

CONSTRUCTION (DESIGN & MANAGEMENT)

REGULATIONS 2015

CONSTRUCTION PHASE PLAN

Malmaison, Manchester

Rayner Rowen Construction Limited
New Southworth Hall
Cuerdale Lane
Salisbury
PRESTON
PR5 0UY



	NAME	POSITION	SIGNATURE & DATE
PREPARED BY	Karl Tindale	H & S Consultant	
CHECKED BY	Martin Pilkington	Site Manager	
APPROVED BY	Jonathan Rayner	Director	

CONTENTS

PROJECT TITLE: Malmaison, Manchester

1. DESCRIPTION OF PROJECT
2. MANAGEMENT OF THE WORK
3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS
4. THE HEALTH AND SAFETY FILE

APPENDIX A Site Logistics Plan

APPENDIX B Site Fire Action Plan

APPENDIX C Site Fire Risk Assessment

APPENDIX D Pre-Construction Information Pack

APPENDIX E Temporary Works Register

ISSUE A February 2020
ISSUE B March 2020
ISSUE C March 2020

REVISION STATUS INDEX

SUMMARY OF CHANGE	SECTION N°	REVISIONS											
		A	B	C	D	E	F	G					
Comm. Engagement & complaints procedure updated		X	X	X									

UPDATES

This plan needs to be reviewed/updated by the Site Manager at least monthly or if there are any significant changes to process or activity.

This plan may be amended by hand at any time if there is any significant change to process or activity.

CONSTRUCTION PHASE

HEALTH AND SAFETY PLAN

OBJECTIVE:

It is the intention of Rayner Rowen Construction Limited to fully develop the Construction Phase Health & Safety Plan in order to meet with the requirements of Regulation 12 of the CDM Regulations 2015.

This Plan will continue to be developed throughout the ongoing construction period and be available for inspection at any time, this will be kept within the Site Manager's office.

Signed.....

Director

Revisions

This plan may be subject to revisions during the course of the Project for applicability and to take account of any lessons learned or changes to legislation or standards. No revision to this requirement shall be made without consent from Rayner Rowen Construction Project Manager. This shall be carried out as a controlled process and depending on the information to be updated; this may be carried out either as a full document re-issue or just individual amendment pages being issued.

RECORD OF MONTHLY REVIEW

Review Date	Amendments Required Yes/No	Name	Job Title	Signature
		J Rayner	Director	

Rayner Rowen Construction Limited Health & Safety policy

The following is a statement of the company's general health and safety policy in accordance with Section 2 of the Health and Safety at Work Act 1974.

It is the policy of Rayner Rowen Construction Limited to ensure so far as is reasonably practicable the health, safety and welfare of all of the employees working for the company or other persons who may be affected by our undertakings.

Rayner Rowen Construction Limited acknowledges that the key to successful health & safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

The Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of Rayner Rowen Construction Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the company aims to protect everyone, including all visitors and members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard of danger.

All employees have duties under the Health and Safety at Work etc Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The company regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

Name: Mr Jonathan Rayner

Signature: _____

Position: Director

Date: 13 March 2020

Review date: 12 March 2021

To be completed by the Site Manager (Site Start Up Checklist)

ITEM		COMPLETE (✓)
1	Form F10 must be displayed on site office noticeboard	
2	Copy of Health & Safety At Law poster to be displayed on Site office notice board	
3	Copy of Employer's Liability Insurance details to be displayed. Site office notice board	
4	Site logistics plan to be displayed on site office notice board	
5	All registers for excavation to be kept up to date	
6	Site induction procedures are carried out, that all persons working on site have read and understood them and signed to confirm they have understood the contents	
7	Site Manager to ensure that no work activities take place without having work risk assessment and method statements prior to any sub-contractor carrying out any works	
8	Accident Book along with company internal procedures, to be filled in as and when necessary by Site Manager and forwarded on to Safety Department.	
9	Test certificates for site establishment/offices and the Test certificates for the electrical supply from a generator/existing supply must be displayed	

1. DESCRIPTION OF PROJECT

1.1. Project Description

It is proposed that the current 6-storey office building is remodelled into a luxury hotel with a vertical extension providing an additional floor of hotel bedroom accommodation surmounted by a roof top bar/restaurant with a continuous balcony set back from the line of the principal elevation. The building is also to be extended at the rear to increase the area of accommodation provided at each floor level.

Location

23-29 Princess Street, Manchester, M2 4ER

CONSTRUCTION ACTIVITIES

Temporary Works
Demolition
Enabling Works
Piling
Civil Engineering / Structural Alterations
Groundworks
Brickwork/Masonry
Structural Steelwork
Roofing & Cladding
Rainwater Goods
Windows & Doors
Partitioning
Plastering
Mechanical, Electrical & Plumbing Installations
Lift Installations
Floor Finishes
Decoration
External Works

1.1.1. Programme Details and Key Dates

Commencement of Works:	TBC
Duration:	TBC
Completion:	TBC

1.2. Key Participants

Client	Contact	Tel
Greenlane Properties (Stockport) Ltd 3rd Floor, Grampian House 144 Deansgate Manchester M3 3EE	Robin Horton	07802 553313 robin@whitakerhorton.co.uk

Project Manager	Contact	Tel
Baker Hollingworth Associates 2 Stamford Road Bowdon Altrincham WA14 2JU	Ken Hollingworth	07740 042811 ken@bakerhollingworth.com

Principal Designer	Contact	Tel
Leach Rhodes Walker Ground Floor West 50 Dearmans Place Manchester M3 5LH	Simon Mather	07870 648871 simon.mather@lrw.co.uk

Principal Designer Advisor	Contact	Tel
Safer Sphere 15 Pocket Nook Street St Helens WA9 1LR	Jonathan King	07920413045 Jonathan.king@safersphere.co.uk

Architect	Contact	Tel
Leach Rhodes Walker Ground Floor West 50 Dearmans Place Manchester M3 5LH	Simon Mather	07870 648871 simon.mather@lrw.co.uk

Structural Engineer	Contact	Tel
Roc Consulting 6 Commercial Street Manchester M15 4PZ	Jon Smith	07968 135289 jon.smith@rocconsulting.com

MEP Designer	Contact	Tel
Martin Design Associates Unit 4 Foxoak Park Common Rd York YO19 5RZ	Chris Martin	07802 963069 chris@martindesignassociates.com

Fire Engineer	Contact	Tel
Design Fire Consultants Ltd Suite 3.06 Jactin House 24 Hood Street Manchester M4 6WX	Adam Monaghan	07711 001987 ross@designfireconsultants.co.uk

Principal Contractor	Contact	Tel
Rayner Rowen Construction New Southworth Hall Cuerdale Lane Salmesbury Preston PR5 0UY	Jonathan Rayner Matt Rowen	01257 221100 mattrowen@raynerrowen.co.uk jonathanrayner@raynerrowen.co.uk

Health & Safety Executive	Contact	Tel
Redgrave Court, Merton Road Bootle		0300 003 1747

S

1.3. Existing Records/Plans

Reference	Title	Originator	Location
As detailed in Appendix D	Pre-Construction Information	Safer Sphere	Appendix D
Appendix D.1	Air Quality Assessment	REC	Appendix D



2. MANAGEMENT OF THE WORK

Cross Reference 04(1); 04(9) of the Health & Safety Folder

2.1. Management Structure and Responsibilities

Rayner Rowen Construction Staff

Director	:	J Rayner
Site Management	:	M Pilkington
Project Quantity Surveyor	:	A Hopper
Health & Safety Advisor	:	K Tindale
Design Manager	:	H Holland

The day to day responsibility for implementation of this plan and the procedures described in the company Health & Safety Policy document is that of J Rayner.

Monitoring of the health and safety performance and compliance will be carried out by the site management, along with regular visits from the Safety Advisor, K Tindale in his role of health and safety within the company.

The Safety Advisor will visit and carry out a safety audit and the Site Manager will sign and keep in the Health and Safety file. The Site Management will "close out" safety advisor issues on site audits within a timely manner.

2.2. Health and safety goals for the Project and arrangements for monitoring and review of health and safety performance

Copy of company Health & Safety Policy to be displayed on site outlining safety procedures.

Zero incidents and accidents and works completed in accordance with safe systems of work at all times. Particular care and attention, will be given to health surveillance and providing a safe environment for people to work.

The principles of this plan are to make it a living document which will be reviewed throughout the project period, this is the responsibility of M Pilkington.

Safety Inspection by Others

Whenever Sub-contractors own Safety Advisor visits site, they must report their arrival and departure to the company and site management must report his findings to Rayner Rowen Project or Site Manager.

Improvements and Prohibitions Notice, other Enforcement visits or advise

In the event of an Improvement or Prohibition Notice being served under the Health & Safety at Work Act by a HSE Inspector, the company Site Manager must be notified immediately along with Company Director and/or the Health and Safety Advisor, any contractor must comply fully with the terms of such notice.

2.4. Preconstruction information has concluded the following arrangements

Principal Contractor to itemise the arrangements for coordinating of activities into consideration the following: -

Planning and Management including H & S Goals
Communication and liaison between client and others
Security of the Site
Welfare Provision
Site Hoarding, transport vehicle movement restrictions
Existing procedures and permit to work procedures
Fire precautions and emergency procedures

2.5. Arrangements

2.5.1. Regular liaison between parties on site

Fortnightly meetings will take place with Rayner Rowen site management and representative of each subcontractor. Daily coordination will happen with any fit-out contractors commencing or presently on site during the construction programme.

Rayner Rowen promote a respectful attitude towards all neighbours and relevant stakeholders and will look to engage all relevant parties both in advance of the works and regularly throughout the construction period. Common methods that we undertake to satisfy this are;

- Pre-Construction
 - Stakeholder meeting where we will present the project and our proposals to all
 - Letter/newsletter drop to all surrounding buildings and affected parties advising of upcoming construction activity, logistical impacts and solutions where required (for example available road routes)
- Construction Period
 - 'Open door' policy to all stakeholders and neighbouring parties
 - Progress newsletters to all parties advising of current progress and upcoming milestones, especially where significant change is expected
 - Rayner Rowen publications issued to all parties to include contact details for; Site Manager, Head Office and Health & Safety Manager, along with procedures for any feedback/complaints regarding site activities

2.5.2. Consultation with the workforce

All contractors will attend the contractors pre-contract meeting where safety is on the agenda regarding roles and responsibilities and all contractors will attend the weekly/fortnightly progress

meeting where health and safety is in the agenda. A set of site rules is specified at the site induction.

Daily start up meetings with representation from each relevant trade are the best way to ensure each party knows what each other is doing. Contractors are asked to input into the onsite co-ordination and annotate the site plan each day to show deliveries/times etc., these are fed into the weekly programme and reviewed the following day.

Rayner Rowen encourage the active participation of everyone on site to improve health and safety. All personnel are free at all times to consult with those responsible for safety.

We involve workers through the following;

- Weekly safety surgery
- Workforce consultation meeting
- Toolbox Talks
- Safety Walkaround / Leadership Tour
- Occupational health events
- Trialling new innovative PPE
- Promote CIOB attendance and discuss industry hot topics

2.5.3. The exchange of design information between the client, principal designer and contractors on site

- This is controlled via the design coordinator, H Holland, who will vet all drawings and apply the hierarchy of design risk control to them.
- We will request that all construction risks and residual risks which cannot be designed out, get recorded on the working drawings.
- Designers Risk Assessments have been provided within the PCI, these will be reviewed on a regular basis with the Principal Designer and where cannot be eliminated with be communicated through a safe system of work or noted on working drawings.

2.5.4. The selection and control of contractors

Only contractors who are on the Rayner Rowen database will be used for this project, this also applies to suppliers.

Anyone who is not on the Rayner Rowen database will have to complete the competence questionnaire form, to enable them to prove they have given adequate provision for health and safety. We expect all our supply chain to have the necessary Skills, Knowledge, Experience and Organisational capability to carry out their works to meet the minimum legislative requirements and employ a competent workforce on the site.

2.5.5. The exchange of health and safety information between contractors

Fortnightly meetings will take place with Rayner Rowen site management and representative of each subcontractor.

2.5.6. Site security

The following plan should be read in conjunction with the Site Logistics Plan (Appendix A).

The logistics plan has been created by the site management for this specific project and is monitored and updated by the Site Manager.

The plan will be formally reviewed on a weekly basis as part of the Weekly Site Inspection check list by site management.

The logistics plan covers the major issues of traffic management, working areas, vehicle and pedestrian segregation and compound areas. This plan will also incorporate a job specific/site specific method statement and risk assessments as necessary to ensure that members of the public and other third parties are not put at risk.

The arrangement for deliveries for materials to site is as follows:

All deliveries will be via the Rayner Rowen Construction compound area as detailed on the site logistics plan. They will then have to report to the Rayner Rowen Site Manager prior to the delivery being unloaded.

- The contractor delivery needs must be raised and discussed between site management and the contractor at the Pre-Contract Meeting;
- The contractor must contact the Site Manager to schedule a delivery at least 24 hours in advance.

Authorised deliveries will be escorted by the Rayner Rowen team.

Segregation of Works

See site logistics plan for segregation on site of plant and personnel.

- Access for large articulated vehicles, with limited access/turning on site will be controlled by site management.
- Consideration of the existing occupied properties, parking, access & egress requirements will remain a high priority for site Management Team.
- Site will liaison with local residents regarding any large vehicular deliveries.
- Contact details for Martin Pilkington (Site Manager) to be displayed for the public on the hoarding line

2.5.7. Site induction

The site induction is carried out each day at 08:00. Each contractor is told this during the pre-contract meeting to ensure attendance at this time. RRC Limited management delivers the site-specific induction highlighting specific risks on that individual project, focus is then on risks associated to each relevant trade and further explanation on site conditions and areas of work are discussed. Each operative is asked to review and sign an induction statement which further emphasises and details the site rules. A short quiz asking pertinent questions is then undertaken to ensure each inductee fully understands the rules. A Q&A session follows and each operative is asked to present a signed copy of their RAMS. This is checked against the previously issued RAMS received prior to the induction to ensure nothing has been missed or revised. Details of fire plans and muster points are advised and operatives are shown where to sign in and out each time they leave the site for effective fire management. First aiders are identified also. A confidential check of medical status is carried out to allow the inductee to disclose any further information to RRC Limited.

2.5.8. On site training

Training and Competence

Rayner Rowen management have undertaken training in the CDM Regulations and have obtained Site Management Safety Training Scheme (SMSTS) Certification which is approved by the HSE.

Sub-contractors will only be sent enquiries once they have been vetted. The list of all sub-contractors is kept on a data base at head office.

Prior to sub-contractors starting on site, they will all visit the site to undergo a pre-commencement meeting with our site management team.

All sub-contractors must also ensure that any secondary risks identified on the project are brought to the attention of Rayner Rowen management straight away.

2.5.9. Welfare facilities and first aid

Site Compound

The site establishment for this project will be located within the site boundary. The boundary is illustrated on the site logistics plan (see Appendix A). Contact details for Martin Pilkington (Site Manager) to be displayed for the public on the hoarding line

Welfare Facilities

All welfare facilities for this project will comply with Schedule 2 of the Construction (Design and Management) Regulations 2015.

First Aid

The first aiders for this project is Martin Pilkington.

It is the policy of Rayner Rowen that on all projects at least one of the site management team will be a fully trained qualified first aider. Copies of training certificates are kept on the company training matrix. It is the responsibility of the Project and Site Managers to maintain the 'first aid' kit and to notify all parties as to its location on site.

The location of first aid kits and the first aider is to be included in the site induction, which is to be undertaken by all site personnel.

All the above is in compliance with the Health & Safety (First Aid) Regulations 1981 and the approved Code of Practice (ACOP L74).

2.5.10. The reporting and investigation of accidents and incidents including near misses

All accidents must be notified to the company site management and recorded in the on-site Accident Book along with notification to Rayner Rowen Safety Manager with the completed internal accident form. Major injury accidents (defined under RIDDOR 1995 4th edition covering changes in 2012) must be notified immediately to Rayner Rowen site management. A complete copy of F2508 must be submitted to site management on completion no later 15 days after the accident. Any accident or incident arising from site operatives and involving damage or injury to a third party must be reported immediately to Rayner Rowen site management. A written detail report and investigation to be carried out by site management. All dangerous occurrences (defined under RIDDOR 1995) must be notified immediately to the company Rayner Rowen site management, completed copy of F2508 must be submitted to the site management on completion no later than 15 days after the incident.

Note - Any such notification or reports do not release the contractors from their obligations under statute law report the above matters to HSE by the quickest possible means - by telephone immediately following the incident/accident/dangerous occurrence/notifiable disease. The Principal Designer and Client are to be informed of any RIDDOR reportable occurrences.

2.5.11. The production and approval of risk assessments and written systems of work

Risk Assessments and Method statements (RAMS) must be produced for all elements of work. The Site Manager must vet and approve the RAMS prior to works commencing and all personnel involved must be consulted and briefed on the content of the RAMS and sign as 'read and understood'.

2.6. Site Rules

- Suitable gloves to be worn at all times (EN388) as stipulated by risk assessment
- Vehicles to reverse only when absolutely necessary and be supervised by a banksman
- Burning of any material is prohibited at all times

- All visitors to report to site management prior to entering site and must log in (including deliveries)
- Site management to carry out site induction to all personnel/visitors
- Persons thought to be under the influence of drugs, including prescription drugs, or alcohol will not be allowed to work
- All accidents to be reported and recorded as soon as possible, no matter how trivial
- Only certificated (CITB or equivalent) operatives to operate items of plant
- Smoking is prohibited at all times on site and will only be allowed in designated smoking areas (this will be identified on the logistic plan)
- 5 mph speed limit on site for all vehicles
- Consent must be obtained off the Site Manager before the use of pneumatic drills or other noisy appliances
- All material storage and waste must be within site compound as detailed on the site logistics plan
- Subcontractors to clear away their work area at the end of each working day and put waste into designated skips (charges will be made if not actioned)
- Combustible materials must be cleared away as soon as practicable
- Rayner Rowen will not tolerate any form of discrimination, victimisation or horseplay on site.
- NO mobile phones to be used while operating machinery/plant
- Mobile phones to be used in designated areas only (areas will be identified on the logistics plan)
- Additional site specific rules will be implemented as necessary

2.12 Fire and Emergency Procedures

Fire

Responsible Persons: M Pilkington

Rayner Rowen site management, to ensure that there are fire appliances on site and in good working order and to ensure that our policy is completed and displayed.

The site fire plan and risk assessment can be found in Appendix C. This will be reviewed as site/project advances. Location of all fire fighting appliances and emergency procedures to be highlighted on site fire plan. Fire plan to be in full compliance to the Construction (Design and Management) Regulations 2015.

See weekly fire plan audit in site safety folder.

Due to the site currently occupied and under refurbishment with another Principal Contractor the Fire Risk Assessment will be obtained from them. Both Fire Risk Assessments for the

Construction areas will be coordinated and managed by the on-site management from both contractors.

Telephone

Various mobiles are available in the site offices for emergencies:

Site Manager:	M Pilkington	07547 548105
Safety Advisor:	K Tindale	07590 838495

Hospital/Accident/Emergency

Accident/Emergency Department at:

Manchester Royal Infirmary

Oxford Road

Manchester

M13 9WL

Police/Fire

In an emergency dial 999

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1 Safety Risks – Preconstruction information Identification

See Appendix D – Pre Construction Information

3.1.1. Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site.

Housekeeping

It is paramount on this project that all contractors keep materials in an orderly and tidy fashion. Any debris or waste arising from his works is to be cleared away as soon as practical to a designated area defined by site management. Any waste not cleared away causing a hazard will be cleared by Rayner Rowen management and the cost contra charged or debited to the account of the offending parties.

3.1.2. Dealing with services – water, electricity and gas and temporary electrical installations

Responsibilities

The Site Manager shall:

- a) Ensure that a competent work force is appointed to carry out surveys and safe digging operations
- b) Authorise blanket permit when proven that there are no services on the site or in a defined work area
- c) Periodically review the arrangements for avoiding underground utilities
- d) Contact known utility companies as necessary and obtain all current utility drawings pertaining to the work area
- e) When working on an existing building obtain and review the “as built” drawings or Health and Safety file and discuss
- f) Ensure that the drawings are in colour, legible and to a suitable scale (1:250 (electric))
- g) Ensure that appropriate applications are made for isolations or diversions as necessary in consultation with the Site Manager
- h) Pass on relevant information to the Designer, Site Manager and contractors as necessary
- i) Where uncharted utilities are identified ensure that they are accurately recorded on the “As built” drawings
- j) Ensure no breaking of ground activities are undertaken without a completed “Permit to dig” being in place
- k) Ensure that the person responsible for completing and managing the permit to dig is competent and adequately resourced
- l) Ensure that suitable and sufficient surveys have been undertaken to identify the presence of underground utilities
- m) Ensure that the requirements of the Work Instruction have been met prior to allowing breaking of ground activities
- n) Review and approve the risk assessment and any method statement prior to issue of a permit to dig to ensure that as a minimum it reflects the safe digging practices detailed in this Work Instruction

Interface with the Principal Designer, where appropriate. The Principal Designer will also need to be kept informed of any utility diversions to enable construction of the project.

Procedure / guidance

Competence

There may be hidden services that have no accurate drawn or written information to confirm their location. Contractors must undertake service scans before proceeding with work around elements likely to conceal services to ensure that the work can be undertaken safely. Contractors must ensure that existing services to nearby locations are maintained throughout the construction period. Any temporary connections must comply with relevant health & safety standards, avoiding the exposure of live services or other uncontrolled hazards.

The Principal Contractor must ensure that all contractors observe the relevant service authority's recommendations for working by existing services. Do not interfere with their operation without the written consent of the service authority.

Electricity/Services

All utility drawings obtained, detailed CAT & Genny surveys, hand dug trial holes, as necessary and appropriate protection of all underground services must be carried out prior to excavation work.

Only battery or 110 volts leads and portable equipment, all leads and equipment to comply with the Electricity at Work Regulations in respect of testing of this equipment. All portable mains powered equipment shall be subject to a 3 monthly Portable Appliance Test (PAT).

3.1.1. Accommodating adjacent land use

The site of the facility sits on Princess Street in central Manchester. The site is located between the Clarence Street and an existing office building. Bow Lane runs to the rear of the site.

Site Set up and Access will be as per the Site Logistics Plan in Appendix A.

3.1.2. Preventing falls

Unloading of vehicles – is to be done by crane, fork lifts or off tail lifts. At no time is anyone to access a trailer to unload.

All work at height will be planned in accordance with the Work At Height Regulations 2005.

3.1.3. Work with or near fragile materials

N/A

3.1.4. The maintenance of plant and equipment

Plant

All plant used by contractors must be safe, guarded and equipped with safety devices wherever required. All plant requiring all round vision must be provided with it.

At the site induction stage, it is the role of the Site Manager, to obtain all current relevant test certification and the driver's competence for driving plant, check it and place it in the plan under Section 04(3).

Weekly written inspections will be required for all equipment on site, these should be inspected under the requirements of LOLER and PUWER Regs.

3.1.5. Work in excavations and work where there are poor ground conditions

N/A

3.1.6. Work on wells, underground earthworks and tunnels

N/A

3.1.7. Work on or near water where there is a risk of drowning

N/A

3.1.8. Work involving diving

N/A

3.1.9. Work in a caisson or compressed air working

N/A

3.1.10. Work involving explosives

N/A

3.1.11. Traffic routes and segregation of vehicles and pedestrians

Traffic Management

Highway signage will be erected on all surrounding roads, following the routes as indicated on the delivery and location plan, and the wider road network warning the general public of the construction site.

The access route and approach to site will be carefully explained to all subcontractors at order stage, and copies of the traffic management plan issued out to all delivery drivers. We expect all Rayner Rowen Construction sub-contractors to be fully versed in this methodology before their first visit to site as this will form part of the tender documents; ensuring vehicles do not get lost and clog local roads.

3.1.12. Work involving the assembly of heavy prefabricated components

Where specific lifting of these heavy components will be required, mechanical means will be employed as required to install components. Whereas manual handling will be reduced to a minimum and specific risk assessment and training will be in place for any trades where manual handling will be a significant risk to that work package.

All lifting will be planned in accordance with the LOLER Regulations and managed under our Temporary Works Procedures.

Site Traffic Route Plan

Refer to Appendix A



3.1.13. Storage of materials (particularly hazardous materials) and work equipment

Any hazardous materials will be stored in accordance with manufacturers/suppliers recommendations and in accordance to the COSHH regulations.

3.1.14. Any other significant safety risks

- Demolition
- Traffic conditions on Princess Street
- Limited site space

3.2. Health Risks

3.2.1 The removal of asbestos

Asbestos inspection reports available in Appendix D.

3.2.2 Dealing with contaminated land

As above

3.2.3 Manual handling

All lifting operations will be managed with mechanical means wherever possible. Those that cannot use mechanical means will be risk assessed in accordance with safe manual handling practices, and safe procedures will be put in place.

Anything deemed high risk activities for manual handling will have a specific manual handling assessment in place.

3.2.4 Use of hazardous substances, particularly where there is a need for health monitoring

N/A

3.2.5 Reducing noise and vibration

No specific planning conditions exist relating to control of noise but the adjacent buildings are occupied during the working day and weekends during these times, and the Principal Contractor is required to manage construction operations to reduce the generation of noise, dust, vibration, to the lowest practicable level.

For any noisy works, we will adhere to MCC guidelines of;

Noisy work should normally only take place between:

Monday to Friday: 7.30am to 6pm

Saturday: 8.30am to 2pm

No noisy work should be done on Sundays or Bank holidays.

The workers can arrive 30 minutes before they start work.

3.2.6 Work with ionising radiation

N/A

3.2.7 Exposure to UV radiation (from the sun)

N/A

3.2.8 Dust control

Before any activity likely to create dust or noise takes place RRC Site Manager shall ensure suitable and sufficient risk assessments have been carried out to eliminate the risks as far as possible. Throughout the works all measures practicable will be employed to suppress dust during the works.

If works involving dust creation are required dampening down measures will be employed such as the use of water via hoses and dust extraction units employing multiple filters.

Also dust creating tools will be fitted with powerful wet/dry vacuum cleaners or dust extraction units and diamond blades will also be employed to minimise the dust.

Where possible, in order to reduce dust and noise from tools, non-motorised tools will be employed such as block splitters for bricks and pavings.

Operatives will be face fit tested and records provided to suit the required RPE for the work activity.

An Air Quality Assessment has been undertaken as part of the pre-construction phase, and the findings and recommendations can be found in the report in Appendix D.1. All recommended measures shall be implemented as part of the construction phase.

3.2.9 Any other significant health risks

N/A

4. THE HEALTH AND SAFETY FILE / BUILDING MANUAL

4.1. Layout and format

RRCL will propose a format using our Health and Safety Consultant Safer Sphere CHS Limited standard document.



CONTENT OF OUR SITE HEALTH & SAFETY FOLDERS

File H Health, Safety, Welfare & Environment

H.01 Health and Safety Plan

- H.01 (1) Pre Construction Information (including appendices)
- H.01 (2) Construction Phase Health and Safety Plan (including appendices)
- H.01 (3) F10 (copy) *not required*
- H.01 (4) Site logistic plan/drawing
- H.01 (5) Insurance Certificates
- H.01 (6) Staff Training Certificates
- H.01 (7) Posters

H.02 Risk Assessment and Method Statements

- H.02 (1) Risk Assessments
- H.02 (2) Method Statements and Reviews
- H.02 (3) COSHH Assessments
- H.02 (4) Manual Handling Assessments
- H.02 (5) Noise Assessments

H.03 Reports/Permits

- H.03 (1) Safety Officers Audit Forms
- H.03 (2) Site Management Health and Safety Audit Forms
- H.03 (3) Permit to Work Form
- H.03 (4) Safe Work in Confined Spaces
- H.03 (5) Excavation inspection sheet
- H.03 (6) Unsafe Act / Unsafe Conditions

H.04 Registers

- H.04 (1) Induction Register
- H.04 (2) Consultation, Communication & Participation
- H.04 (3) Plant Operators Certification Scheme Check Form
- H.04 (4) Vehicles: Report of Inspection Forms
- H.04 (5) Accident/Incident Book Forms
- H.04 (6) Fire Plan Layout
- H.04 (7) Training Attendance Register
- H.04 (8) Health and Safety Policy Document

The above list is not exhaustive and will be expanded as the site progresses











