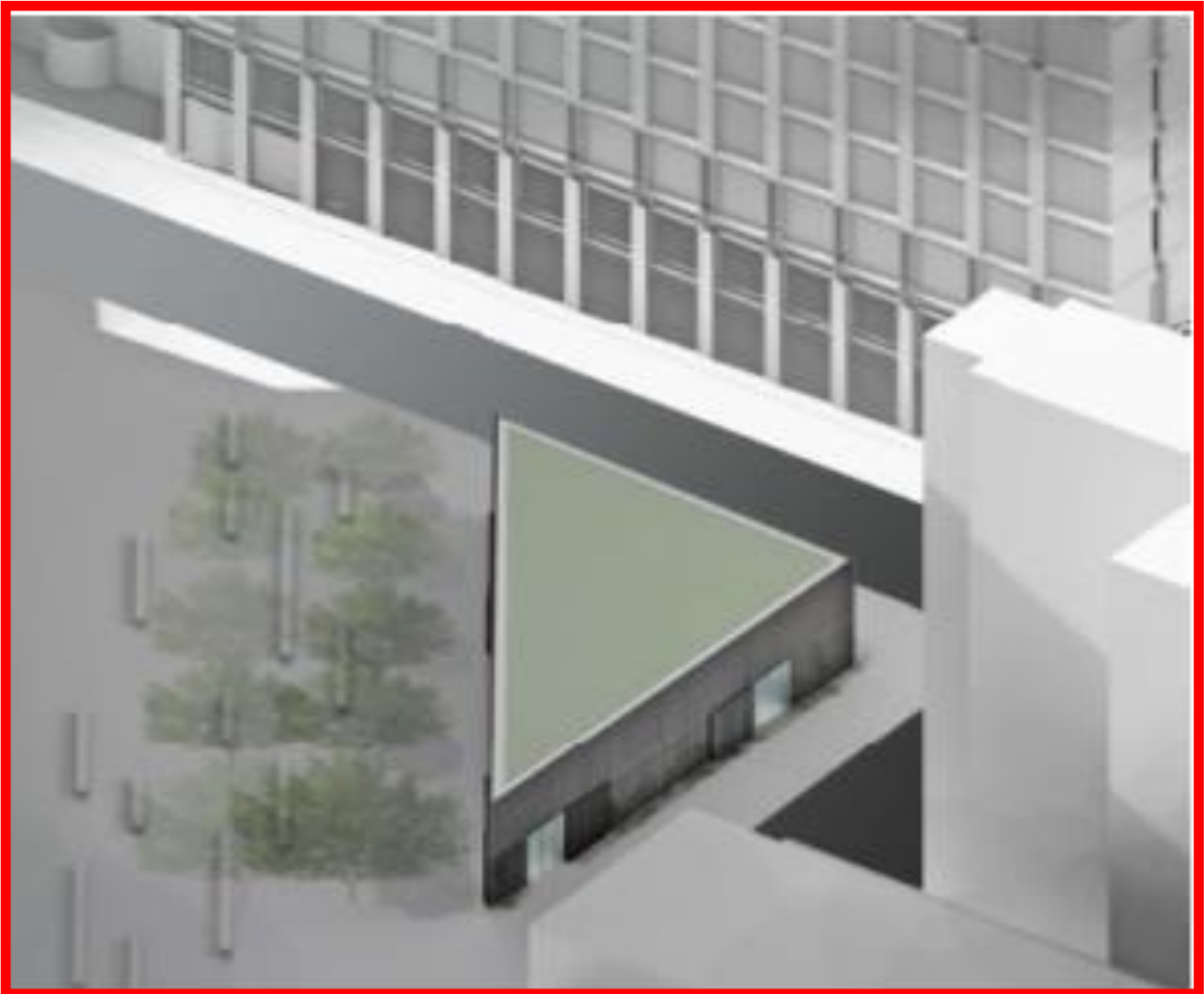




CONSTRUCTION SITE MANAGEMENT PLAN

XYZ pavilion

Prepared by Daniel Jamison

Date 19th May 2020

Revision by

Date

HEALTH & SAFETY PLAN (CONSTRUCTION PHASE)

CONTENTS

Part 1 Description of Project

- Project description and programme details including any key dates.
- Details of Client, Principal Designer, Designers, Principal Contractor and other Consultants.

Part 2 Arrangements for Controlling Significant Site Risks

Part 3 Management of the Work

- Safety risks.
- Health risks.

Part 4 The Health & Safety File

- Layout and format.
- Arrangements for the collection and gathering of information.
- Storage of information.

Introduction

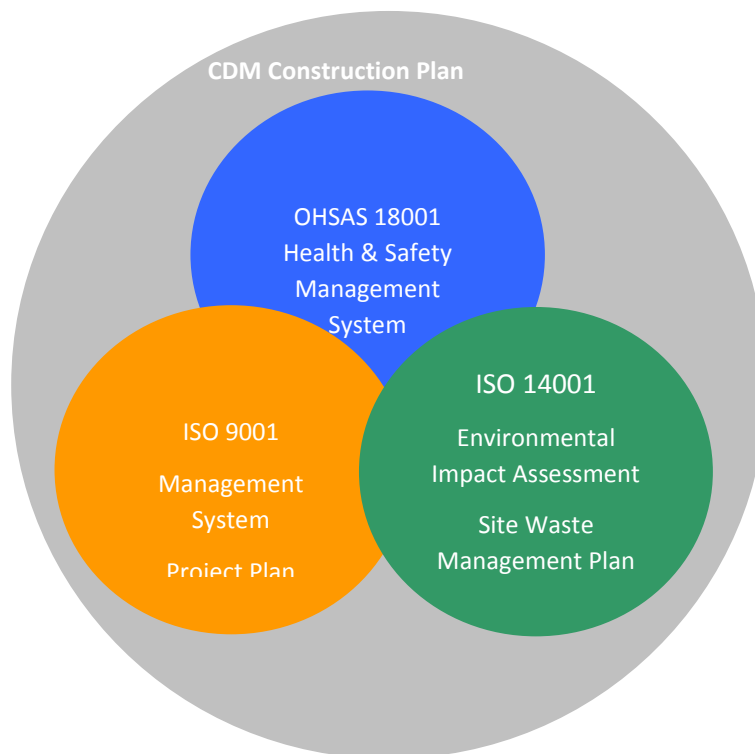
This template SPF 114 includes a summary of risks relating to the project.

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

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

Inputs in addition to Pre-Construction Information

- Inspections
- Audits
- Records
- Assessments
- Minutes
- Method Statements
- Designs
- Surveys
- Inductions
- Toolbox Talks
- Training
- Test Certificates
- Updates
- Permits
- Licences
- Reports
- Minutes
- Plans / Reviews
- Forms
- Standards etc.



Final Outputs

Health & Safety File

- As built information
- O & M manuals and instructions
- Warranties

Archiving and Filing

- Retention of contract and project documents
- 12 year archive

Bowmer & Kirkland Integrated Management System

Part 1 Description of Project and Management Arrangements	
Project No.:	TBC
Project Name:	XYZ Pavillion
Full Site Address:	XYZ Pavillion New Ct Street Manchester M3
Location of Project:	Situated on New Ct Street which is just off Bridge Street in central Manchester. 
Scope of Works:	The project is a New Build Construction of a single storey event space. Sub-structure works include construction of a raft foundation The structural frame will comprise of a timber construction. The façade will comprise pre manufactured Charred larch slats fixed onto black breather membrane, Black stained timber framed windows at high level, Black stained large timber framed window at ground level with Fixed clear glazing and a Sedum roof blanket. External works comprise mainly of making good to existing surfaces following construction and a small element of soft landscaping within the site.

Client Contact:	Allied London Level 12 No. 1 Spinning Fields 1 Hardman Square Manchester M3 3EB
Client H & S Contact:	Adept Level 12 No. 1 Spinning Fields 1 Hardman Square Manchester M3 3EB
Principle Contractor	Bowmer & Kirkland Ltd Address: 1st Floor, Altitude, Atlantic Business Park, Manchester. M22 5HF Contact: Neil Brook Contact Telephone No: 07825 920011 Email: n.brook@bandk.co.uk
Structural Engineers	Curtins Address: 40 Compton St, London EC1V 0BD Contact: Andy Isherwood Contact Telephone No: 020 7324 2240 Email: andy.isherwood@curtins.com

CDM Notification Requirements:

■ Notifiable CDM?	Yes	Y
■ Initial Notification Date:		
■ Construction F10 submitted?	No	
■ Health & Safety File required:	Yes	
■ HSE Office:	Bootle Headquarters, Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS	
■ Principal Designer:	Adept Level 12 No. 1 Spinning Fields 1 Hardman Square Manchester M3 3EB	
■ Client CDM Advisor:	Adept Level 12 No. 1 Spinning Fields 1 Hardman Square Manchester M3 3EB	

Programme Requirements:

■ Construction Start Date	6th July 2020
■ Handover Date(s):	6 th July 2021
■ Completion Date	6th July 2021
■ Client Walk Round / Inspection	TBC
■ Duration:	52 weeks

Contractor Working Hours:	Monday – Friday 07.30 to 18.00 Saturdays – 08.30 – 14.00
Site Parking	Parking for all operatives and visitors shall be in locally authorised pay car parks. The nearest car park to site is at the bottom of Atherton Road (Spinningfields NCP) or New Bailey. If these are full, visitors will park at the next closest available authorised car park.
Premises to Continue Trade?	No
Client / Bowmer & Kirkland PTW required?	Bowmer & Kirkland Permits to Work Required- Excavations/ Ground Penetration Near “Live” Services, Hot Works, Confined Spaces, General, Electrical Work, Lorry Loader/ HIAB, Use of Ladders and Step Ladders, Contract-Contractor Lift & High Level Access.
Other concurrent Projects / works on site:	N/A
Local engagement & communication strategy	Engagement with the local businesses and residents will be via regular visits, posters and newsletters. The site emergency phone number will be placed on the site hoarding and neighbours are encouraged to report any issues to the site team. There will also be a local community engagement board placed on the site hoarding.

Programme Detail / Dates:			
No of Phases:	One single phase of works		
Phase Dates	N/A		
Operational Hours Mon-Fri:	07.30- 18.00	Operational Hours Weekends:	Sat: 08.30-14.00
Shutdown / days closed	Sundays and Bank Holidays		
	Quieter construction activities that are carried out within the building such as M&E works, plastering and decorating may take place outside of agreed working times where they do not result in significant disturbance to neighbouring occupiers		

Considerate Constructors (valid 12 months)		
Site registration number 1	TBC	
Site registration number 2	TBC	

Waste (refer to Site Waste Management Plan)

Is Hazardous Waste Registration Required?
(required if >500kg produce in 12 month period)

~~YES~~ / NO

Site registration number
(Valid 12 Months)

TBC

Updates and Revisions

Date

Details of Changes Made

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

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

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

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

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

Key Contacts			
Role		Name	Phone
Regional Director:		Neil Brook	0161-493-1880 n.brook@bandk.co.uk
Commercial Director:		Paul Sykes	0161-493-1880 p.sykes@bandk.co.uk
Senior Contracts Manager:		Andrew Flannery	0161-493-1880 a.flannery@bandk.co.uk
Project Manager:		Daniel Jamison	0161-493-1880/ 07825195223 d.jamison@bandk.co.uk
Senior Site Manager		TBC	
Site Manager		TBC	
Senior Quantity Surveyor		Stephen Corroboy	s.corroboy@bandk.co.uk 07468 353294
Senior Design Manager:		Jennie Godsell	j.godsell@bandk.co.uk 07818 534267
Façade Manager:		TBC	
Assistant Site Manager		TBC	
Finishing Foreman 1:		TBC	
Finishing Foreman 2:		TBC	
Logistics Manager:		TBC	
Senior Site Engineer		Matt Skinner	07881 855186
Trainee Site Engineer		TBC	
B & K Safety Advisor:		Rebecca Williams	0161 493 1880 / 07721 244484 Rebecca.williams@bandk.co.uk
Safety Consultant:		RG Wilbrey	01902-420-920
Health & Safety Dept:		Mark Blundy	01773-853-131/ 07825-527-121 m.blundy@bandk.co.uk
Insurance		QBE/ P Mason	01773-857-509/ 07825-242-657 p.mason@bandk.co.uk
Out of Hours Contacts			
Out of Hours Contacts		Name	Company / Mobile Number
1	Project Manager	Dan Jamison	07464 656327
2	Regional Director	Neil Brook	07909 925937

3	Senior Contracts Manager	Andrew Flannery	07917804791
---	--------------------------	-----------------	-------------

Development of the Plan

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

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

Lifting Plans and Reviews	SPF 132 / 511
Induction Records	SPF 201 / Msite
Red / Yellow Card	SPF 310 / 309 / Work wallet
Contractor Review	SPF 606

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

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

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

The Procedures Manual sets out arrangements for:

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

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

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

Emergency Arrangements

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

For construction sites we complete a Fire Risk Assessment for the construction area and site accommodation to assess risks of fire and fire loading. A Fire & Emergency Action Plan will be developed including Emergency Escape Plans for the site accommodation and construction areas. This is supported by regular, recorded check on fire and emergency equipment and procedures.

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

For refurbishment and extension Projects and any Project on a live environment, the Project Manager will be required to complete [SPF 129](#) to assess the effects of work on the fire integrity and emergency arrangements for staff, customers, visitors, etc.

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

The Fire & Emergency Action Plan is formally reviewed at least once every month at the internal Project Review Meeting.

!	Fire Action If you discover a fire:	!
📞	Raise the Alarm	📞
B+K	Your Fire Wardens are:	B+K
📞	Call the fire brigade 999	📞
	The site address is:	
🔥	Tackle the fire only if it is safe to.	🔥
🚪	Leave by the nearest exit if you have to evacuate.	🚪
✅	Report to your assembly point:	✅
🚫	Do not stop to collect personal belongings.	🚫
🔥	Be familiar with the fire plan – your escape routes and assembly point!	🔥

Version 3
FIRE NOTICE

B+K	In the event of an emergency:	B+K
	Report all accidents and incidents to a member of the site management team	
	First Aiders on this site are:	
+	First Aid equipment is located:	+
	Bowmer and Kirkland Site Office	
📍	Nearest Defibrillator is located:	📍
	Bowmer and Kirkland Site Office	
	If required, call the emergency services by:	
	Telephoning 999	
	The site address is:	
	The nearest Hospital is:	
	The Accident Book is located:	
	Bowmer and Kirkland Site Office	

Version 3 November 2016

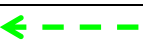
BOWMER KIRKLAND	
Project Name:	Project Name
Project No/Region:	001 B+K Region
Address:	Address Line 1 Address Line 2 Address Line 3 Address Line 4
Post Code:	Postcode
Local Authority:	Local Authority Inc postcode
Contact Working Hours:	Contact name - telephone number
Out of Hours:	Contact name - telephone number
	
In the event of an emergency, dial 999	
Registered No. 101 962 England Head Office 01773 833101  	

Examples of Fire / Emergency Action Notices / Fire Point / Escape Diagrams

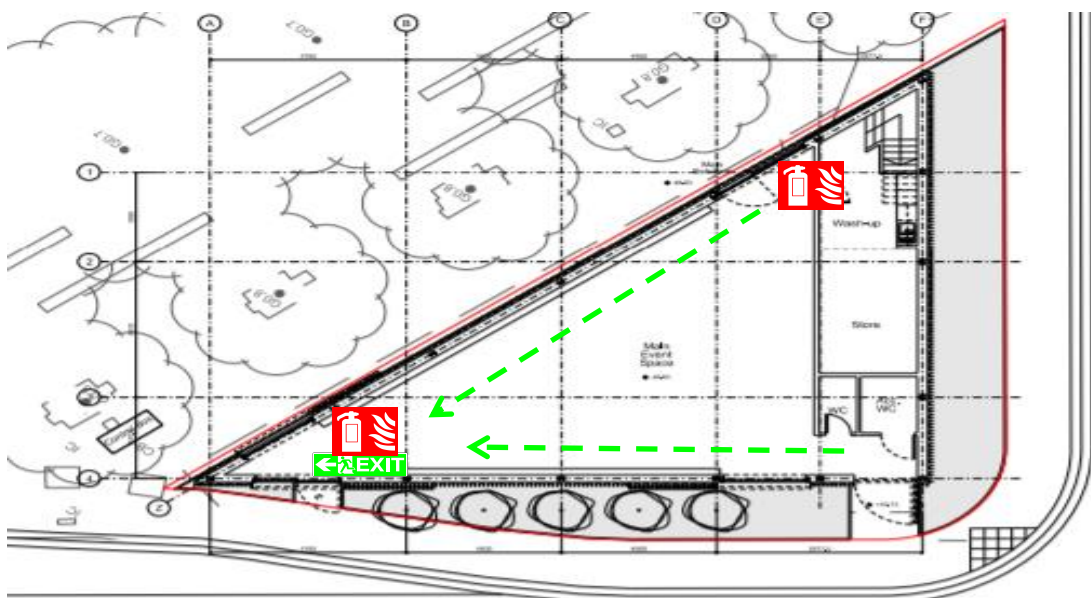
IF THE SITE MANAGER IS UNAVAILABLE THEN CONTACT:

Project Manager:	Daniel Jamison	07464 656327
Senior Contracts Manager:	Andrew Flannery	07917804791
Regional Director:	Neil Brook	0161-493-1880

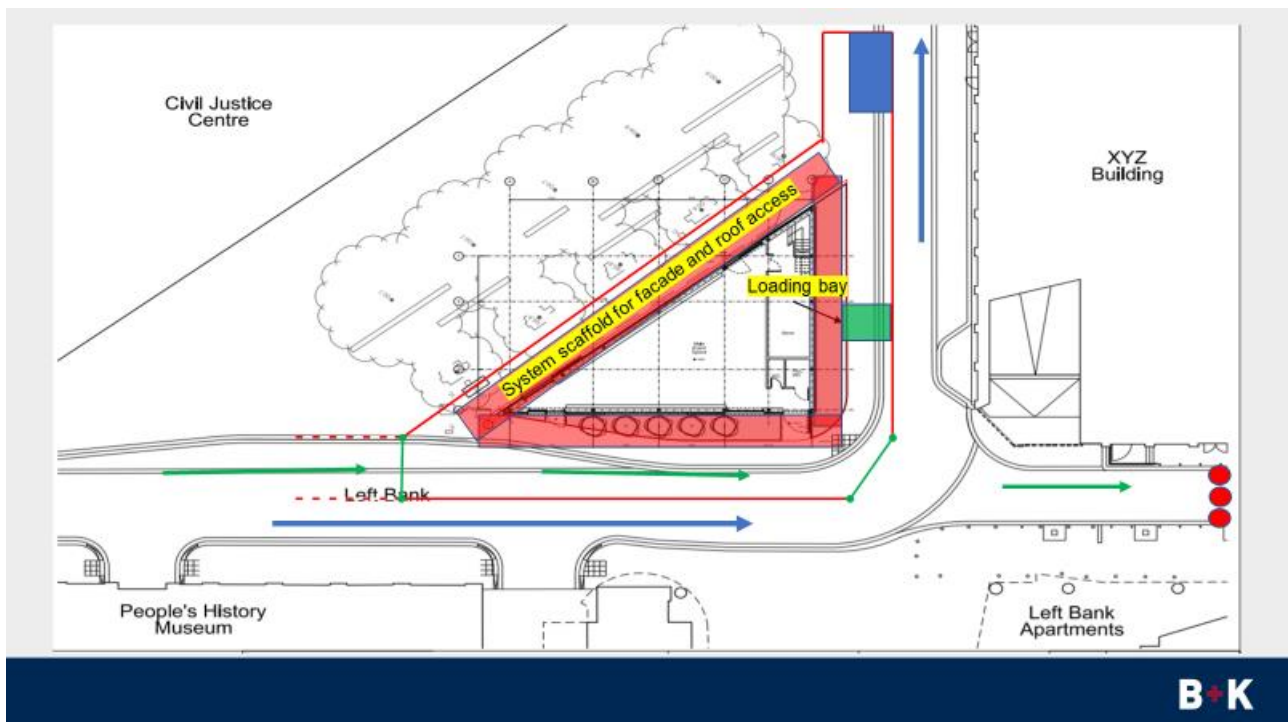
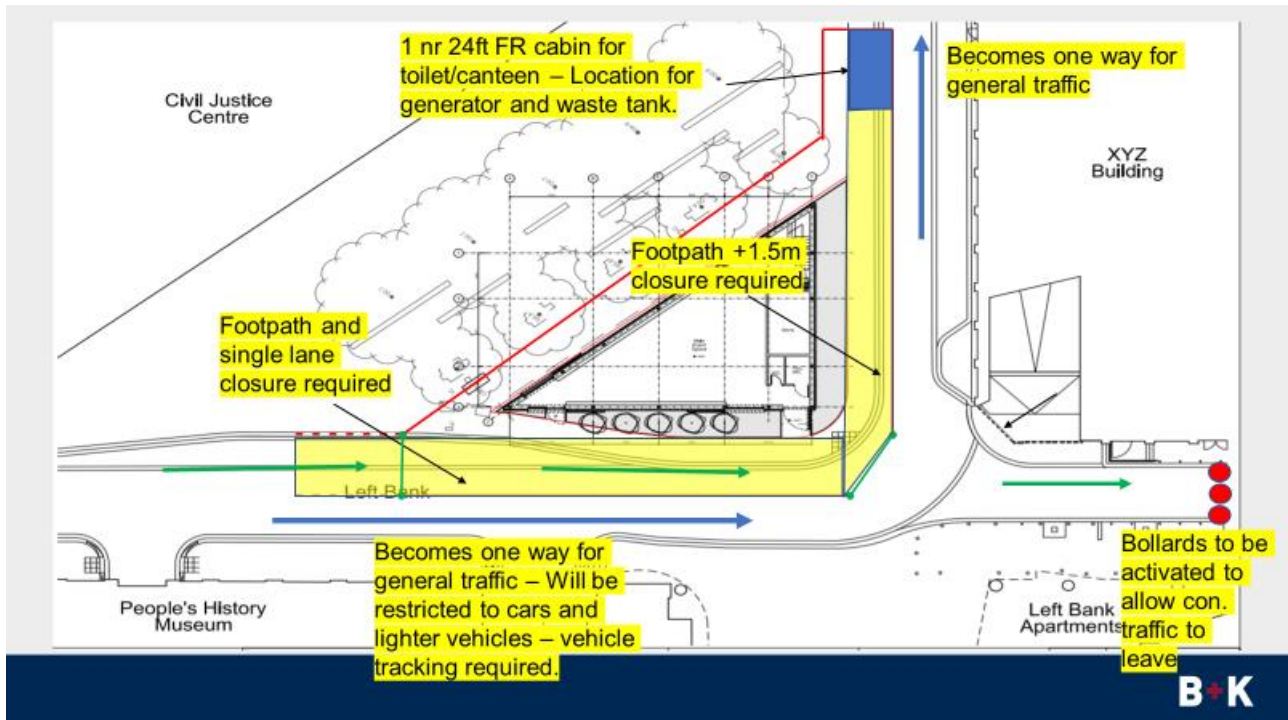
Fire & Emergency Escape Plan Legend

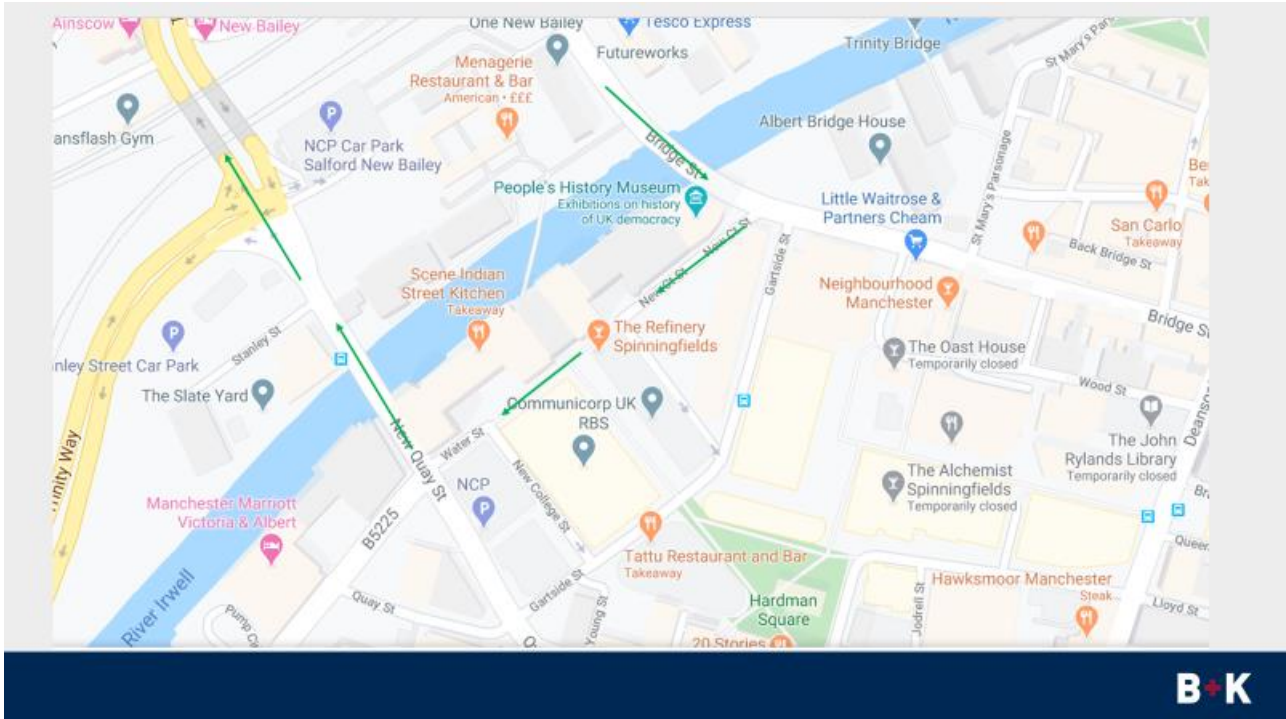
Description	Symbol
Fire Assembly Point	
Fire Hydrant	
Fire escape route	
Fire exit	
Wireless Call Point c/w sounder & Fire extinguisher point	
First aid point	
Smoking shelter / Smoking point	

Site Fire & Emergency Plan



Site Logistics Plan





Site Access Instructions for Delivery Vehicles

- Turn right off Bridge Street onto New Ct Street.
- Drive down past XYZ building onto Quay Street
- Turn right onto New Quay street away from the City Centre.

First aid arrangements

FIRST AID MEASURES CHECKLIST	
First Aid Information	Information on provision of first aid to be clearly displayed at booking in point for site / notice boards with the names of First Aiders.
First Aiders	Identified by helmet stickers.
First Aid Posts	Must be clearly signed.
First Aid Equipment – minimum required See 3.0 below	A size 10-50 first aid kit (or 10-100 as appropriate). Non-latex gloves. Suitable eyewash station. For large scale (>£50m / >300 persons) Sites / Projects consideration should be given to providing a defibrillator.
First Aid Equipment - location	Must be easy to access. Dust-free location. Near hand-washing facilities.
Additional Equipment	Defibrillator/ Signage by risk assessment

Suggested Number of First Aid Personnel		
Category of Risk	Numbers Employed at any Location	Number of First Aid Personnel
Lower risk	Fewer than 50 50-100 More than 100	At least one Appointed Person At least one First Aider One additional First Aider for every 100 employed
Medium risk e.g. light engineering and assembly work,	Fewer than 20 20-100 More than 100	At least one Appointed Person At least one First Aider for every 50 employed (or part thereof) One additional First Aider for every 100 employed
Higher risk e.g. most construction, work with dangerous machinery	Fewer than 5 5-50 More than 50	At least one Appointed Person At least one First Aider One additional First Aider for every 50 employed

3.0 First Aid Kit - Contents

Every workplace should have a first aid kit that is appropriate for the types of injuries that are likely to need treating. The contents of a first aid box are dependent on an employers first aid needs assessment and can be:

1. A first aid kit whose contents matches your assessment and complies with BS 8599; or
2. A first aid kit whose contents matches your needs assessment but does not comply with the requirements of BS 8599.

The HSE will not be taking action against anyone who has a non BS-8599 First Aid Kit as long as it meets the requirements of the first aid assessment of your workplace. **There is no need to replace existing first aid kits.**

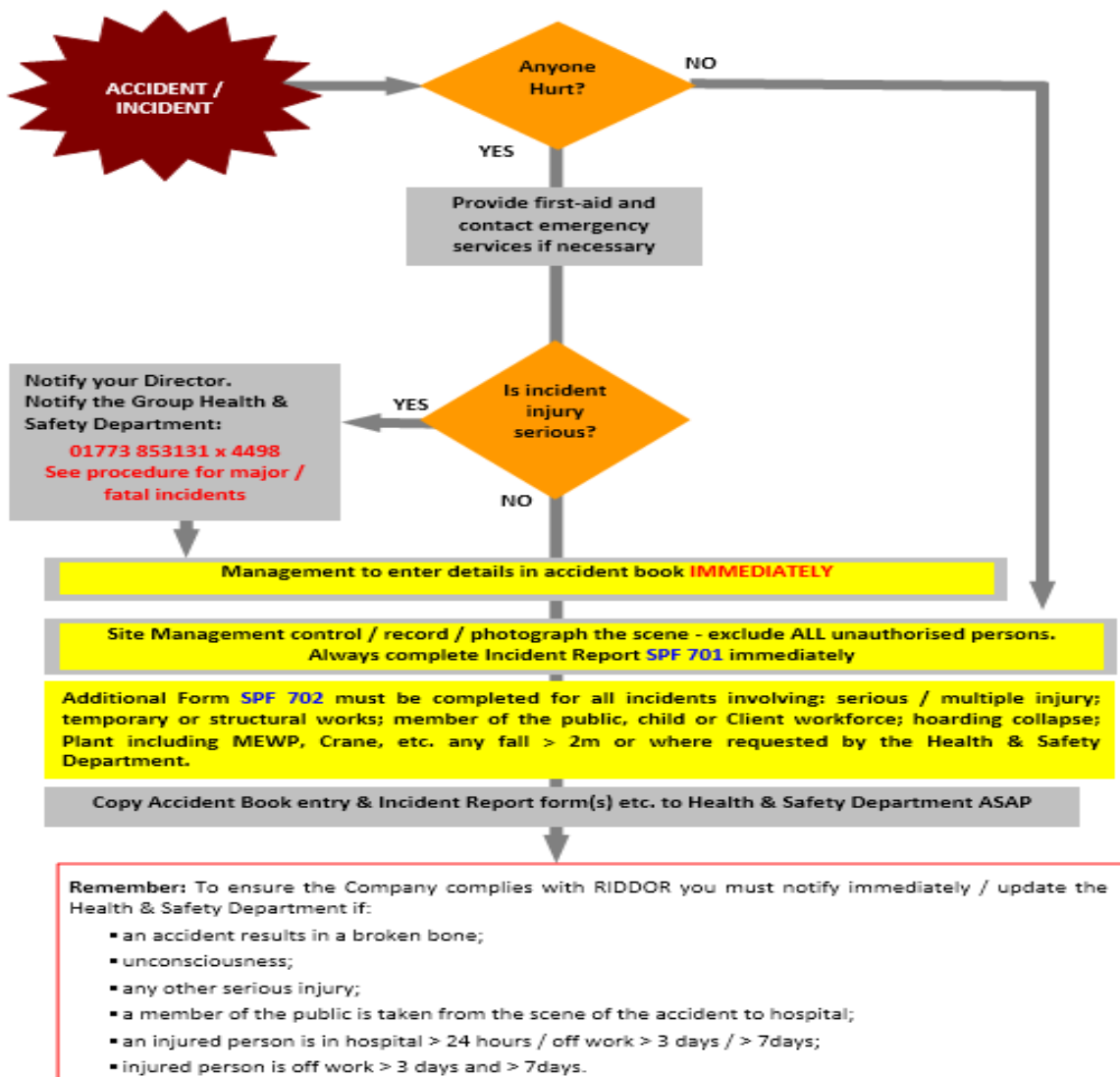
Our assessment is that a standard kit to existing standards containing the following items in quantities or duplicate kits appropriate to the numbers on site will suffice as minimum provision:

- a leaflet giving general guidance on first aid e.g. HSE leaflet *Basic advice on first aid at work*
- individually wrapped sterile adhesive dressings 'sticking plasters' (assorted sizes minimum 20);
- sterile eye pads (min 2);
- four individually wrapped triangular bandages (preferably sterile);
- safety pins or tape;
- tweezers;
- scissors;
- medium sized (approximately 12 cm x 12 cm) individually wrapped sterile un-medicated wound dressings (min 6);
- large (approximately 18 cm x 18 cm) sterile individually wrapped un-medicated wound dressings (min 2);
- disposable gloves.

If there is not a supply of tap water at least 1 litre of sterile solution should be provided for eye irrigation.

First Aiders are responsible for checking the contents of First Aid boxes and reordering contents as required.

EMERGENCY PROCEDURES



Action in the event of a FATAL / MAJOR INCIDENT

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

- Contact Emergency Services
- Take steps to prevent escalation of incident including further injury or environmental or property damage and separation from client / public
- Stop the work activity; e-mail subcontractor(s) involved to confirm this;
- Secure the area with fencing or hazard tape; Display signs to prohibit unauthorised access.
- Ensure all personnel are accounted
- Exclude **ALL** unauthorised persons – Do not allow spectators / unauthorised photography
- Assist and co-operate with emergency services
- Provide equipment / assistance for rescue / recovery / making safe including environmental protection
- Hire specialist expertise / equipment if necessary

Site Management immediately contact:

Business Unit Director

AND

Mark Blundy

Safety Advisor

Richard Harrison	07901 517472
John Cregan	07747 444433
David Reilly	07788 367749
Stewart Ness	07584 641915

Director will:

- Notify R Kirkland (Pat Duthie) / D Scorer
- Liaise with Client / Insurance Department

Group Director of Health & Safety will:

- Attend / contact Safety Advisor to attend scene
- Coordinate any specialist technical / legal / environmental advice / counselling
- Attend scene / allocate Safety Advisor
- Lead / coordinate / close out investigation
- Report / Notify to HSE / EA (SEPA)

Emergency Contacts - Bowmer & Kirkland Group

Group Health & Safety Department - Pat Duthie **01773 853131 x 4498**

David Scorer, Director 07831 566666

Mark Blundy, Director of Health & Safety 07825 527121

Mick Donovan, Group Plant Manager (Cranes) 07770 975203

David Gregory, Q & E Systems Manager 07920 563988

Phil Mason, Insurance 01773 857509 / 07825 242657

Sarah Millington, PR / Media 01773 857514 / 07786 337363

Health & Safety Consultants

R G Wilbrey

01902 420920

Site Services – Power, Lighting, Barriers etc.

Kevin Powley

07786 337347

Ian Haigh

07831 199907

Russ Pickering

07733 124257

Darren Mosley

07773 124261

Part 2 Arrangements for Controlling Significant Site Risks (Site Establishment / existing information):

This section requires a review of the site prior to works commencing, the pre-construction information including design risks, supplied by the PD, and requirements to establish the site and then make an assessment of risk (without controls) as High / Medium / Low / N/A. Standard risk controls are detailed in the Bowmer & Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.

Client Requirements – phasing, working hours, programme

HIGH

MEDIUM

LOW

N/A

Comments

Phasing- N/A

Working Hours- Mon-Fri 07.30-18.00, Sat 08.30-14.30

Project Commencement Date- 6th July 2020

Project Handover Date- 6th July 2021

Overall Duration- 52 weeks

Public Protection / Surrounding activities

HIGH

MEDIUM

LOW

N/A

Comments

Within the vicinity of the site there are a number of SME's that will continue to operate during the construction stage of the project, including The Law Courts, XYZ building and various bars. The site also sits on the edge of a busy shopping and business district within the city centre and is within the confines of one of the main bus and traffic routes into and out of the city centre so heavy traffic density to the surrounding roads is anticipated during peak times. Due to the location of the site, it is also envisaged that surrounding activities will generate associated foot traffic and therefore during demolition, a secure site boundary will be created using a solid type fencing to safely segregate site activities from the general public and prevent unauthorised access. All site operations are to be carried out within the securely fenced boundary line to ensure segregation of the site works from the general public.

Regular newsletter drops and local engagement meetings will take place throughout the project.

Regular co-ordination meetings with local contractors within the vicinity will also take place throughout the project.

Vehicle and Pedestrian Management including deliveries

HIGH

MEDIUM

LOW

N/A

Comments

All vehicles arriving to the site are to be controlled via trained banksmen who will ensure that New Ct Street, in addition to all other surrounding roads are kept clear at all times. A single vehicle access point is proposed to minimise the impact to surrounding businesses, road users and pedestrians.

The site entrance will be manned at all times by a trained banksmen. Pedestrian safety will be fully controlled as the opening of the vehicular gates in this location will act as a physical barrier

and prevent pedestrians from crossing whilst vehicle movements are taking place across this key vehicular crossing point

Strict control measures will be clearly communicated to the supply chain and suppliers, with a stipulation that a weekly delivery schedule is issued to Bowmer and Kirkland in advance of any planned deliveries to mitigate the potential for adversely affecting the flow of traffic on the roads that surround the site. To assist this critical control measure, a vehicle holding area will be agreed away from the City Centre and deliveries called-off to site in a controlled and co-ordinated manner.

The site delivery lane will be kept free of mud, as far as practicable, during the earthworks ground works operations. Machine and wagon trafficking around the site will be kept to a minimum in order to reduce the effects of rain on 'broken' ground. A mechanical road sweeper will also be employed as required to ensure New Ct Street, Water Street adjacent carriageways are kept clean and free from mud and/or debris at all times throughout the duration of the project. A wheel washing facility (jet wash) will be available to remove any excess mud from wheels prior to leaving site, although the possibility of this will be minimal as vehicles will not leave the hardstanding / road surface.

B&K will have signs available (on site) to deploy at the first signs mud being deposited on the adopted highway i.e. slippery road sign with 'Mud on Road' sub plates

Pedestrian access to the site will be controlled by a dedicated entrance in an appropriate location to allow site personnel to access safely and securely into the site accommodation area. Site parking will be via one of the local surface or multi-storey car parks.

All pedestrian routes will be segregated from vehicle movements by solid barriers, pedestrian access gates and suitable signage to alert both pedestrians and drivers at crossing points. Changes to the pedestrian routes will be planned in advance and the workforce consulted. Plant movements will be in designated areas as outlined in the daily activity briefings.

Fire / Emergency including diversions

HIGH

MEDIUM

LOW

N/A

Is the site occupied / live?	Y / <u>N</u> / N/A	Finished Building FRA completed?*	Y / N / <u>N/A</u>
Information on Client requirements?	Y / N / <u>N/A</u>	Diversions / Signs / Lighting required?	<u>Y</u> / N / N/A
Existing fire risk assessment?*	Y / N / <u>N/A</u>	FPA training required?	Y / N / <u>N/A</u>
Is there fire engineering protection?	Y / N / <u>N/A</u>	Are the public affected by works?	<u>Y</u> / N / N/A
Will works disturb any fire breaks?	Y / N / <u>N/A</u>	Any vulnerable groups?	<u>Y</u> / N / N/A
Any high risk process / activity?	<u>Y</u> / N / N/A	Existing fire / escape plan obtained?	Y / N / <u>N/A</u>
Is there a history of arson / theft?	Y / <u>N</u> / N/A	Is a full Fire RA required?	<u>Y</u> / N / N/A

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

Comments	A full fire risk assessment will be required for both the site operations and the welfare/ area. A suitable hoarding will be erected to Atherton Street, including the lane closure. The site is within a short walking distance of the late night economy in the form of nearby bars, nightclubs, public houses and takeaways/ restaurants. It could therefore be envisaged that there is a possibility of members of the public attempting to enter the site under the influence of alcohol or drugs. On site security or remote monitored CCTV surveillance will ensure full perimeter coverage, with emergency response guard to further safeguard the security of the site out-of-hours.
----------	---

	All flammable materials and skips must be stored away from the perimeter to negate the potential for arson etc. All hot works will require a daily B&K hot works permit, with site housekeeping maintained at all times to reduce the potential for fire spread caused by excess combustible materials stored in the building. Fire escape routes and fire exit doors will be kept clear at all times, with suitable signage displayed on site. Fire points will be situated at each floor level throughout the building, including water and CO2 extinguisher. A WES wireless fire alarm system will also be installed throughout the building and within the external areas, which is to be linked back to the site reception. The OGS zone 6 project will be a no smoking site, although a designated smoking area created in the site compound in close proximity to the site welfare facilities. Full consideration will be given to the increased risk of fire within a tall building during construction Please see separate Construction Project Fire Risk Assessment SPF115 documentation.				
Site Accommodation including Welfare Facilities / offices etc.		HIGH	MEDIUM	LOW	N/A
Existing Toilets?	Y / <u>N</u>	Existing Canteen			Y / <u>N</u>
Comments	Permanent office and welfare accommodation for the project will be off-site within Allied London owned land and will be in the form of 6nr temporary cabins.				
Services – underground / overhead		HIGH	MEDIUM	LOW	N/A
Comments	Due to the history of the development area and the surrounding location of nearby premises and SME's, there are a significant amount of utility company assets located around the perimeter of the site. Prior to excavations taking place, a buried services survey will be conducted. A daily authority to proceed and Permit to Work system will be implemented on site by Bowmer and Kirkland, including full CAT scanning of the area to be excavated with suitable cable and service detection equipment.				
Highways / Roads – S278 / S36 Works		HIGH	MEDIUM	LOW	N/A
Comments	N/A				
Surrounding property / land use (Schools, hospitals, shops etc.)		HIGH	MEDIUM	LOW	N/A
Comments	The site is located close to various shops and businesses within Manchester City Centre.				
Landlord / party wall issues		HIGH	MEDIUM	LOW	N/A
Comments	N/A				
Planning or other restrictions e.g. TPO, BAPA etc.		HIGH	MEDIUM	LOW	N/A
Comments	Working Hours: Mon-Fri- 07.30-18.00 Sat- 08.30- 14.30				
Lighting and temporary lighting		HIGH	MEDIUM	LOW	N/A
Comments	Lighting will be installed on site to illuminate the access and egress points, pedestrian walkways and vehicle routes where required. The lighting will be positioned so it does not cause a nuisance to local residents or businesses. External lighting will be mounted on the hoarding if required.				

Security including fencing and hoarding		HIGH	MEDIUM	LOW	N/A
Comments	The site will be securely fenced with a 2.4m high solid type fence. Full out-of-hours security will be employed for the initial period of the contract. Beyond this a full CCTV system will be installed to ensure full perimeter coverage, with remote monitoring and emergency response. Full out-of-hours security will again be used for the period up to handover.				
Structural Surveys and Dilapidations (inc. Wells, Tunnels or Underground Structures)		HIGH	MEDIUM	LOW	N/A
Comments	A full condition survey will be carried out and agreed with the Contract Administrator in advance of the commencement of the demolition / construction works.				
Asbestos		HIGH	MEDIUM	LOW	N/A
Asbestos Survey available?	Y / N	Asbestos Identified?			Y / N
Further / additional survey required?*	Y / N	Is the working area affected?			Y / N
Specialist Removals or treatment required?	Y / N	Highlighted on Risk Board / Induction?			Y / N
* If further survey required who is responsible?	B & K / Client / ~~Principal Designer~~ / Managing Agent				
Comments	No asbestos expected to be present. Site investigation may prove Asbestos within the ground, if this is the case then an asbestos management plan will be produced.				
Other Hazardous Materials e.g. fragile rooflights		HIGH	MEDIUM	LOW	N/A
Comments	Access permits to be utilised during demolition works as appropriate				
Environmental – water, flora, fauna		HIGH	MEDIUM	LOW	N/A
Refer to Environmental Impact Assessment (MPF 6.3)					
Comments	There are no water ways within the immediate vicinity of the project however there are surface water gullies. These gullies are to be protected at all times and water run off from site is prohibited.				
Client Approval / Permit to Work Requirements e.g. roof access		HIGH	MEDIUM	LOW	N/A
Comments	A rigid Bowmer and Kirkland Ltd PTW system will be implemented on the New Wakefield Street site to include Excavations/ Ground Penetration Near ‘Live’ Services, Hot Works, Confined Spaces, General, Electrical Work, Lorry Loader/ HIAB, Use of Ladders and Step Ladders, Contract-Contractor Lift & High Level/Roof Access.				

Part 3 Management of the Work

Significant Construction Process Risks - Safety risks / Health risks

This section requires a review of the site works including the trades, methods of construction and operations to enable the project to be constructed and then make an assessment of risk (without controls) as High / Medium / Low / n/a.

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

Phasing / Programme / Handover

HIGH

MEDIUM

LOW

N/A

Comments Handover as per the agreed programme. Regular status updates to be provided throughout the construction works to ensure that agreed dates are achieved

Ground Remediation / Contamination

HIGH

MEDIUM

LOW

N/A

Comments Soil Investigations are currently ongoing and the results will be assessed once available

Roads / Drainage / Foundations

HIGH

MEDIUM

LOW

N/A

Comments The temporary works design to support the exposed Atherton Street and Grape Street retaining walls are being developed and will be agreed by the necessary stakeholders

Services / Utilities

HIGH

MEDIUM

LOW

N/A

Comments A Services plans still needed.

Work at Height

HIGH

MEDIUM

LOW

N/A

Comments Bowmer & Kirkland Ltd are to ensure that all working at height is suitably planned and subject to an authorised Permit to Work at Height system, with all relevant sub-contractor risk assessments and method statements reviewed by Bowmer and Kirkland Ltd site management in advance of works being undertaken to ensure work activities are adequately planned and a safe system of work in place for all such operations.

Fall of Materials / Falling Objects

HIGH

MEDIUM

LOW

N/A

Comments Bowmer and Kirkland Ltd are to ensure that all operations with a risk of falling materials or falling objects have a suitable exclusion zone set-up with barriers and signage as required to ensure the safety of all site personnel that is working in close proximity to these operations. In line with B&K company procedures, operatives operating powered accesses are to have all tools tethered to mitigate the potential for falling objects during the undertaking of any work at height. This procedure will be written into all relevant sub-contractors RAMS documentation, which is subject to review and approval from Bowmer & Kirkland Ltd site management team in advance of works commencing on site.

All Items to be lifted will be identified on the schedule of lifts within the lifting plan documentation and in advance of any lift, with any addendums to the documentation carried out by the listed Appointed Person. Loads will be suitably secured and checked by the crane lift supervisor.

For the construction of the concrete core a protective rig with screen will be installed to reduce as far as possible the risk of falling objects.

Scaffolding		HIGH	MEDIUM	LOW	N/A
Will a scaffolding design be required?		Y / ~~N~~ / N/A			
Comments	The Scaffold will predominantly be for external use as the external façade and roof will be installed using a scaffold system for access.				
Fragile Materials		HIGH	MEDIUM	LOW	N/A
Comments	N/A				
Plant and Vehicle Movements		HIGH	MEDIUM	LOW	N/A
Comments	A detailed traffic and pedestrian management plan will be compiled by the Bowmer and Kirkland Ltd site management team, and regularly reviewed and amended as required to ensure plant and vehicle movements on site are segregated from pedestrians at all times. This plan will be clearly communicated to all site personnel and visitors at induction and be displayed on the site notice boards. All deliveries to site will be controlled by the trained banksman to ensure the flow of traffic and safety of pedestrians on Atherton Street and surrounding areas is suitably controlled at all times. To assist this, sub-contractors will be required to issue a delivery schedule a week in advance to allow deliveries to be sufficiently planned. All relevant certification for items of plant on site will be recorded on arrival and ID stickers displayed on all items of plant, with authorised plant user documentation completed and operator competency training records taken at induction. Daily plant checks will also be carried out by sub-contract plant operators for each item of plant. A strict 5mph site speed limit will be implemented to further reduce the risks associated with plant and vehicle movements, with all pedestrian crossing points formed using red hoops with suitable “Beware-Heavy Plant Movements” signage clearly displayed.				
Footpath / Road / Car Park Works		HIGH	MEDIUM	LOW	N/A
Comments	Making good only required to the footpath following completion of the building with small areas of soft landscaping required.				
Manual Handling		HIGH	MEDIUM	LOW	N/A
Comments	All materials and equipment on site will be off-loaded and distributed utilising mechanical aids at all times wherever practicable. Where this is not possible and manual handling cannot be avoided, sub-contractors must include details within their risk assessments and method statements of how any manual handling activities will be safely carried-out and evidence that this has been communicated to the workforce, including copies of manual handling training certificates for their operatives. In addition, sub-contractors will be required to carry out toolbox talks on manual handling and provide records of this communication. In line with Bowmer and Kirkland’s procedures, all directly employed labour and agency labour must have valid manual handling training before being allowed to carry out any works on site.				
Cranes / Mechanical lifting		HIGH	MEDIUM	LOW	N/A
Comments	Bowmer & Kirkland Ltd will ensure that all lifting operations involving lifting equipment will be properly planned by a competent person, appropriately supervised and carried out in a safe manner. Ground conditions will be suitable to take the imposed ground bearing pressures exerted by any proposed mobile cranes , hiab vehicles, powered access and the piling rig. This will include the installation of a designed piling mat and CBR tests carried out in advance of any proposed lifting operations to prove the ground.				

	All lifting operations will be planned in advance and have a task specific lifting plan produced by a qualified Appointed Person. All lifting plans will be assessed and approved in advance of any lifting operations being undertaken to ensure any proposed equipment is used within its duties. All relevant records of thorough examination for items of plant including any cranes, powered access, hiabs or the piling rig will be recorded by the Bowmer and Kirkland site team before first use and copies of competency cards recorded at site induction. Statutory daily plant checks and lifting accessories checks will be carried out by the relevant competent person and records held in the site office.				
Tower Crane / Crawler Crane / Hoist*		HIGH	MEDIUM	LOW	N/A
Comments	~~There will be both a tower crane and hoist utilised on this project. The tower crane and tower crane base will both be designed and used in accordance with the Bowmer and Kirkland Procedures.~~				
Materials (COSHH / special hazards)		HIGH	MEDIUM	LOW	N/A
Comments	All COSHH materials are to be stored in suitable fire resistant cabinets or containers on site or stored in designated lockable cages or a designated securely fenced off storage area. A COSHH inventory will be created to list out all COSHH material on site, with COSHH assessments and data sheets recorded within the relevant health and safety files.				

Power / Lighting		HIGH	MEDIUM	LOW	N/A
Comments	All temporary lighting and power will installed by a trained and competent electrical contractor and certification issued as required. Modifications and adaptations will be required as the works progress. A copy of the testing certificates are to be retained onsite. Generators will be required for use on the site.				
Temporary Works / Design		HIGH	MEDIUM	LOW	N/A
Comments	It is envisaged that there will be a number of Temporary Works items on the site. These will be subject to Bowmer and Kirkland's safety procedures SP 3.5. The TW items on the site will include but are not limited to the following; A temporary works schedule will be completed to capture all elements of temporary works on the project				
Item requiring Temporary Works design?		✓	Item requiring Temporary Works design?		✓
Hoarding / Fencing	✓	Anchor Points			
Excavation / Ground support	✓	Falsework / Formwork			✓
Piling Mat		Floor loadings			✓
Plant Platform – crane, MEWP, etc.	✓	Edge Protection			✓
Structural Support – new build / existing	✓	Tower Crane Base/ Hoist Base			
Specific Competence Requirements - Specialist Training		HIGH	MEDIUM	LOW	N/A
Comments	Bowmer and Kirkland Ltd will ensure that any organisations that are appointed to complete any element of Temporary Works designs have been vetted and records of their TW designers competency have been checked and recorded, including any persons responsible for the independent design checks of any TW designs. Similarly, the competency of any contractor				

	employed by B&K to carry out temporary works will be checked and recorded. Bowmer & Kirkland will appoint a Temporary Works Co-ordinator and Temporary Works Supervisor on the project to ensure all elements of temporary works are robustly managed and fully controlled at all times.				
Item requiring Specific Competence?		✓	Item requiring Specific Competence?		✓
Temporary Works Co-ordinator	✓				
Electricity – Authorised Person	✓				
Electricity – Competent Person	✓				
Crane Co-ordinator	N/A				
FPA Fire Training	✓				
SPA PFA Petroleum Card	N/A				
Gasafe Domestic Gas	N/A				
Temporary Works Inspection	✓				
Scaffolding Inspection	✓				
Dust / Fume		HIGH	MEDIUM	LOW	N/A
Comments	Bowmer and Kirkland Ltd have produced a Dust Management Plan which details out the various Best Practice measures that will be adopted during the construction stage of the project to control the generation and dispersion of dust, such that significant impacts on the public, adjacent businesses, surrounding roads and the general locality should not occur. The hierarchy for mitigation will be Prevention, Suppression, Containment. This includes suitable damping down measures, dust extraction at source and/or water suppression for cutting equipment, sheeting of construction vehicles, sealing of any stockpiles etc. to be employed as required to control dust at all times. A suitable (Mabey or similar) dust monitoring system will be used to record and monitor acceptable dust levels during the groundworks phase of the project. If an amber or red warning is raised then works will cease immediately and investigations into the cause will take place. From this further mitigation measures will be put in place. M Class vacuums will be used to clear dry dust on site. Off-site cutting of materials will also be incorporated where possible which will reduce dust and waste production on site.				
Diving / Works Under Water		HIGH	MEDIUM	LOW	N/A
Comments	N/A				

Work On, Over or within 10 m of Water		HIGH	MEDIUM	LOW	N/A
Comments	There are no water courses within 10m of the project.				
Noise		HIGH	MEDIUM	LOW	N/A
Comments	In line with Bowmer and Kirkland Ltd's procedures relating to noise, the site management will carry out daily noise monitoring at various locations including several locations along the boundary during the undertaking of any site operations that are expected to create excess noise levels.				

	Sub-contractors responsible for works where it is anticipated that excess noise levels (above 80dB) may be created will be required to produce noise assessments within their RAMS documentation, clearly identifying the operations where excess levels of noise will be created, expected Db noise emissions for each item of plant and/or equipment that will be used. They are to then identify subsequent control measures that will be employed to ensure the safety of their operatives and other personnel that may be affected by their works including barriers, hearing protection etc, and how this will be monitored and recorded on site. All Bowmer & Kirkland Management will also be wearing personal noise monitors at all times so that noise is monitored on a continuous basis throughout the project. The product we use will be the 3M monitor or similar. Site operating hours will be strictly adhered to during the construction stage of the project which are Mon-Fri 07.30-18.30 and Sat 08.30-14.30, unless expressly agreed between Bowmer and Kirkland Ltd and the LPA.				
Specialist Plant / Scaffolding / Access Equipment		HIGH	MEDIUM	LOW	N/A
Comments	It is envisaged that there will be a number of specialist plant and access equipment on site. Bowmer and Kirkland Ltd will ensure that all items of specialist plant and access equipment have valid records of thorough examination certification and all operators of the aforementioned machinery hold valid competency training certification, all of which is to be recorded at the site induction with all plant operators to carry out daily checks which are to be issued to Bowmer and Kirkland Ltd on a weekly basis. Additionally, all items of plant will require ID stickers to be displayed when on site. Only authorised and competent scaffolders working for the appointed specialist scaffolding sub-contractor will be permitted to erect, alter or dismantle scaffolding on site.				
Specialist Trades		HIGH	MEDIUM	LOW	N/A
Comments	All sub-contractors that are appointed by Bowmer and Kirkland Ltd are considered to be specialist contractors in their given trade. There are no contractors anticipated at the OGS Zone 6 project that could be considered to be operating beyond that of other similar trades.				
Building Services		HIGH	MEDIUM	LOW	N/A
Comments	The M&E installation will be undertaken by an appropriate and competent subcontractor. All works will be in accordance with approved design and will be delivered safely in line with submitted risk assessments and method statements				
Ongoing Maintenance Issues		HIGH	MEDIUM	LOW	N/A
Comments					
Waste		HIGH	MEDIUM	LOW	N/A
Comments	The removal of any waste stream from the project will be recorded in the site waste management plan. Due diligence checks are to be made for all waste carriers, transfer stations and disposal points, and duty of care notes recorded for all waste streams.				
Commissioning / Testing / Handover		HIGH	MEDIUM	LOW	N/A
Comments	These elements will be carried out in accordance with agreed methods and programme as defined within the building contract				
Other: Working during the COVID-19 Pandemic:					

Comments	If we are to work during the COVID -19 pandemic then the below will be in place to try to mitigate the spread of the virus in the workforce. • Promote the Government guidance on social distancing and putting in measures to support that– 2m rule. • Staggering start and finish times so that persons within the welfare cabin/drying room are limited to no more than 4 persons at any one time. • Staggering breaks to limit persons within the welfare cabins to no more than 4 persons at any one time. • Give daily activity briefings outside where possible and ensure attendees are 2m apart during briefings. • Tables and chairs have been reduced to only accommodate the above numbers. • Keeping persons within the office environment to no more than 4 people at any one time. • Selected sinks and toilets have been closed to ensure social distancing within the WC cabin. • Cabin doors are to remain open to allow a free flow of air and good ventilation. • Ensuring that the site team continue to wash their hands regularly using the facilities provided. • Additional handwash facilities have been placed throughout the project to promote the additional handwash requirements. • Avoid the use of public transport and sharing of vehicles to get to work where possible. • Consider the use of head thermometers to monitor for signs and symptoms throughout the workforce. • Ensure additional signage and TBTS are given on COVID-19 in the workplace. This will take account of social distancing practices, hand wash techniques, signs & symptoms and getting to and from work.
----------	--

Part 4 The Health & Safety File

The format should be directed by the Principal Designer to satisfy the Client requirements for content and format.

(a) Layout and Format

The Health and Safety Plan and associated documentation contained in the Bowmer and Kirkland Ltd Quality Management system is held on site and is developed in line with the requirements of ISO 9001, ISO 14001 and OHSOS 18001.

(b) Arrangements for the collection and gathering of information

The various elements that form the basis of the Quality Management system are live documents and held on site by the project team. The project team is responsible for ensuring the system is kept up-to-date and is filed in line with the corporate requirements.

(c) Storage of information

The Quality Management system file is controlled by the main filing list and associated filing lists for Health and Safety and Environmental Management. A summary of the Health and Safety procedures and forms used by Bowmer and Kirkland Ltd can be found listed below.

Section No	Safety Procedures Forms - Index	Section No	Safety Procedures Forms - Index
SPF 100	Planning Forms / Templates	SPF 500	Weekly Forms
SPF 101	Project Safety Notification/Safety Pack Request	SPF 501	Harness & Lanyard Inspection Record
SPF 106	Method Statement Evaluation Record	SPF 501x	Harness & Lanyard Inspection Record .XLS spread sheet
SPF 109	Tower Crane/SETC Project Lift Plan & Method Statement	SPF 502	Lifting Equipment & Accessories Inspection Record
SPF 110	Tower Crane/SETC Authorisation by Plant Manager	SPF 503	Scaffolding/Temporary Works Equipment Inspection Record
SPF 114	Health & Safety (CDM) Plan Template	SPF 503a	Project Manager's Weekly Scaffolding Inspection Record
SPF 115	Fire Risk Assessment	SPF 504	Excavation/Earthworks Inspection Record
SPF 116	Traffic Management Risk Assessment	SPF 505	Work Equipment Inspection Record
SPF 117	Risk Assessment Template	SPF 506	Fire Equipment Inspection Record
SPF 118	Method Statement	SPF 507	Fire Emergency – Premises and Procedures Inspection Record
SPF 119	Method Statement Amendment Record	SPF 508	Site Management Weekly Safety Report
SPF 120	CoSHH Assessment	SPF 508x	Site Management Weekly Safety Report .XLS spread sheet
SPF 124	Small Contractor Competence Assessment Record	SPF 509	Site Management Weekly Safety Inspection
SPF 125	Direct Contractor Evaluation Record	SPF 510	Workforce Safety Questionnaire
SPF 126	HEC Contractor Authorisation	SPF 511	Lifting Plan Review Record
SPF 127	FM Contractor Competence Evaluation Record	SPF 600 Management Report Forms	
SPF 128	Small Works Health & Safety (CDM) Plan Template	SPF 601	Project Leader Safety Tour
SPF 132	Lifting Plan Evaluation Record	SPF 602	Management Monthly Safety Report
SPF 200 Project Commencement Forms		SPF 604	DSE User Assessment Record & Eye Test Request
SPF 201	Site Safety Induction Record	SPF 605	Contractor Health & Safety Inspection Register
SPF 202	Site Safety Induction Register	SPF 607	Procedures Feedback Form
SPF 203	Site Induction Assessment (versions a & b)	SPF 610	Weekly Vehicle Inspection Record
SPF 204	Site Induction Assessment Answers	SPF 611	Waste Transfer Note
SPF 205	Young Persons Health & Safety Induction & Risk Assessment	SPF 613	Sub-contractor Safety Tour
SPF 206	Plant Authorisation Register	SPF 614	Director Safety Tour (plus V1a alternate)
SPF 206x	Plant Authorisation Register .XLS spread sheet	SPF 700 Incident, Accident and Official Visit Forms	
SPF 207	Lifting Equipment & Accessory Authorisation Register	SPF 701	Accident/Incident & Near Miss Level 1
SPF 207x	Lifting Equipment & Accessory Authorisation Register.XLS spread sheet	SPF 702	Accident/Incident & Near Miss Level 2/3 Report
SPF 208	Portable Appliance Test Register	SPF 703	Witness Statement
SPF 209	Toolbox Talk Register	SPF 704	Witness Statement – continuation
SPF 210	Telehandler Risk Assessment/Authorisation	SPF 705	Official Visit Report
SPF 211	RTFL Risk Assessment/Authorisation	SPF 800 Incident, Accident and Official Visit Forms NOT FOR SITE USE	
SPF 212	Counterbalance FLT Risk Assessment/Authorisation	SPF 801	Health & Safety Site Inspection Report a
SPF 213	Site Attendance Register	SPF 802	Health & Safety Development Visit Report
SPF 214	Site Visitor Attendance Register	SPF 803	Health & Safety Incident Summary Report
SPF 215	Health & Safety Briefing Register	SPF 804	Investigation Report
SPF 216	Site Visitor 5 Minute Induction	SPF 805	Health & Safety Management Briefing
SPF 218	Agency Manager Induction	SPF 806	Safety Alert Template
SPF 219	Tesco Trading Store - Fit-Out Induction Record	SPF 807	Best Practice Note
SPF 300 Daily Forms		SPF 808	Fire Risk Assessment PAS 79:12 Annex B
SPF 301	Daily Activity Briefing Register	SPF 809	Fire Risk Assessment Review PAS 79:12 Annex E
SPF 302	Welfare Inspection Record	SPF 810	Management of Tower Cranes Audit
SPF 303	MEWP Daily/Weekly Inspection Record	SPF 811	Monthly Summary
SPF 304	Safety Net Inspection Record	SPF 812	Escalation Report
SPF 305	Telehandler/Forklift/RTFLT Daily/Weekly Inspection Record		
SPF 306	Site Hoarding and Fencing Daily Inspection Record		
SPF 307	Self-Erect Tower Crane Daily Inspection		
SPF 308	Lifting Schedule		
SPF 309	Red Card/Yellow Card Issue Register		
SPF 310	Red Card/Yellow Card		
SPF 311	Hire and Manage Lifting Plan		
SPF 312	Load Plan		

SPF 313	Personal Protective Equipment Issue Register
SPF 314	Personal Protective Equipment Inspection Record
SPF 315	Hand Arm Vibration Exposure Record
SPF 316	Ladder/Stepladder/Podium Daily Inspection Record
SPF 317	Good Order Daily Inspection Record
SPF 318	Mobile Plant Checks Daily Inspection Record
SPF 323	Mast Climbing Work Platform Daily / Weekly Inspection Record
SPF 324	Daily Site Noise Monitoring Record
SPF 326	Day / Night Shift Handover
SPF 332	Environmental Protection Inspection Record
SPF 333	Tower Crane – Daily Climbing Record
SPF 334	Radio Checks - Daily Record
SPF 400	Permit to Work / Authority to Proceed Forms
SPF 401	ATP - Confined Space
SPF 402	ATP - Electrical Work
SPF 403	ATP - Excavation/Ground Penetration
SPF 404	ATP - Use of Ladder/Stepladder
SPF 405	ATP - Lorry Loader
SPF 407	PTW – General
SPF 408	PTW – Hot Works
SPF 409	Daily PTW - Excavation/Ground Penetration Near 'Live' Services
SPF 420	ATP - Temporary Works
SPF 422	ATP - Tower Crane Erection