information.
- Site hours:
 - Mon-Thu 07:30-17:00
 - Fri 07:30-16:30
 - No weekend working
- Site open during hours of work only. Extended hours to be agreed with appropriate stakeholders as necessary and must not be in contravention to planning restrictions.
- Emergency escape route from the church must be maintained throughout the project.

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Project:	St Anthony's Presbytery, Wythenshawe		
Client:	Diocese of Shrewsbury		
Title:	Site Establishment Plan		
Drawn By:	Iolo Rhys		
Date:	09/06/2020	Rev:	-

3G Emergency Procedures

FIRE

A detailed site fire risk assessment shall be completed prior to works commencement, which will determine the specific site fire control requirements. Generally, the following will apply:

Alarm and Evacuation

In the event of a fire, the person discovering the fire shall raise the alarm by a call of 'fire'. All personnel shall then move to a place of safety. All persons will be expected to perform the roles assigned - refer to details on next page (communicated at induction).

Fire Control

Fire extinguishers of an appropriate type shall be available on site to be used to primarily to effect escape but where appropriate minimise the effect of or extinguish a fire. Employees on site shall be given awareness training in the use of fire extinguishers.

Access Routes for Emergency Vehicles

The Site Manager will ensure the following throughout the project:

- A suitable route, which is wide and firm enough for emergency vehicles, is maintained up to the building
- Roadplates must be available for quick installation to cover open trenches in the event of an emergency. Plates to be positioned in readiness for 'quick-drag'.
- Access routes must remain clear of obstructions e.g. overhead services, scaffolding, parking, material storage.
- Fire hydrants must always remain accessible.
- All works must stop in the event of an emergency to allow access.
- Clearly signpost the entrance to site.
- Guide to be provided if required.

SPILLAGE / POLLUTION OF LAND AND WATER

Pollution of water courses and drains may occur on site as a result of spillages of materials or leaks from plant, vehicles, equipment, etc. The pollution may occur directly by substances entering the water course/drain or by contamination of land washing into water courses or damaging foliage or natural habitats.

A spill kit shall be held in all site storage areas and allocated to all vehicles and items of plant which may spill fuels, oils, etc. All plant and vehicles which may be expected to leak shall have drip trays placed beneath them whilst not in use or stationary. Oil storage facilities and containers of other hazardous substances shall be bunded and stored away from watercourses in line with best practice guidance to contain any leakage or failure and supported by spill kits. Work activities which are expected to release hazardous substances when carried out shall be undertaken in areas where the release can be contained or cleaned up. All site operatives will be trained in the use of spill control materials, with guidance clearly displayed at identified risk areas.

Any contamination discovered shall be remediated and disposed of in accordance with the company procedures to meet legislative requirements. All contaminated spill control materials shall also be disposed of in line with those procedures.

Spillages of substantial amounts of hazardous materials shall be reported to the authorities including the fire authorities if the materials are flammable and have spread to dangerous areas.

All procedures will be regularly reviewed to ensure compliance with *GPP21: Pollution Incident Response Plans*.

FLOODING

Flooding on site may occur as a result of damage to services or water ingress during groundworks. Water shall be contained as far as possible and suitable 'damming' means shall be used to prevent contamination of nearby watercourses, streams, etc. by silted water. Upstream flows will be allowed to collect in silt settlement areas before being over-pumped to destination. See drainage phase plan for example of initial setup. Downstream drainage will be bunded to prevent ingress of silty water and contamination, with the bund moved further downstream as works progress.

Pumps shall be used to control water levels, ensuring that the outlet is directed in accordance with any permit or is passed through appropriate sedimentation facilities. The Environment Agency shall be consulted as appropriate. Silted water shall not be pumped directly into drains without the appropriate permission.

TRAFFIC INCIDENT

If a company vehicle or machine is involved in a collision (either on the highway or on the site) the main consideration is naturally for the health and safety of the individuals involved. Where possible and appropriate to do so, the environmental impacts of the accident shall be addressed. The action taken will vary according to the severity of the accident and any injuries sustained.

Where a collision results in serious damage to the vehicle with resulting pollution and no significant injury to the persons involved, every effort shall be made to prevent pollution of land and water from oils, fuels, acids, etc. in line with section 3 above.

RESPONSE PRACTISE

Read's SHEQ Manager shall ensure that the emergency preparedness procedures referred to above are practised at appropriate intervals and that the emergency preparedness equipment is checked at intervals specified by the suppliers. Site fire and spillage drills and response practise shall be carried out in proportion to the level of activity and contract duration and complexity.

REPORTING & GENERAL RESPONSIBILITIES

- If an accident or incident occurs the Site Manager is to record all details on the company's Event Form and return to head office. The completed form will capture the results of subsequent investigations undertaken (either by Read or external consultants).
- If the accident or incident meets a RIDDOR reporting criteria, the SHEQ Manager will report the event to the HSE within the given timeframe.
- An emergency evacuation plan will be prepared, updated, displayed and communicated on site (during induction, and within the construction area).
- All personnel responsible for carrying out prescribed activities in these emergency procedures must be fully familiar with their duties and understand the need to carry them out in an efficient and prompt manner.
- Contact telephone numbers (commercial, personal and/or mobile) must be kept up to date. These will include the project directory, client representatives, building occupants and Church Staff & Patrons as appropriate.
- Details for nearest services (police, fire & hospitals) can all be found in this section.
- These procedures must be readily available to, and understood by, all those working in relation with this project (both site and office employees).
- Copies of the procedures will be made available to public bodies and organisations that may become involved in the event of an emergency (police, fire, hospital, etc.) as and when required.

EMERGENCY ROLES & RESPONSIBILITIES

OPERATIVES - in the event of a fire or emergency

- Raise the alarm.
- Evacuate site to a safe assembly point / first aid point.

SITE MANAGER / FIRE MARSHALL - in the event of a fire or emergency

- Establish the nature and location of the emergency.
- Ensure that alarms are raised as appropriate (incl. surrounding properties if required).
- Alert the appropriate emergency services.
- Carry out a roll call.
- Keep all employees together at the assembly point, moving to a safer area if required.
- Meet emergency services and provide relevant information e.g.
 - Any missing people
 - Site plans and access routes (incl. scaffolding)
 - Location of known hazards (e.g. COSHH storage, flammable fuel, excavations)
- Make sure the site boundary is secure.
- Complete an event form and assist where necessary with collecting evidence.
- Advise relevant parties of the emergency - clients, occupiers, neighbours, Read management.

EMERGENCY TELEPHONE NUMBERS

FOR AMBULANCE, FIRE OR POLICE EMERGENCY SERVICES, DIAL **999**

<u>Service</u>	<u>Location</u>	<u>Contact Number</u>
A&E	Wythenshawe, M23 9LT	0161 998 7070
POLICE	Woodhouse Park, Wythenshawe	101
FIRE	Wythenshawe	0161 608 1102

<u>Site Emergency</u>	<u>Contact</u>	<u>Contact Number</u>
First Aid	TBC - Site Manager	
Fire Warden	TBC - Site Manager	
Mental Health First Aid	Iolo Rhys	

<u>Read Management</u>	<u>Contact</u>	<u>Contact Number</u>
Head Office		01978 721 950
Construction Director	Dawid Cloete	
Contracts Manager	Eddy O'Grady	
Site Manager	TBC	

<u>External Contracts</u>	<u>Contact</u>	<u>Contact Number</u>
Building Safety Group (BSG)	Andrew Parry	
Building Safety Group (BSG)	Head Office	0300 304 9050
HSE	Emergency	0345 300 9923

<u>Statutory Services</u>	<u>Contact</u>	<u>Contact Number</u>
Electricity	Electricity North West	105
Gas	Cadent	0800 111 999
Water	United Utilities	
Drainage	United Utilities	
Telecomms	BT Openreach	0800 023 2023 (option 1, option 1)

3H Site Inspections, Monitoring & Review

All contracts are actively managed with health and safety in mind. Numerous reporting forms completed from the site are processed at head office and reviewed in accordance with best practice, including (but not limited to) the following:

- Statutory Inspection Registers (equipment, working at height and excavation inspections);
- Permits;
- Accidents & Incidents;
- Site Waste Records; and
- Energy Usage Records.

The site shall be visited approx. every 3 weeks by our independent safety advisors, The Building Safety Group Ltd. A site report will be completed with any actions to be carried out by the Site Manger. A copy of the report is sent to the head office as soon as the visit is complete - the data is collected and generates KPI scores which are reported to directors and back to the site. Any items marked for action are logged on a non-conformance tracker, with their closure audited by the SHEQ Manager prior to the next site inspection. The report is reviewed at Contracts Manager level (or Director level if serious remedial actions are called for) and the results included in the monthly contract review meeting on site.

The Contracts Manager will inspect physical site conditions during each visit (frequency determined by site activity). The SHEQ Manager will carry out inspections of the site's delivery of H&S standard operating procedures once every 5 weeks. The company directors will carry out site walks at their convenience.

3I Health & Safety File

Read will collect information, certification and as-built drawings relevant to the works (including the work of subcontractors) and provide to the Principal Designer. The information will be presented as 1no hard copy, with an additional electronic copy, at handover.

Any information/drawings which diverges from the original design will be related back to the original designer (e.g. marked up drawing) in order to produce a final as-built revision.

The file structure will be presented as requested by the Client. If the Client has no specific format requirement, the file will be presented in line with appendix 4 of the CDM Regulations.

4 SAFETY RISK ASSESSMENTS & METHOD STATEMENTS

4A Site Management	
4.1	Live Environment & Adjacent Land Use
4.2	Site Deliveries
4.3	Theft, Vandalism & Trespassing (security)
4.4	Traffic Movement (incl. shared access)
4.5	Temporary Works
4.6	Young Persons
4.7	Site Supervision in the Absence of a Manager
4.8	Lone Workers
4.9	Labour Agency
4B Fire, Confined Spaces & Electricity	
4.10	Fire & Emergency Evacuation
4.11	Hot Works
4.12	Confined Spaces
4.13	Electricity at Work
4C Working at Height	
4.14	Scaffolding
4.15	Mobile Towers
4.16	Ladders, Stepladders & Hop-Ups
4.17	MEWPs
4.18	Fragile Roofs
4.19	Recovery from Safety Netting
4.20	Loft Works
4D Large Plant, Excavations & Services	
4.21	Isolating Services in Existing Buildings
4.22	Contact with Overhead Services
4.23	Contact with Underground Services
4.24	Excavations
4.25	Contaminated Land
4.26	General Use & Maintenance of Large Plant
4.27	General Use & Maintenance of Equipment
4.28	Lifting Operations - Crane
4.29	Lifting Operations - Use of Telehandler
4.30	Lifting Operations - Rotating Telehandler
4.31	Use of Dumpers
4.32	Use of Forklift Attachment on Excavator
4.33	Use of Grapple Attachment on Excavator
4.34	Use of Breaker Attachment on Excavator
4.35	Pouring Concrete
4.36	Pumping Concrete
4E Structural, Demolition & Strip-Out	
4.37	Demolition Works
4.38	Refurbishment Strip-Out Works

4.39	Unstable Structures
4.40	Needling & Propping for Small Openings
4F Work Activities / Trades	
4.41	Use of Gas Propelled Tools
4.42	Use of Mixers
4.43	Heating Tar Materials
4.44	Plastering
4.45	Joinery
4.46	Use of Cut-Off Saw
4.47	Use of Laser Equipment
4.48	Brickwork/Masonry
4.49	Use of Core Drill
4.50	Use of Wacker Plate
4.51	Use of Hydraulic Breaker
4.52	Use of Chasing Machine
4.53	Labouring
4G Others	
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4.76	
Note: Yellow items are provided with the initial draft of this Construction Method Statement to satisfy Planning pre-commencement condition.	

Assessing Risks

The likelihood (L) and severity (S) of all risks will be assessed quantitatively using a scale of 1 to 5 (low to high). The combined risk (R) will be a multiplication of these factors.

Scale of Likelihood

- 5 - Very High - Health exposure or risk to safety extremely likely to occur
- 4 - High - Likely to happen within days of works commencing
- 3 - Medium - May occur within weeks of works commencing
- 2 - Low - May occur within months of works commencing
- 1 - Very Low - Not expected to happen in the foreseeable future

Scale of Severity

- 5 - Very High - A fatality, permanent incapacitation or catastrophic loss reportable in accordance with RIDDOR
- 4 - High - Major injury, illness or significant loss reportable in accordance with RIDDOR
- 3 - Medium - Minor injury, illness or loss reportable in accordance with RIDDOR
- 2 - Low - Small loss or a minor injury which can be treated with First Aid response
- 1 - Very Low - Negligible injury or loss

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Combined Risk and Scale of Control Measures

- 20-25 - High Risk - Requires high level of control, competency and constant supervision
- 11-19 - Medium/High Risk - Requires control measures, good competency and frequent supervision
- 5-10 - Medium/Low Risk - Requires control measures, basic competency and regular supervision
- 1-4 - Low Risk - Requires simple control measures, basic competency and statutory inspections

Applying the Hierarchy of Controls

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures. Follow the table below when planning to reduce risk from construction activities - the order prioritises the most effective controls down to the least effective. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement. Give priority to measures which protect collectively over protecting individuals.

Step	Control
1. Elimination	Redesign the job so that the hazard is removed or eliminated. For example, refurbishing a building without layout alterations eliminates the risks of weakening the structure.
2. Substitution	Replace the material or process with a less hazardous one. For example, use a small MEWP to access work at height instead of step ladders or using a water-based paint instead of oil-based. Care should be taken to ensure the alternative is safer than the original.
3. Engineering Controls Isolate & Reduce	Use work equipment or other measures to reduce the severity or likelihood of risks. For example, install dust extraction equipment to control risks from silica dust, install barriers to prevent others from contact with the work and ensure that all the equipment is correctly assembled. Give priority to measures which protect collectively over individuals.
4. Admin Controls	Identify and implement procedures to work safely. For example, reducing the time workers are exposed to hazards such as HAVS, monitoring the work activity and carrying out inspections, increasing safety signage and performing risk assessments. You must ensure that suitable information, instruction, training and supervision is provided. Maintain housekeeping.
5. PPE	Personal protective equipment should only be introduced after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level. For example, fall-arrest PPE should be required where you cannot eliminate the need to work at height, cannot substitute to a safer means of access, cannot introduce enough collective equipment to minimise the distance and consequences of a fall (e.g. edge protection, safety nets), and cannot suitably reduce the risk with admin/procedures. If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Working in a Live Environment & Adjacent Land Use

4.1

Location: ST ANTHONY'S CHURCH - NEW PRESBYTERY & PARISH CENTRE

Date: 28/05/2020

Risk Assessment (Likelihood x Severity = Risk)			
	L	S	R
1 Ill-health or injury due to poor cleanliness & tidiness	3	3	9
2 Ill-health or injury due to contact with equipment	3	3	9
3 Ill-health from exposure to dust, noise or vibrations	5	4	20
4 Ill-health or injury due to contact with unfinished works	3	3	9
5 Injury or fatality due to disruption of emergency procedures/service	2	5	10
6 Nuisance due to additional vehicles	4	3	12
7 Nuisance or loss due to trespassing	2	4	8
8 Structural damage due to nearby construction works	2	4	8

Who may be harmed?	
Read Operatives	✓
Subcontractors	✓
School Staff / Children	✓
General Public	✓
Site Visitors	✓
Others	✓

Control Measures

- Daily routine in place for tidying immediate work area as work progresses and at the end of the day. **Every person responsible for their own waste and cleaning.**
- Daily routine of inspecting perimeter fencing for litter, vandalism, damage, etc.
- Regular inspection of road, footpath & pavement conditions for construction dirt. Sweep regularly to maintain.
- Construction compound does not close/divert any pedestrian routes within the property boundary.
- Clear signage displayed to communicate vehicle entry control/restrictions.
- Weekly routine in place for the cleaning of accommodation and amenities. **Enhanced cleaning due to coronavirus.**
- a safe social distance must be maintained. Essential works within 2m may take place when authorised.**
- All operatives and visitors will be notified of site boundary and rules at induction.
- Works to be coordinated with surrounding stakeholders who may be affected. Regular liaison with the school and neighbourhood letters to adjacent properties. Contact details available on-site gate/boundary.
- The site induction will explain to each operative the importance of site tidiness, cleanliness and hygiene **(particularly during coronavirus pandemic)**.
- Monitor skip fullness and call for replacement before it overflows. Alternatively, use lidded skips to prevent overflow. Cover open skips to prevent wind from blowing light waste around.
- Vehicles to remain on existing hard surfaces so far as reasonably practicable to minimise spread of dirt and dust.
- Traffic access and egress arrangements all communicated via plan (issued to all supply chain) - see RAMS for traffic and plant movement for more information.
- Parking and waiting area available on site - no blocking residential access road or driveways.
- Church emergency arrangements maintained throughout the works - emergency escape route marked on the site plan.
- Read support for emergency services clearly explained at site induction (emergency procedures & responsibilities). Ensure no access routes are blocked (either on or off site) and assist with information as requested.
- Careful monitoring of surface conditions during dry spells to ensure suitable dust dampening.
- Ensure dust extraction measures are in place.
- All plant and materials to be safely stored when not in use.
- Toolbox talks to be provided during the project about standards of tidiness and working considerately.
- Dilapidation survey undertaken to establish the surrounding site conditions prior to construction phase.

References to Additional Information, Instruction, Training, etc.

- Health & Safety at Work etc. Act 1974
- The Workplace Regulations 1992
- Management of Health & Safety at Work Regulations 1999
- Construction (Design & Management) Regulations 2015 incl. HSE ACOP L153 and guidance HSG150
- Construction Leadership Council's safe operating guidance for coronavirus**

Personal Protective Equipment			
Safety Helmet	✓	High Visibility Clothing	✓
Safety Boots	✓	Overalls	
Hearing Protection		Gloves	
Respiratory Protection		Eye Protection	
Personal Fall Arrest Equipment		Other:	

Residual Risks			
Ref	L	S	R
1	2	3	6
2	2	3	6
3	2	4	8
4	2	3	6
5	1	5	5
6	2	3	6
7	1	4	4
8	1	4	4

Review Period Monthly

<u>Site deliveries</u>			<u>4.2</u>
Location:	ST ANTHONY'S CHURCH - NEW PRESBYTERY & PARISH CENTRE	Date:	28/05/2020

Risk Assessment (Likelihood x Severity = Risk)	L	S	R	Who may be harmed?	
1 Unplanned release of load	2	5	10	Read Operatives	✓
2 Wagon overturning	2	5	10	Subcontractors	✓
3 Persons crushed by the load being lifted	2	5	10	Church Staff & Patrons	✓
4 Striking or arcing from overhead power lines	2	4	8	General Public	✓
5 Damage to property due to unsafe off-loading	3	4	12	Site Visitors	
6 Damage to property due to unsafe driving	2	4	8	Others	
7 Damage to road surface due to excessive loads	3	4	12		

Control Measures

- All orders must clearly communicate which access point the deliveries are required.
- Access and egress plan to clearly identify each entrance point, time restrictions, waiting areas, etc.
- Height, weight, width, overhead services and other restrictions to the projects will be considered before work starts, with special consideration for public safety.
- Delivery must always be supervised by a banksman.
- Banksman is responsible for:
 - Safely escorting delivery vehicles from the main road to the required off-loading area and returning the vehicle safely to the main road
 - Ensuring no other persons are at risk during the off-loading work (operatives and public)
 - Ensuring that a safe social distance is maintained throughout the operation
- The vehicle driver / delivery company will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the relevant standards (LOLER & PUWER), and that copies of certificates, register entries, etc. are available on site. Any other equipment will not be used to carry out lifting operations.
- Only authorised operatives will be permitted to operate lifting appliances, sling loads or give signals. The authorised persons must be over 18 and be competent to carry out their duty.
- Operations must be cancelled if there are any doubts about safety; Banksman to decide and report to Site Manager.
- Where adverse weather conditions could affect the safety of lifting operations, the Site Manager will stop operations until conditions improve.
- Vehicles with crane arms (which require engine power to operate) must be idle with handbrake on before all lifts.
- No Read employees (incl. subcontractors) will be permitted to climb onto delivery vehicles to assist.
- Full dilapidation survey undertaken to all access points.

References to Additional Information, Instruction, Training, etc.

- HSG151 - Protecting the Public
- HSG136 - Workplace Transport Safety
- HSG144 - The Safe Use of Vehicles on Construction Sites
- Lifting Operations & Lifting Equipment Regulations
- Provision & Use of Workplace Equipment Regulations
- Site Establishment Plan and Access & Egress Plan

Personal Protective Equipment			
Safety Helmet	✓	High Visibility Clothing	✓
Safety Boots	✓	Overalls	
Hearing Protection		Gloves	
Respiratory Protection		Eye Protection	
Personal Fall Arrest Equipment		Other:	

Residual Risks			
Ref	L	S	R
1	1	5	5
2	1	5	5
3	1	5	5
4	1	4	4
5	1	3	3
6	1	4	4
7	1	4	4

Review Period	Monthly
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<i>Theft, Vandalism & Trespassing</i>			4.3
Location:	ST ANTHONY'S CHURCH - NEW PRESBYTERY & PARISH CENTRE	Date:	28/05/2020

Risk Assessment (Likelihood x Severity = Risk)	L	S	R	Who may be harmed?	
1 Injury to persons trespassing on site	2	3	6	Read Operatives	
2 Damage to building due to vandalism/arson	3	5	15	Subcontractors	
3 Loss of equipment due to vandalism/arson	3	3	9	Church Staff & Patrons	✓
4 Loss of materials due to theft	3	3	9	General Public	✓
5				Site Visitors	
6				Others	✓
7					

Crime Risk			
Undertake a search of the area using public data and assess risk below: https://www.police.uk/search/			
Type of Crime	Incidents	Percentage	Comparison
Criminal Damage & Arson	42	11.8%	Not available
Burglary	15	4.2%	Not available
Other Theft	14	3.9%	Not available

Control Measures
- Read will operate within a segregated compound within the property boundary, as indicated on the site establishment plan. Boundary fencing should not be moved without permission. - Boundary fencing predominantly formed from heras fencing. - All tools will be kept in the secure store in the site compound overnight and when not in use. - Large plant will be secured with the use of shutters (if enclosed cab). - Selected items of plant are supported by a tracker system. - Site gates will be locked when the site isn't occupied and kept closed during normal working hours. - Highly flammable substances will be kept in a locked store away from site accommodation and Client property to minimise the risk of arson. - The Site Manager will ensure the perimeter fencing is checked daily for signs of damage, with the area outside the fencing visually checked for signs of temporary occupation (accumulations of litter, etc.). Inspections will be recorded. - All visitors and delivery drivers must make their presence known to the Site Manager upon arrival on site - they must not enter the work area unannounced or unattended. - Temporary security measures (e.g. intruder alarm, CCTV, keyholder service, security guard, lighting) to be reviewed. - Security lighting must only be directed internally towards plant, storage, etc. to support CCTV footage. - Permanent security installations (e.g. fencing, CCTV, access control) to be programmed as early as possible and utilised during the construction phase where appropriate.
References to Additional Information, Instruction, Training, etc.
- Occupiers Liability Act 1957 - Occupiers Liability Act 1984 - HSG151 - Protecting the Public - Insurance Provisions

Personal Protective Equipment			
Safety Helmet	✓	High Visibility Clothing	✓
Safety Boots	✓	Overalls	
Hearing Protection		Gloves	
Respiratory Protection		Eye Protection	
Personal Fall Arrest Equipment		Other:	

Residual Risks			
Ref	L	S	R
1	1	3	3
2	2	5	10
3	2	3	6
4	2	3	6
5			
6			
7			

Review Period	Monthly
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<u>Traffic & Plant Movement on Site</u>			4.4
Location:	ST ANTHONY'S CHURCH - NEW PRESBYTERY & PARISH CENTRE	Date:	28/05/2020

Risk Assessment (Likelihood x Severity = Risk)	L	S	R	Who may be harmed?	
1 Injury/fatality due to collision with moving vehicles/plant	3	5	15	Read Operatives	✓
2 Damage to property from collision with moving vehicles/plant	2	4	8	Subcontractors	✓
3 Traffic congestion due to increase in traffic volume	3	4	12	Church Staff & Patrons	✓
4				General Public	✓
5				Site Visitors	✓
6				Others	
7					

Control Measures
- The shared access roads, as identified on the accompanying plans must always remain free of obstructions. - Access to site via controlled areas (controlled by Banksman). See access & egress plan for details. - All persons must make their presence on site known to the Site Manager upon arrival and notify of departure. - All drivers must adhere to highway rules when approaching/leaving the site and must adhere to the access restrictions imposed whilst on the property. - All vehicles will be able to enter the site for delivery off-loading. - Reversing and turn-around will be supported by a banksman. - No waste, rubbish, soil or other material may be deposited on surrounding property. - All heavy goods vehicles to contact site prior to travelling to site to coordinate delivery times. - Access for emergency vehicles will always be maintained (incl. to surrounding buildings). - Vehicular and pedestrian access to be segregated by physical barriers. - Appropriate and clear signage to be provided to direct and control all site traffic. - Site delivery instructions (access & egress plan) will be sent to all contractors and suppliers communicating site restrictions e.g. hours when deliveries can't be accepted. - Delivery instructions include directions to a nearby holding area until access is coordinated. - All vehicles to remain on existing tarmac hardstanding. Machinery will transport waste soil to haulage wagons. Machinery regularly cleaned down. - Wheel inspections carried out before leaving the site. - New car parking hard standing to be developed early in the project. - No illegal parking. - All persons on the site (incl. visitors) must wear high visibility clothing. - Drivers of vehicles or operational plant must be competent to do so. - All site machinery will be serviced and within scope of a thorough lifting examination (LOLER). - All site machinery will be inspected daily by the operator.
References to Additional Information, Instruction, Training, etc.
- Construction (Design & Management) Regulations 2015 - HSG151 - Protecting the Public - HSG136 - Workplace Transport Safety - HSG144 - The Safe Use of Vehicles on Construction Sites - Access & Egress Plan - See RAMS for site delivery (4.2)

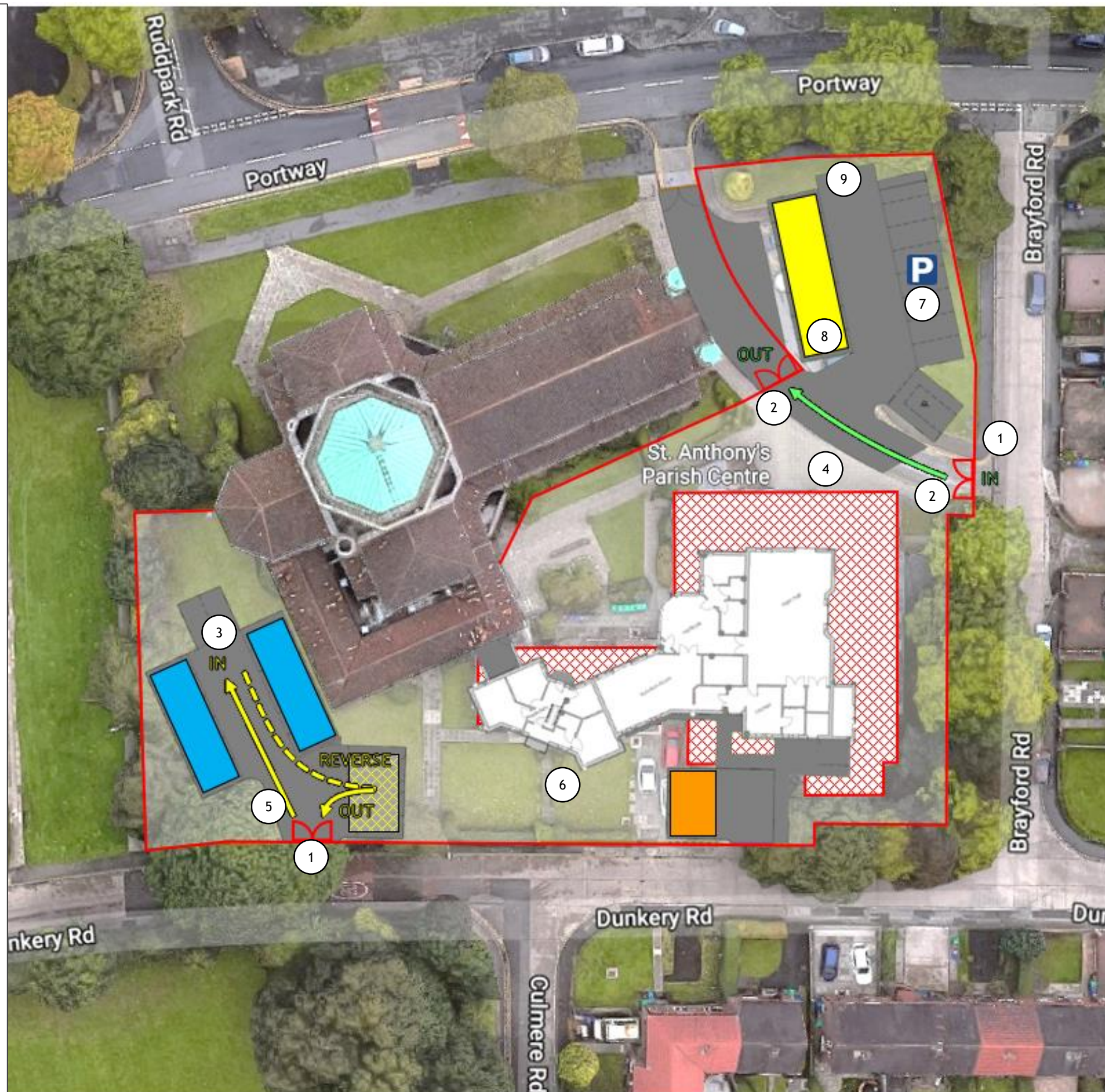
Personal Protective Equipment			
Safety Helmet	✓	High Visibility Clothing	✓
Safety Boots	✓	Overalls	
Hearing Protection		Gloves	
Respiratory Protection		Eye Protection	
Personal Fall Arrest Equipment		Other:	

Residual Risks				
Ref	L	S	R	
1	1	5	5	
2	1	4	4	
3	1	5	5	
4				
5				
6				
7				

Review Period	Monthly
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Sign Key

1. **Site entrance**
2. **WARNING Pedestrians have priority**
3. **CAUTION Construction traffic**
4. **Keep this area clear for emergency vehicles**
5. **All visitors and delivery drivers must report to site office**
6. **STOP. LOOK. LISTEN. Plant operating**
7. **Site contractor parking**
8. **FIRST AID**
9. **FIRE Assembly point**
10. **DANGER Construction site**
11. **Keep out (all perimeter)**



Key

- Site welfare establishment
- Demolition of Existing Structures (undertaken by others before construction phase)
- Site Boundary
- Material Storage Area
- Waste Storage Area
- One-way traffic direction on site
- Vehicle turnaround manoeuvres

Notes

- Plan not to scale.
- Dates indicative only - start date TBC.
- Overlay of satellite image taken from drawing S9766-AEW-00-SI-DR-A_502 P3 (Proposed Site Plan).
- See site establishment plan for more information.
- Safety sign requirements to be developed by Site Manager prior to and during the construction phase.
- Emergency contact details will be displayed at the site gate.
- New car parking hard standing to be developed early in the project to
- All vehicles to remain on existing tarmac hardstanding. Machinery will transport waste soil to haulage wagons. Machinery regularly cleaned down.
- Wheel inspections carried out before leaving the site.
- All delivered materials and plant to be offloaded placed within the storage compound (blue area on plan). Materials will be distributed on site with telescopic handler.
- Reversing for HGV exit in material storage compound will be supported by banksman. No reversing directly onto highway.
- Parking for site use made available in new car park. Temporary use of church facilities during enabling works.

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Project:	St Anthony's Presbytery, Wythenshawe		
Client:	Diocese of Shrewsbury		
Title:	Traffic Management Plan		
Drawn By:	Iolo Rhys		
Date:	09/06/2020	Rev:	-

<u>Fire & Emergency Evacuation</u>			4.10
Location:	ST ANTHONY'S CHURCH - NEW PRESBYTERY & PARISH CENTRE	Date:	28/05/2020

Risk Assessment (Likelihood x Severity = Risk)	L	S	R	Who may be harmed?	
1 Death or serious injury due to burning	2	5	10	Read Operatives	✓
2 Serious damage to client's premises	2	5	10	Subcontractors	✓
3 Disruption of client's activities	2	4	8	Church Staff & Patrons	✓
4 Ill-health or asphyxiation due to smoke	2	5	10	General Public	✓
5				Site Visitors	✓
6				Others	
7					

Identifying the Hazards		
<u>Sources of Ignition</u> - Plant & generator engines - Hot works - Smoking - Electrical equipment (incl. transformers)	<u>Sources of Fuel</u> - Plant fuel (diesel & petrol) - Fuel bowser - New timber - Cardboard packaging - Waste timber & card - Trees, bushes & grass	<u>Areas of Particular Risk</u> - Fuel storage area - Plant storage area - Waste storage area - Hot works

References to Additional Information, Instruction, Training, etc.
- HSG168 - Fire Safety in Construction Work - Fire Prevention on Construction Sites: The Joint Code of Practice (JCOP) - The Regulatory Reform (Fire Safety) Order 2005 - Dangerous Substances and Explosive Atmospheres Regulations 2002 - Structural Timber Association - 16 Steps to Fire Safety - Structural Timber Association - Design Guide to Separating Distances During Construction - Read Construction Insurance Provisions. Please note, all blue text within this document refers to the company's insurance provisions. - A separate Site Fire Safety Plan will be developed in line with the section headings of the JCOP. See overall Design & Construction Phase control measures on the following page.

Personal Protective Equipment			
Safety Helmet	✓	High Visibility Clothing	✓
Safety Boots	✓	Overalls	
Hearing Protection		Gloves	
Respiratory Protection		Eye Protection	
Personal Fall Arrest Equipment		Other:	

Residual Risks			
Ref	L	S	R
1	1	5	5
2	1	5	5
3	1	4	4
4	1	5	5
5			
6			
7			

Review Period	Monthly
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Control Measures

Design Phase

- The CDM Regulations place a legal duty on all designers to consider construction risks. As a result, hot works should be designed out whenever possible e.g.:
 - The use of non-combustible and non-flammable materials to reduce fire load.
 - Materials and methods that avoid the need for hot work.
 - Design details that prevent the passage of smoke and flames.
 - Design access routes that retain safe evacuation routes.
 - Design firefighting systems and fire alarm systems that allow early use during the construction phase.
- Information regarding any remaining risks will be communicated to site operatives.
- Where possible, Read will identify design improvements which will reduce the risk of fire.
- Where possible, Read will programme the works to achieve early installation of fire protection measures e.g.
 - Permanent fire escape stairs
 - Fire compartments incl. fire doors and fire-stopping (with particular attention to stairwells, service ducts and voids)
 - Fire protective materials to structural steelwork
 - Lightning conductors
 - Automatic fire detection and alarm system, and where applicable sprinkler system
 - Emergency lighting

Construction Phase Responsibilities

- The Project Manager, TBC, has been appointed as the responsible person to co-ordinate site fire safety.
- In his sub-role as the Fire Safety Coordinator, TBC will ensure that:
 - All procedures, precautionary measures and safety standards outlined in the fire safety plan are clearly understood and complied with.
 - Hot Works are undertaken in line with company procedures and insurance provisions.
 - Regular testing of the fire alarm, detectors and other equipment.
 - Information is provided to the fire and rescue service.
 - Liaison is maintained with site security personnel.
 - Regular maintenance of firefighting equipment is undertaken and recorded.
 - Site operatives are provided with appropriate and updated training for fire drill procedures.
 - Arrangements are in place for calling the fire and rescue service.
 - Safe evacuation is executed during a fire alarm, and all operatives and visitors report to the assembly point.
 - A fire safe culture is always proactively promoted.
 - Other competent persons are appointed to assist with carrying out the duties.
- In his sub-role as the Fire Marshal, TBC will ensure that, if absent, a nominated person is present on site to deputise in the Fire Marshal role during an emergency.

The Fire Safety Plan

- This Site Fire Safety Plan will detail:
 - The organisation and responsibilities for fire safety.
 - General site precautions, fire detection and alarm systems, firefighting equipment and assembly points.
 - Clear access routes to the site and building.
 - Clear escape routes inside the building.
 - The location of designated smoking areas.
 - The hot work procedure.
 - The arrangement of temporary accommodation.
 - Emergency communications.
 - Access for fire and rescue service.
 - Instructions provided to operatives and visitors.
 - Security measures to minimise the risk of arson.
 - Material storage and waste control (with reference to flammable and combustible materials).
 - Maintenance of temporary electrical installations.
 - The use of fire-retardant coverings.
 - Arrangements for plant and vehicles.
 - Measures to prevent fire spread from site.

5 HEALTH RISK ASSESSMENTS & METHOD STATEMENTS

5.1	Needle-Stick Injuries
5.2	Asbestos
5.3	Manual Handling
5.4	Noise
5.5	Construction Dust (incl. silica)
5.6	HAVS & White Finger
5.7	Leptospirosis / Weil's Disease
5.8	Mold / Fungus
5.9	Dermatitis
5.10	Radon Gas
5.11	Sun Safety
5.12	Cold Weather
5.13	Legionnaire's Disease

5.14	Lead
5.15	Sewage
5.16	Pigeon Droppings
5.17	Stress / Mental Health
5.18	Anthrax
5.19	
5.20	
5.21	
5.22	
5.23	

Note: **Yellow** items are provided with the initial draft of this Construction Method Statement to satisfy Planning pre-commencement condition.

<u>Construction Dust (incl. silica)</u>			<u>5.5</u>
Location:	ST ANTHONY'S CHURCH - NEW PRESBYTERY & PARISH CENTRE	Date:	28/05/2020

Risk Assessment (Likelihood x Severity = Risk)	L	S	R	Who might be harmed?	
1 Short-term ill-health due to exposure to dust	4	3	12	Read Operatives	✓
2 Long-term ill-health due to exposure to dust	4	5	20	Subcontractors	✓
3 Nuisance to the surrounding environment	3	3	9	Church Staff & Patrons	✓
4				General Public	✓
5				Site Visitors	✓
6				Others	
7					

Control Measures
- The control of dust from all on-site activities shall be in consideration of the guidance listed below. - Activities that produce large quantities of dust will be 'designed out' of the scheme where possible. Where this is not possible, the activities will either be carried out off-site or with necessary controls in place. - On-tool extraction vacuums and compatible tools must be used. Alternative extraction must be provided where the tools cannot attach to auto-take-off. - Tool operations which create 'construction dust' will have a minimum of M-class dust extraction unit connected and operating. A minimum of M-class extraction equipment will be accepted from hire suppliers and subcontractors. - Air extraction equipment and ducting provided to support internal dust extraction. - All extraction equipment must be regularly emptied to ensure working efficiently. - All filters must always be used, and regularly replaced / cleaned. - Where appropriate, materials will be dampened with water suppression to minimise dust. - Vacuum areas as soon as possible when work ends, or at the end of the day at the latest. Vacuuming instead of brushing causes far less dust to become airborne. - External works and hard surfacing will be regularly monitored for dusty conditions e.g. dry and windy conditions, exposed excavations. - Water bowzers (rainwater harvesting preferable) will be provided to manage dust. Control measures will include: - Washing road surfaces, footpaths and pavements where construction operations and traffic has carried dirt. - Cleaning vehicle wheels and plant tracks to prevent carrying dirt onto hard surfaces. - Dampening exposed excavations during arid conditions. - Dampening down hard dry materials (e.g. stone, concrete, blocks) before cutting or working. - A portable power brush machine or road sweeper will be provided to support maintenance of hard surfaces.

References to Additional Information, Instruction, Training, etc.
- Control of Substances Hazardous to Health Regulations 2002 - HSG201 - Controlling Exposure to Stonemasonry Dust - HSG258 - Controlling Airborne Contaminants (guide to ventilation) - INDG408 - Guide to Using Local Exhaust Ventilation - INDG463 - Control of Exposure to Silica Dust - HSE Construction Information Sheets 26, 36, 54 & 69 - HSE Controlling the Risks of Wood Dust WIS23

Personal Protective Equipment			
Safety Helmet	✓	High Visibility Clothing	✓
Safety Boots	✓	Overalls	
Hearing Protection		Gloves	
Respiratory Protection	✓	Eye Protection	
Personal Fall Arrest Equipment		Other:	

Residual Risks			
Ref	L	S	R
1	2	3	6
2	2	5	10
3	2	3	6
4			
5			
6			
7			

Review Period	Monthly
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6

6.1	Ready Mixed Concrete, Mortar & Screed
6.2	Common Cement
6.3	Hydrated Lime
6.4	Natural Aggregates (Silica Dust)
6.5	Timber Products
6.6	Gas Oil (Diesel)
6.7	Unleaded Petrol
6.8	Two-stroke Oil
6.9	Hydraulic Oil
6.10	Engine Grease
6.11	Pipe Lubricating Grease
6.12	Brick Cleaning Acid
6.13	Mould Release Oil
6.14	British Gypsum Plasterboard
6.15	Thistle Multi-Finish
6.16	Acrylic Sealant
6.17	Mortar Plasticiser
6.18	Linemarker Spray Paint
6.19a	Expanding Foam (Gun Grade)
6.19b	Expanding Foam (Hand Held)
6.20a	Fire Retardant Foam (Gun Grade)
6.20b	Fire Retardant Foam (Hand Held)
6.21	WD-40 Aerosol
6.22	Paslude Fuel Cell
6.23a	CO ₂ Fire Extinguisher
6.23b	Powder Fire Extinguisher
6.23c	Foam Fire Extinguisher
6.24	Joiners Mate Adhesive
6.25	Air Horn
6.26	Bleach
6.27	Disinfectant
6.28	Detergent
6.29	Anti-Bacterial Hand Wash
6.30	Hand Cream
6.31	All-Purpose Filler
6.32	PVA Glue
6.33	'No More Nails' Adhesive
6.34	Resin Anchor Grout
6.35a	Tile Adhesive
6.35b	Tile Grout
6.35c	Tile Adhesive & Grout (combined mix)
6.36	Self-Levelling Compound
6.37a	Gloss Paint
6.37b	Eggshell Paint
6.37c	Flat Matt Paint
6.39	Gorilla Glue
6.40	Febbond Blue Grit

[illegible]

COSHH ASSESSMENT GUIDANCE

The Site Manager must ensure that all works have appropriately considered hazardous substances. New Safety Data Sheets should be obtained from suppliers and used to create new COSHH assessments. Subcontractors are expected to produce their own assessments of materials they work with in the same manner as risk assessments and method statements. Safety Data Sheets will provide information on the usage of potentially hazardous materials, however this information must be turned into a COSHH assessment - Safety Data Sheets are not COSHH assessments.

Hierarchy of Control

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures. Follow the table below when planning to reduce risk from construction activities - the order prioritises the most effective controls down to the least effective. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement. Give priority to measures which protect collectively over protecting individuals.

Step	Control
1. Elimination	Redesign the job so that the hazard is removed or eliminated. For example, scraping lead paint instead of sanding or blow torch will prevent lead particle from becoming airborne.
2. Substitution	Replace the material or process with a less hazardous one. For example, use a water-based product instead of oil-based, get the product in paste form instead of powder. Care should be taken to ensure the alternative is safer than the original.
3. Engineering Controls Isolate & Reduce	Use work equipment or other measures to reduce the severity or likelihood of risks. For example, install dust extraction equipment to control risks from silica dust, install barriers to prevent others from contact with the work and ensure that all the equipment is correctly assembled. Give priority to measures which protect collectively over individuals.
4. Admin Controls	Identify and implement procedures to work safely. For example, reduce the time workers use the substance (in line with EH40 guidance), monitor the activity and carry out inspections, install safety signage and performing COSHH assessments. You must ensure that suitable information, instruction, training and supervision is provided - make sure rules are clear. Maintain good housekeeping.
5. PPE	Personal protective equipment should only be introduced after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level. For example, masks should be required where you cannot eliminate the presence of a chemical, cannot substitute to a safer alternative, cannot introduce enough collective equipment to minimise the risk (e.g. air extraction), and cannot suitably reduce the risk with admin/procedures. If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Hazard Information

All chemical warning symbols should look like the following:



Explosive



Flammable



Oxidising



Corrosive



Acute Toxicity



Environmental



Health



Serious Health



Gas Under Pressure

Principles of Prevention

Good practice in the control of hazardous substances can be summarised as below (set out in schedule 2A of the COSHH regulations). They must all be applied to obtain effective and reliable control. The principles are not ordered by rank in the same way as the hierarchy above. For more guidance, see the approved code of practice (L5) or follow the link below: <https://www.hse.gov.uk/coshh/detail/goodpractice.htm>

Step	Control
1. Minimise emission, release & spread	It is more effective, and usually cheaper, to reduce the emission of a contaminant at source, rather than develop ways of removing the contaminant from the workplace once it has been released. Sources of exposure should be reduced in number, size, emission or release rate, as much as possible.
2. Consider routes of exposure	Exposure can occur through inhalation, ingestion, injection or absorption. A COSHH assessment should consider the exposure route, how the substance is used, and the degree of exposure - don't just jump to the health effects
3. Proportionate control measures	The more severe the potential health effect and the greater the likelihood of it occurring, the stricter the measures required to control exposure. The degree of what is reasonably practicable will rise, additional effort is required to eliminate, substitute and introduce engineering controls. The reverse is true for low risk substances; admin controls and PPE may be appropriate.
4. Effective control options	Some control options are inherently more reliable and effective than others. A very reliable form of control is changing the process so that less of the hazardous substance is emitted or released. Choose the most effective and reliable control options for the circumstances and direct these at the main sources and causes of exposure.
5. PPE	Personal protective equipment should only be introduced after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level. For example, masks should be required where you cannot eliminate the presence of a chemical, cannot substitute to a safer alternative, cannot introduce enough collective equipment to minimise the risk (e.g. air extraction), and cannot suitably reduce the risk with admin/procedures. If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.
6. Review effectiveness	The effectiveness of control measures should be checked regularly. Which checks, and how often, will depend on the control measures and the consequences if they fail. Initially, checks may be needed quite frequently. After this initial period the frequency of checks can then be adjusted to what is needed to keep the control measures effective. There is nothing more likely to cause people to ignore or trivialise than routinely measuring and recording 'no change'. Checks must have some purpose and meaning.
7. Provide information, instruction, training and supervision	For control measures to be effective, people need to know how to use them properly. Most importantly, people need to know why they should be bothered to work in a certain way and use the controls as specified; they need to be motivated. Motivation comes from understanding what the health risks are and, therefore, why the control measures are important.
8. Increased risk	Ensure that the introduction of control measures doesn't increase the overall risk to health and safety. For example, introducing dust extractors also brings the risks of electrical cables and equipment maintenance.

The following rules must be observed for when using and storing all substances:

- Do not mix chemicals unless they are designed to be used that way.
- Do not use unmarked containers.
- Do not re-use containers for other purposes.
- Store products safely and securely when not in use.
- Report all spillages or damaged containers to the Site Manager.

The following rules must be observed for all substances when giving first aid or firefighting:

- **Never** give anything by mouth if a person is unconscious.
- Call for emergency medical attention if breathing becomes irregular or stops.
- If a substance is not flammable, use the appropriate extinguisher for surrounding materials and packaging.
- Show the product label or Safety Data Sheet to the doctor if you need professional medical advice.

<u>COSHH Assessment</u>	<u>Natural Aggregates (Silica Dust)</u>	Date	28/05/2020
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Hazards				Persons at Risk		Exposure Route	
Explosive		Flammable		Site Operatives	✓	Inhalation	✓
Environment		Health	✓	General Public	✓	Ingestion	✓
Oxidising		Corrosive		Client Personnel	✓	Skin	✓
Serious Health		Gas Under Pressure		Other		Eyes	✓
Acute Toxicity		No Classification					

Initial Risk	Likelihood	5	Safety Data Sheet	 Safety Data Sheet	<u>How to Use:</u> Bipproduct of working with stone, earth and quarried materials (cutting, grinding, sanding, breaking, etc.)
	Severity	5			
	Risk	25			

PPE	High Visibility Clothing		Hard Hat		Safety Boots	
	Gloves		Respiratory PPE	✓	Goggles / Eye Protection	
	Overalls / Cover Skin		Other:			

Fire Precautions	
Extinguisher	Not flammable and will not combust with other materials.

Environmental Actions	
Waste Disposal	Not hazardous when mixed and/or set (i.e. not loose particles).
Spillage	Collect and dispose of in general/inert skip
Storage	General storage (some products may require dry and/or cool storage).
Transport	Not classified as hazardous for transport.

First Aid Actions	
Inhalation	If irritation occurs, remove person to fresh air. If airways become inflamed, see doctor.
Ingestion	Do not induce vomiting. Wash out mouth with water and give water to drink.
Skin	Wash contact area with soap and water. If symptoms develop, see doctor.
Eyes	Wash with clean water, and seek medical attention immediately.

<u>Additional Controls:</u> - Eliminate work that creates dust - Reduce dust by introducing suppression and extraction controls - Isolate others from dusty work - Refer to specific RAMS for the operations

Residual Risk	Likelihood	3
	Severity	5
	Risk	15

7 SUBCONTRACTORS

Details for subcontractors must be recorded on this cover sheet and all risk assessments, method statements, etc. filed within. Each subcontractor's risk assessment and supporting documents must be assessed for appropriateness before being given permission to proceed - Site Manager to use the RAMS checklist to record approval/comments.

Company Name	Address	Tel / Mob	Personnel	Activity

Construction Phase Arrangements

All subcontractors must be prequalified prior to placing an order. This process ensures that the supply chain is qualified, experienced and committed to meet the project's requirements. Our prequalification system is based upon BSI PAS 91. This selection process considers the following elements:

- Health & Safety Management
- Environmental Management
- Quality Management
- Equal Opportunity and Diversity

To maintain a position as an approved supplier, organisations must continue to demonstrate the cultural and management abilities required to deliver to collaborative working arrangements, maintain demonstrable performance records in terms of the elements above, as well as annually checked accreditations, renewable requirements and enforcement actions (examples includeSSIP accreditation, insurances, accounts, HSE enforcement).

Prior to arriving on site, each subcontractor must provide the following to the Site Manager:

- a) Risk Assessments and Method Statements (RAMS) (or any other forms of plans for the work based on a risk assessment) reflective of the works stated in this order and site-specific conditions (e.g. presence of asbestos)
- b) COSHH assessments for any substances which may be used
- c) Details of specific plant and equipment maintenance e.g.:
 - i. Evidence of portable appliance testing
 - ii. Evidence of thorough examination certificates for any lifting equipment (LOLER)
- d) Certificates of competence for the operatives who are due to work on the site (specifically ensuring that the tasks required to carry out the work are addressed)

Information to support the development of the RAMS (e.g. asbestos refurbishment/demolition survey) will be provided by the Site Manager upon request. The information will be communicated to site operatives during the induction procedure, during which a review will take place of the RAMS for appropriateness.

Further conditions regarding subcontractors' obligations under current legislation and guidance:

- a) All operatives must safeguard their own health and safety and that of others who may be affected by their acts or omissions.
- b) Operatives must wear the minimum level of PPE required as per the site rules, as well as any additional PPE required to control their activities in line with RAMS and COSHH assessments.
 - i. All operatives must be competent to use the equipment (e.g. face-fit testing)
 - ii. Where evidence cannot be provided of operatives receiving a face-fit test, Read will organise a test.
- c) Agreeing to the subcontract order is a commitment to carry out visual condition inspections of all work equipment (PUWER).
- d) Subcontractors must comply with Read Construction Holdings Ltd Quality, Environmental and Health & Safety policies and procedures, including those set out by the Construction Phase Plan.
- e) Subcontractors must comply with Read Construction Holdings Ltd Drug & Alcohol policy (copies are available in all site accommodation, or upon request from the head office).
- f) All operatives must make themselves available for a site induction on their first visit. The Site Manager will communicate all site rules etc. as outlined in the Construction Phase Plan.
- g) If site conditions deviate from those assumed or expected whilst preparing RAMS, etc., the subcontractor will be notified to re-assess the work and inform the Site Manager/Contracts Manager accordingly (verbally and/or in writing). Revised risk assessment, method statement, etc. must again be provided to the Site Manager before works re-commence (see item a).

Construction Phase Monitoring & Review:

From the construction phase, Read will ensure that:

- Subcontractor operatives have correct and sufficient qualifications to work safely.
- Subcontractor has a clear understanding of the tasks to be undertaken, and that the Risk Assessments and Method Statements reflect this understanding (reviewed with Site Manager at induction).
- Subcontractor operatives monitored by Site Manager to ensure work in accordance with safe operating practices.
- Weekly constraints & risk planning meetings with subcontractors due on site to coordinate and minimise the risk of multiple trades occupying the same work areas.
- Planned Activity Complete (PAC) progress monitoring to forecast and review the risks of the programme.

Post-Contract Review

The performance of the supply chain is regularly monitored for compliance matters such as quality, adherence to programme, communication, effectiveness, health and safety and general participation within the team. Outcomes are recorded, discussed at the post-contract review meeting and fed back into our approval database to ensure appropriate future selection.

Insurance Requirement

All subcontractors must have Employers' Liability and Public Liability insurance in respect of their liability at law, and that such insurance:

- a. Shall provide an Employers' Liability limit of liability not less than that provided by Read to our Employees.
- b. Shall provide a Public Liability limit of liability not less than £2,000,000 any one occurrence.
- c. Has been extended to indemnify Read as principal in respect of such liability

8 WASTE MANAGEMENT PLAN

Note that this section has been extracted from the Environmental Management Plan. The section is contained within the Construction Management Plan to support the Planning Permission Conditions only.

8.1 Waste Introduction

A Aims

This plan aims to identify, control, measure and reduce the businesses impact on the environment in its undertakings by ensuring all business activities are carried out in line with environmental best practice and the Read Construction Holdings Ltd Environmental Policy.

B Implementation

This plan will be updated throughout the course of the project. It will be the responsibility of the Site Manager to ensure that the plan is implemented and updated in line with progress on site, with the support of the company champions available as necessary. All operatives (both subcontracted and directly employed) will be made aware of the plan and its contents during their site induction. Any substantial amendments to the plan will be communicated through toolbox talks or re-induction.

The waste management plan will be regularly reviewed throughout the project.

C Definitions

Inert	Will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health.
Active	Active waste is biologically, chemically or physically active if disposed of to landfill.
Hazardous	Contains hazardous properties that may render it harmful to human health or the Environment.
Reduce	By identifying the possible waste produce of each particular activity highlighted within the project programme, the amount of waste can be reduced by preventing it from ever arriving on site. This can be applied to both imported and generated waste - materials can be ordered without unnecessary packaging, and earthworks can be calculated to ensure that excess spoil isn't created.
Re-use	If surplus materials can be used in the permanent works, they are classified as materials that can be re-used. If there is no place for the material, it can be removed from site in its present form in order to be re-used elsewhere.
Recycle	If the surplus material cannot be re-used (either on or off site) in its present form, but could be used in a different form, then it will be removed from site by a licensed waste contractor to be recycled.
Waste Hierarchy	The definitions highlighted above - Reduce - Re-use - Recycle - form the waste hierarchy. The Read Contract Team should always adhere to this hierarchy in order to achieve the most considerate outcome.
Carrier	A person who collects or carries waste. Unless exempt, a carrier must be registered with the Environment Agency or Natural Resources Wales.
Consignee	A person who receives waste for disposal or recovery. A consignee must have a permit or be exempt from permitting to accept waste.
Producer	A person who produces waste. Unless exempt, a producer must hold a hazardous waste registration.
Holder	A person who holds waste that was not originally produced by them. Unless exempt, a holder must hold a hazardous waste registration.
Consignor	A person who causes a waste to be removed from a place. This is usually the holder or producer. In some cases, e.g. when a managing agent is on site and has authority from the producer or holder, they can be the consignor. A carrier is not usually a consignor.

D HAZARDOUS WASTE

Information contained on the Safety Data Sheet that should accompany materials/chemicals received at site and should assist in determining if a waste is hazardous.

Having identified hazardous waste it is essential that the correct storage and disposal methods are followed to prevent contamination of other materials. The goal is to prevent any form of spillage which could contaminate its surroundings or cause harm.

Waste management contractors will be appointed to remove the hazardous material collected on site. Removal of hazardous waste must be accompanied by a consignment note (provided by the waste management contractor). Read still hold a duty of care for the hazardous waste for a period of three years and must ensure that the note is completed in full and accurately.

No longer than three months after the waste left site the consignee must provide a completed consignment note to show that they have received the hazardous waste. You should check that the consignee has properly received and managed all the loads of waste sent disposed by matching the return the consignee gives you with the consignment notes in your register. If the consignee does not send you a return, contact them and ask for one.

E European Waste Catalogue

Under the Duty of Care, waste producers have a duty to classify and describe their waste correctly; this includes selecting the most appropriate six-digit code from the European Waste Catalogue (EWC). The EWC lists all wastes, grouped according to generic industry or process and assigns a unique six-digit code to each. Section 17 refers to construction wastes (copy of codes enclosed for reference).

8.2 Anticipated Waste Identification

The list of anticipated waste is formed by allocating the European Waste Catalogue reference, predicted waste volume and proposed disposal method next to each activity in the contract programme. The initial plan will be completed based on the contract programme and the scope of works as it is understood at the time.

The plan will be reviewed in each of the following scenarios to determine whether the plan was accurate (based on removal records) and whether improvements can be made.

- If activities are amended on the programme;
- At the completion of phases within the contract; or
- At three-month intervals.

An example is provided on the next page.

Activity	Anticipated Waste	Waste Category	EWC Reference	Anticipated Volume (m ³)	Waste Disposal Method
Site Establishment					
Temporary site setup	no anticipated waste	N/A	N/A	N/A	N/A
Site clearance and stone up	soil and stones other than those mentioned in 17 05 03	Inert	17 05 04		F
Temporary connections	no anticipated waste	N/A	N/A	N/A	N/A
Phase 1 External Works					
Topsoil strip and storage	soil and stones other than those mentioned in 17 05 03	Inert	17 05 04		F
RLD road and car park	soil and stones other than those mentioned in 17 05 03	Inert	17 05 04		F
Stone up haul road	soil and stones other than those mentioned in 17 05 03	Inert	17 05 04		F
Excavate for retaining wall	soil and stones other than those mentioned in 17 05 03	Inert	17 05 04		F
Cast retaining wall	wood	Active	17 02 01		G
	iron and steel	Active	17 04 05		H
	concrete	Inert	17 01 01		F
Back fill and drainage rear of wall	soil and stones other than those mentioned in 17 05 03	Inert	17 05 04		F
	plastic	Active	17 02 03		A
Excavate attenuation tank	soil and stones other than those mentioned in 17 05 03	Inert	17 05 04		F
Cut & fill from tank to car park	soil and stones other than those mentioned in 17 05 03	Inert	17 05 04		F
Install attenuation tanks	no anticipated waste	N/A	N/A	N/A	N/A
Import stone to build up car park	soil and stones other than those mentioned in 17 05 03	Inert	17 05 04		F
Surface drainage works					
Street lighting	mixed packaging	Active	15 01 06		A

NOTE: **Hazardous**, **excavation** and **demolition** wastes are not to be included within BREEAM calculations for the first three credits of section WST01, and have therefore been isolated. The anticipated waste has still be identified in order to ensure effective Duty of Care and cost management of the project.

SUMMARY	
WASTE DISPOSAL METHOD	m ³
A = Remove from site via mixed waste skips (for segregation at transfer station)	0
B = Remove from site via Specialist Waste Subcontractor (e.g. asbestos removal)	0
C = Subcontractor generating the waste responsible for removal (e.g. excess paint, excess concrete)	0
D = Material to be re-used on site (e.g. spare ceiling tiles, excess paint)	0
E = Material to be recovered for use on another construction site	0
F = Inert waste (e.g. soils and stones used for land reclamation, crushed brick/concrete used for hardcore)	0
G = Segregated and removed from site via dedicated timber/wood skip	0
H = Segregated and removed from site via dedicated metal skip	0
I = Segregated and removed from site via dedicated plasterboard skip	0
J = Segregated packaging waste (light plastic, cardboard, paper) removed from site via dedicated skip	0
K = Segregated insulation to be recovered by manufacturer or removed from site via dedicated skip	0
L = Segregated and removed from site via dedicated 'green waste' skip (e.g. trees, hedges)	0
Total Waste (excluding demolition and excavation) =	0

8.3 Read Waste Carrier Details

License Number: CBDU5771

Expiry: 18/04/2022

8.4 Waste Removal Contractors' Details

Company Name	License Number	Registration Expiry Date

8.5 Waste Removal Records

Waste reports will be collected from removal contractors each month. The data will form a key performance indicator (KPI) which will be used in monthly progress reports and waste management reviews. An example can be seen on the next page.

MONITORING REMOVAL & REVIEW

This table is to be used to record waste created by Read Construction at

[illegible][illegible][illegible]

SUMMARY		
Tonnes Diverted from Landfill =		0.00 T
Tonnes Diverted from Landfill =		0.0%
Project Floor Area =		m ²
Tonnes of Waste per 100m ² =		0.000 m ³ /100m ²