

Document Review Register

Date of review	Details of any changes	Initial
26/06/19	First issue – V1	HL
9/10/19	2ND ISSUE	HL

This document is progressive and will be updated and amended as necessary by the Project Manager for MY Construction Ltd, as the amendments received. Further information will be added to the working copy as the project develops. There will be only one working copy of the document. If other interested parties wish to view the latest version, they may do so by appointment

1. INTRODUCTION AND PURPOSE OF THE DOCUMENT

In accordance with Condition 6 of the associated Planning Approval Ref: 118057/FO/2017 the following document has been prepared by MY Construction to identify the key constraints on the building and site and how the site set up might be established and managed in order to accommodate these constraints.

This document will be developed by the project team for the proposed redevelopment of John Dalton House. It details how construction operations will be planned and controlled in order to minimise any detrimental impact on local amenities, neighbouring residents / businesses and infrastructure. The plan provides an assessment based on current information and is subject to modification during construction phase.

The detailed CMP plan shall contain the following sections:

- 1. Introduction
- 2. The site/ Development
- 3. Programme
- 4. Construction /The Works
- 5. Site Logistics
- 6.Hoarding
- 7.Traffic Management
- 8.Wheel Washing
- 8.Vechicle Routes
- 9. Site Hours/Security
- 10. Site security
- 11. Control of noise/ Vibration/ Dust
- 12. Prevention of Water Pollution
- 13.Site Lighting
- 14.Waste Disposal
- 15.Community/Neighbours
- 16 Health and safety
- Appendices G/H

The following document concentrates on the likely core construction activities and their potential environmental effect with a view to provide enough information for the environmental impact assessment to consider such impacts and make recommendations on the requirements for any mitigating factors.

2. THE SITE AND THE DEVELOPMENT

The Site is currently occupied by an 8-storey office building known as John Dalton House at the intersection of Deansgate and John Dalton Street within the Albert Square Conservation Area. The Site covers an area of approximately 0.259 ha and includes an area of public realm to the rear called Mulberry Square which is currently used for servicing arrangements for John Dalton House, 123 Deansgate and Brazennose House. The ground floor of John Dalton House is occupied by Use Class A3 (Restaurant) Unit. A site plan is provided in **Appendix A.** The surrounding buildings in **Appendix B**

Currently, vehicular access is offered by Ridgefield, which leads onto Mulberry Street and servicing areas to the rear of the building, and the main pedestrian access to the vacant office space above is offered via an entrance on Deansgate. Pedestrian access to the ground floor restaurants, which will be retained in the early stages of the contract.

The current layout of the building comprises two entrances with a small passenger lift core situated in the south west corner of the building. The office floor layout is generally open plan with some smaller office rooms on each floor around the edge of each floorplate.

The Proposed Development will refurbish approximately 7,335 sq. m. (GIA) of existing floor space for hotel use (Use Class C1), including reception, servicing areas and ancillary facilities required for operation and will construct a two-storey extension comprising an additional 2,765 sq. m. (GIA). In total, the proposals will deliver 10,100 sq. m. of new or converted floor space (GIA) for hotel use, including ancillary facilities and improved public realm.

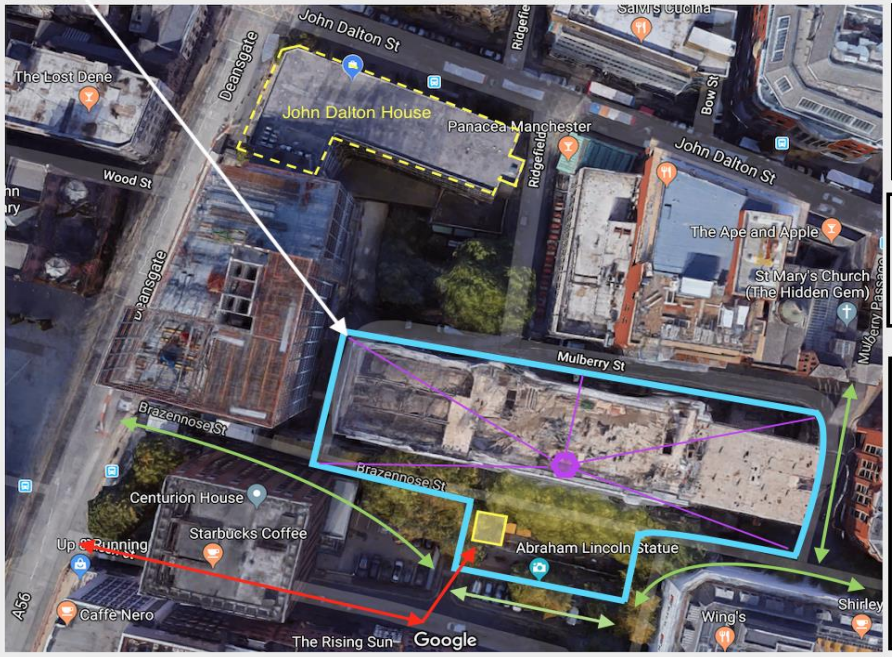
The hotel will accommodate 261 rooms and will include several ancillary features including a hotel reception area on ground floor, accessed from John Dalton Street and dedicated restaurant and bar at ground floor level and associated back of house facilities.





Appendix A. Ariel picture of the site domain

Brazennose House



Blue Line: Site Hoarding
Purple: Luffing Jib Tower Crane
Red Arrows: Deliveries via Queen Street. Site vehicles only – road to be closed and parking bays suspended (on Queen Street)
Green Arrows: Pedestrian Route
Yellow Square: Gate House (Site set up to be behind Brazennose House)

Brazennose House
Forshaw Demolition
Site Contact:
Dave Churchward - 07729772635
Arcadis Project Manager:
Marlon Chetty - 07342082331.

Information as indicated on Marshall's CEMP Ref 111805/FO/2016/C1- Condition 8 as part of their planning condition

Important to note:

There will be no access for construction traffic to site via John Dalton Street.
All deliveries will be from Deansgate, along Queen Street with appropriate signage to be displayed.
Therefore, this should not affect site traffic to John Dalton House

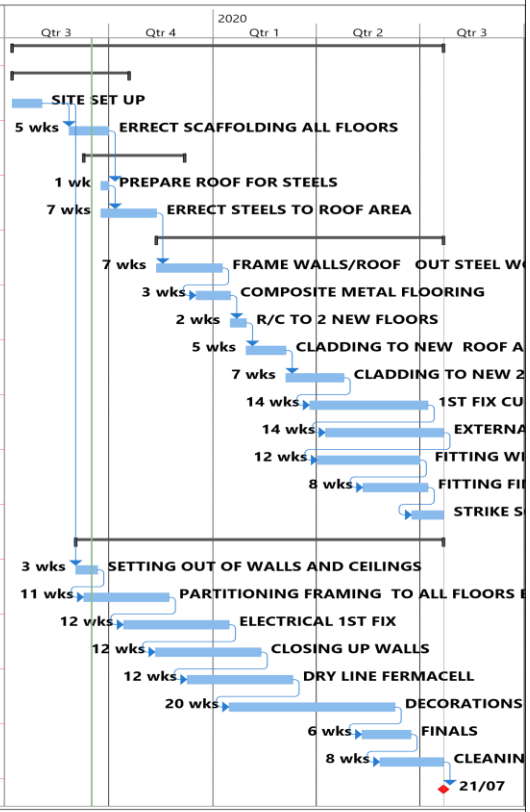
APPENDIX B Surrounding buildings

3. CONTRACT PROGRAMME

We anticipate the Contracted works taking 52 weeks however these will be governed by certain elements once we start the construction phase and will be recorded as and when any delay should occur in line with contractual procedures and programme will be updated accordingly.

Q Hotel Contract Programme

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		**QBIC HOTEL JOHN DALTON HOUSE**	**52 wks**	**08 July 2019**	**21 July 2020**		
2		**STRUCTUAL WORKS/CLADDING**	**14.8 wks**	**08 July 2019**	**18 October 2019**		
3		SITE SET UP	4 wks	08 July 2019	02 August 2019		
6		ERRECT SCAFFOLDING ALL FLOORS	5 wks	27 August 20	30 September 2019	3FS+3 wks	
18		**SUPERSTRUCTURE**	**13 wks**	**09 Septembe**	**06 December 2019**		
28		PREPARE ROOF FOR STEELS	1 wk	24 Septembe	30 September 2019	6FS-1 wk	
29		ERRECT STEELS TO ROOF AREA	7 wks	24 Septembe	11 November 2019	28FS-1 wk	
30		**CLADDING**	**34 wks**	**12 Novembe**	**21 July 2020**		
31		FRAME WALLS/ROOF OUT STEEL WORK TO ROOF LEVEL	7 wks	12 Novembe	08 January 2020	29	
32		COMPOSITE METAL FLOORING	3 wks	17 Decembe	15 January 2020	31FS-2 wks	
33		R/C TO 2 NEW FLOORS	2 wks	16 January 2(	29 January 2020	32	
34		CLADDING TO NEW ROOF AREA	5 wks	30 January 2(	04 March 2020	33	
35		CLADDING TO NEW 2 STOREYS	7 wks	05 March 20	24 April 2020	34	
36		1ST FIX CURTAIN WALLING HANGERS VERTICLE MEMBERS TOP D	14 wks	26 March 20	07 July 2020	35FS-4 wks	
37		EXTERNAL RAIN SCREEN	14 wks	09 April 2020	21 July 2020	36FS-12 wks	
38		FITTING WINDOWS	12 wks	02 April 2020	30 June 2020	37FS-15 wks	
39		FITTING FINS TO FRONT OF BUILDING	8 wks	12 May 2020	07 July 2020	38FS-7 wks	
40		STRIKE SCAFFOLDING	4 wks	24 June 2020	21 July 2020	39FS-2 wks	
42		**INTERNAL WORKS /FIT OUT**	**44.2 wks**	**02 Septembe**	**21 July 2020**		
47		SETTING OUT OF WALLS AND CEILINGS	3 wks	02 Septembe	20 September 2019	3FS+2 wks	
48		PARTITIONING FRAMING TO ALL FLOORS BOTTOM UP	11 wks	09 Septembe	22 November 2019	47FS-2 wks	
49		ELECTRICAL 1ST FIX	12 wks	14 October 2	14 January 2020	48FS-6 wks	
55		CLOSING UP WALLS	12 wks	11 Novembe	11 February 2020	49FS-8 wks	
56		DRY LINE FERMACELL	12 wks	09 Decembe	10 March 2020	55FS-8 wks	
65		DECORATIONS TO ALL FLOORS	20 wks	15 January 2(	08 June 2020	56FS-8 wks	
68		FINALS	6 wks	11 May 2020	22 June 2020	65FS-4 wks	
69		CLEANING	8 wks	27 May 2020	21 July 2020	68FS-19 days	
70		HANDOVER	0 wks	21 July 2020	21 July 2020	69	



Project: Qubic Hotel A DETAILE
Date: 16 September 2019

Task	Project Summary	Manual Task	Start-only	Deadline	
Split	Inactive Task	Duration-only	Finish-only	Progress	
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress	
Summary	Inactive Summary	Manual Summary	External Milestone		

Page 1

4. CONSTRUCTION /THE WORKS

The works will be managed with a dedicated projects manager and Q.S supported by a visiting contracts manager and commercial manager, there will be several Foreman responsible for certain aspects of the project and 3 site managers managing and dealing with the day to day problems that may arise. Health and safety issues will be managed by Safety Support Consultants whom will take an independent view and will be site based for 1 day a week to ensure that all works are carried out in line with our company health and safety policy as well as being fully compliant with our duties to CDM Regulations 2015 (PLEASE REFER TO APPENDIX H HEALTH AND SAFETY PLAN) The site management team at a minimum will hold CITB SMSTS qualifications and hold the relevant at work first aid qualification, there will be an ongoing regime of training during the contract period available to all suitable operatives. Best practices and Information will be relayed on a regular basis to all operatives and they will be encouraged to adopt best practices through toolbox talks and a daily notice boards. In line with our company health and safety policy all operatives will have the appropriate PPE when carrying out their tasks and all relevant signage will be in place to police this as well as the ongoing management regime stated above , this scheme is registered with the CC Scheme ref no 117905 to enforce the site procedures .

There is a full up to date contact list of all the parties involved in the design and management of the project please refer to appendix G



Site Notice Board

The works generally comprise of the following:

- Excavation and removal of material to the basement within the perimeter.
- Piling to column locations and the construction of pile caps.
- Construction of new lift core
- Construction of 2 No. additional floors and roof covering
- Installation glazing and cladding to facades
- Installation of internal mechanical and electrical systems including main lifts
- Fit out including walls, floors, ceilings, and finishes
- Extensive basement refurbishment to commercial use
- Completion of internal finishes
- Completion of communal external landscaping space and links
- Removal of permanent hoardings and temporary gates
- Completion of public realm and external works
- Decant from site and full opening of the development

Infrastructure

The works generally comprise of the following:

- Drainage connection to main foul drain adjacent to the site.
- Rainwater drainage.
- Electrical connection and formation of a new suitably rated HV-LV transformer incorporated within a package
- substation located at ground floor level. The transformer will be owned, operated and maintained by Electricity North West.
- Mains water connection to suit.
- Telecoms and date infrastructure connections.

5. SITE LOGISTICS

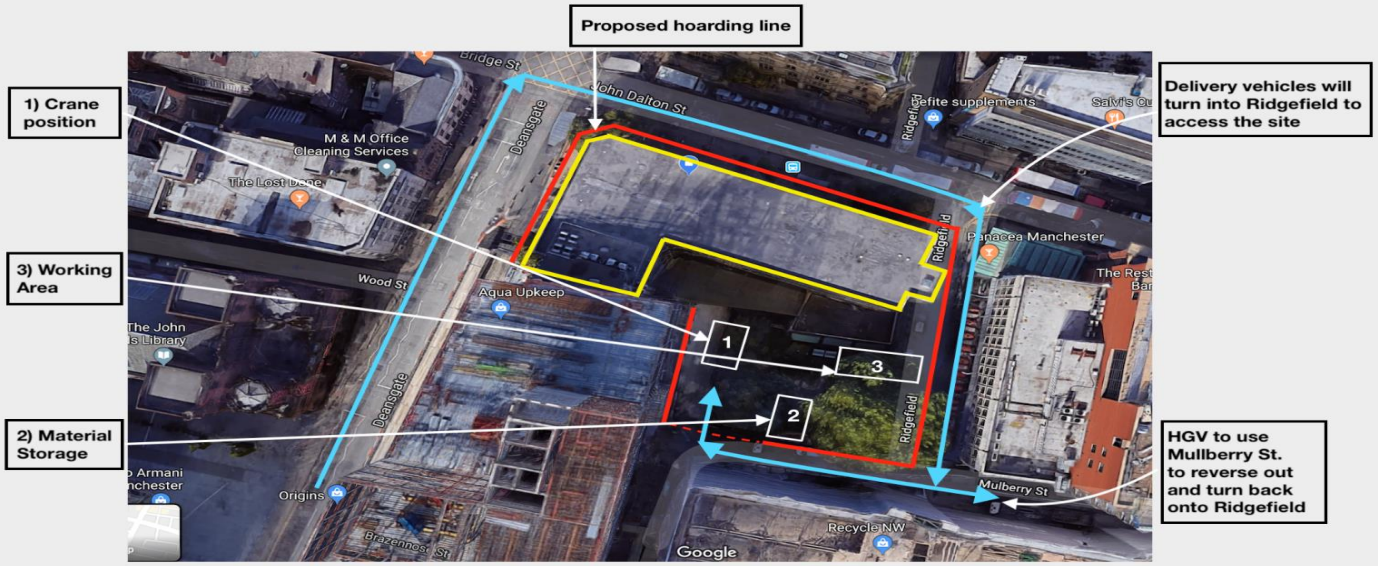
It is envisaged that construction vehicle access into and out of the site will be via Ridgefield at the rear of the site straight into the service yard. No deliveries or servicing will be done from the street unless previously agreed with the City Council. The site has existing full height automated double access vehicle gates and a single pedestrian access gate that are both key coded, ensuring that segregation from the public is always maintained. It is envisaged that Mulberry Square will be used for optional site deliveries and for waste materials to be picked up from site if the skip is not to be used. Where required, appropriate wheel and vehicle wash facilities will be in place as highlighted below, to ensure delivery wagons leave site clean and tidy all run off will be contained within the site footprint. It is assumed that the parking bays on Ridgefield Street will be suspended for the duration of the works with this area being used to help manage traffic to and from the site footprint. The use of Ridgefield Street will be closely co-ordinated with 125 Deansgate (Worthington's Site); however, Brazennose House is to use Queen Street according to their Construction Management Plan which should not clash with any works on John Dalton House.

A site compound area will be situated to the rear of John Dalton House in Mulberry Square this will include facilities such as the Sub- Contractors offices working area and storage, including the location for the mobile crane and spoil removal. The welfare will be within the existing building at ground floor level and moved to the restaurant area (Bill's) once they decant.

Material storage for the development will be generally contained within a designated site area within the demise of the site compound and within the existing service yard area, it will be loaded out to the relevant area to keep this area as clear as possible, materials will be ordered on a just on time basis.

In the unlikely event that any temporary road or footpath closures associated with the construction phase, other than the above are required, they will be agreed with Manchester City Council Operational Services and Highways departments and relevant diversion signage put in place.

Access to the site will be controlled by the existing electronic key code operated vehicle and pedestrian access gates. This will not only regulate servicing and deliveries, including any plant to the site but also prevent any unauthorised public access during and out of working hours. The main gates will always be locked secure except for when a delivery is being made. The gates will be manned by a qualified banksman who will co-ordinate traffic deliveries as well as ensure the road and pavement areas are kept clear from debris and materials on a regular basis. General materials will be placed in skips and muck will be removed by grab or tipper at the rear of the site, these will be managed by traffic marshalls back on to John Dalton Street, and all loads will be covered before they leave the site footprint.



APPENDIX C Site set up

6. Hoarding

Pedestrian access will be maintained around the full boundary of the site with 4.2m solid hoarding being erected to segregate them from the works and to ensure their safety. This will have the relevant signage/lighting attached a regular regime of inspecting the hoarding will take place to ensure that its maintained to a good standard and the area is kept clean, all relevant licenses and permits will be obtained before erection.

Close liaison with Bill's, an existing and operational located at the ground floor of John Dalton House will be maintained throughout the project with regards to deliveries, planned works, disruption to day-to-day activities and general programme**.** Bill's will remain operational to October so partially through construction works.
Access and egress to and from site will be properly managed by the site team/traffic marshalls, who will ensure that all vehicles and pedestrians associated with the works are managed safely and in accordance with the site Traffic Management Plan set out below.



Appendix D Typical Hoarding

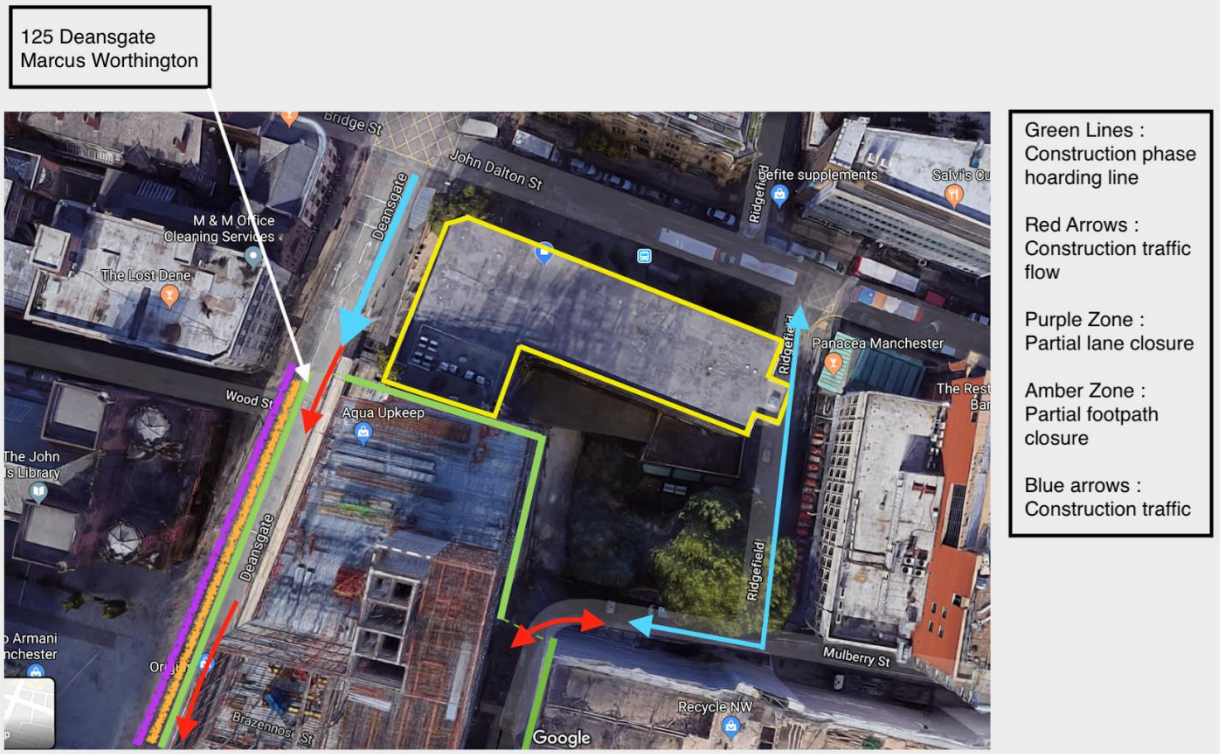
7. TRAFFIC MANAGEMENT

Suspension of parking bays on Ridgefield Street for the duration of the project is anticipated, although further dialogue with the adjacent sites, is to be held to determine responsibility for the suspension of the parking bays

With access and egress to site along Ridgefield Street, no other long term TTRO's will be required. However, it is envisaged that Mulberry Square will be used for site deliveries and for waste materials to be picked up from site via skips. Lorry's will turn onto Ridgefield Street from John Dalton Street and drive into the site they will then turn around and leave Via the same route, if the vehicle is too long to turn within the site footprint ,we will back it out with at least 2 traffic marshalls into Mulberry Street and then drive out back down Ridgefield Street and on to John Dalton Street. Where possible we will get deliveries on smaller vehicle as to mitigate this.

Discussions will be held with both Manchester City Council Highways Department and the Police to agree suitable times and routes for the movement of any abnormal loads, but these are not envisaged.

MY Construction will, so far as reasonably practicable, implement measures to minimise any disruption to the local road network and take due cognisance of pedestrians, cyclists and other road users as possible. We will endeavour to maintain private accesses affected by the temporary traffic management schemes. Pedestrian access to neighbouring properties will always be maintained. Due to the limited space available, there will be no provision for contractors to park on site. However, the site has many public transport links within the vicinity including pay and display carparks, this will form part of the site induction to all operatives on site.



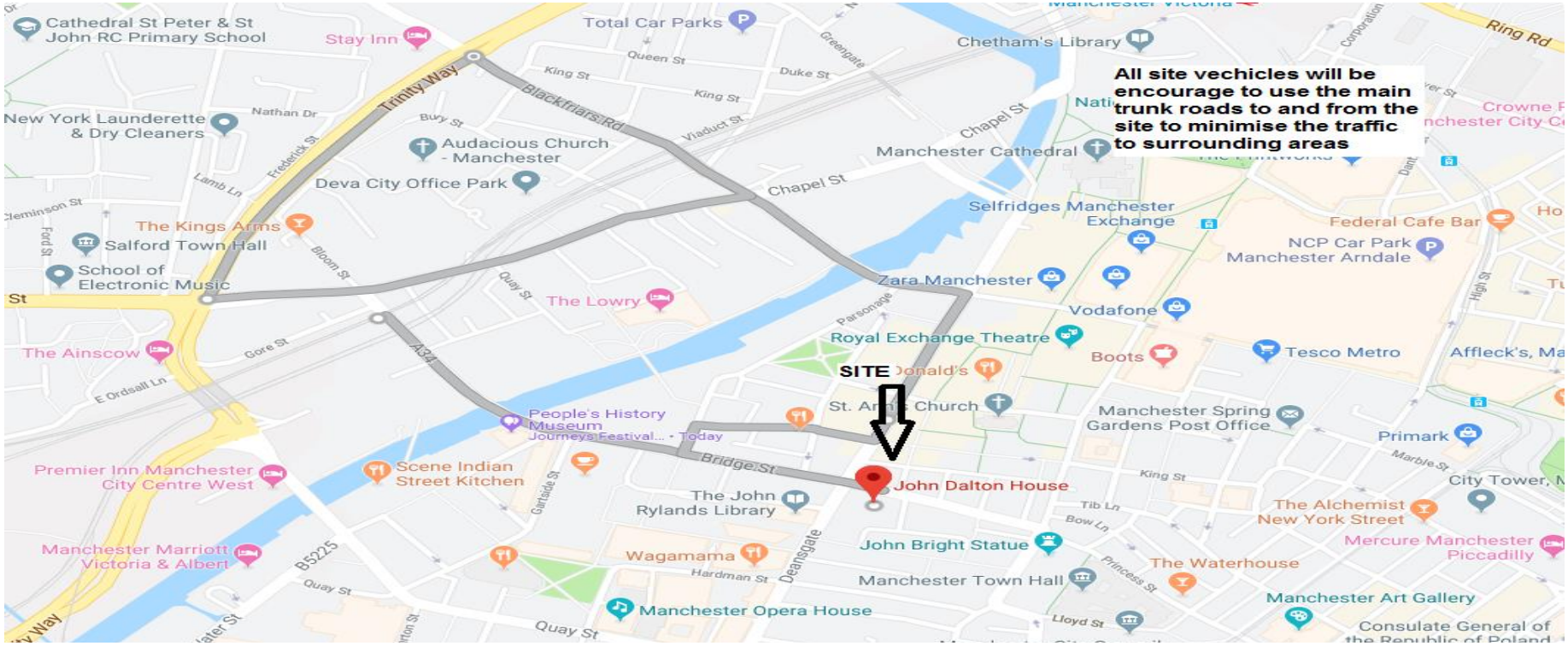
APPENDIX E Traffic routes to and from site

7. VEHICLE ROUTES

To minimise disruption to the local road network during peak periods, the delivery of materials to site will be either; before 0800 or between 10.00 – 15.00 hours. Where possible, the deliveries will be scheduled evenly to spread the construction traffic. It is believed that with regards to delivery routes, Sub-Contractors will travel up Deansgate, from Chester Road / Mancunian way. They will then turn right at the junction onto John Dalton Street and then a first right onto Ridgefield Street, turning within the site compound or on Ridgefield Street to reduce any congestion with regards to manoeuvrability. This is to ensure that the deliveries of materials are as efficient as possible**.**

We will implement a scheduling system and will ask all deliveries to call ahead so we can manage the delivery, each Sub-Contractor will be required to schedule deliveries well in advance of their arrival on site. It is important that delivery planning will form a key part of discussion held between the MY Construction and Sub-Contractor at planned progress meetings.

Detailed instructions on delivery arrangements and vehicle routing will be issued to all relevant site personnel, Sub-Contractors and suppliers involved with the project from the MY Construction buying team and form part of the site induction.
Routes for emergency services will always be kept clear.



APPENDIX F Main trunk roads in the surrounding area

8. WHEEL WASHING

To mitigate the risk of spoil and or mud entering the highway, where appropriate the most appropriate method for minimising contamination to surrounding roads will be used, depending on the stage of the project and after an appropriate assessment has been carried out. One such method is the use of an appropriate wheel-washing system, which may be provided if required to remove mud, stones and any other extraneous materials from the wheels and chassis of construction vehicles exiting the site. Where site related vehicles impact on public highways, spills of dust / deposits of mud will be cleaned.

To enable site vehicles to be cleaned and reduce contamination off site measures will be implemented to reduce environmental impact to as low as is reasonably practicable. A jet wash wheel washing facility will be present at the sites entrance, if required to allow the wheels of delivery vehicles to be suitably cleaned prior to leaving site to prevent any transfer of mud or contamination onto roads. This is then backed up by the usage of road sweeping facilities to clean the roads in the proximity of the site (site conditions dependent)

All loads of construction materials, excavation spoil or other such matter shall be fully covered in order to ensure that no material leaves the site attached to the vehicle, which might subsequently be deposited on the highway.

To minimise the risk of site pollution to the local environment appropriate and effective wheel/body washing facilities to be provided and used as necessary.

Plant and wheel washing will be carried out in a designated area of hard standing at least 10 meters from any watercourse or surface water drain.
Run-off should be collected in a sump, with settled solids removed regularly and water recycled and reused where possible
Brushing and water spraying of heavily used site hard surfaces and access points will be required
Brushing or scraping roads to reduce dust and mud deposits
If contained water goes to foul sewer (if possible) prior permission from the local sewerage provider will be required. They may issue a consent/authorisation limiting the volume and content of the discharge.
Wastewater shall not be discharged into the public sewerage system without prior removal of soil, stones and any other suspended material.
If no other disposal routes are available, then contaminated water may be collected and disposed of site by tanker. This may be a costly option

9.SITE HOURS

The mentioned timescales are based on normal working hours of 8.00AM – 6pm Monday to Friday/8.00AM - 1PM on Saturdays and with deliveries within the same period there will be no work on Sunday and Bank Holiday.

Where works are required to be completed outside such working hours the Contractor's will seek to obtain all the relevant licenses and permits required from Manchester City Council and provide a mail shot to local residents / business's explaining the need to work out of hours, the type of work to be completed and the likely duration of such works. It is considered that such instances will be limited and will include works such as Utility diversions, removal of hardstanding, aspects of works involving adjoining carriageways and main entrances to tenanted buildings in close vicinity

MY Construction will produce updates and information on the site notice board updating on progress to ensure that the local community are kept up to date with the works.

10.SITE SECURITY

MY Construction have employed a security guards during non – working hours to prevent and discourage nuisance & protect the public. Regular patrols will take place throughout the shift. As an additional measure, CCTV will be installed to elements of the site & compound to aid early identification of potential issues. The site will be access controlled by key coded locks that will be self-closing. It will be the responsibility of the site management team to ensure that this is maintained throughout the contract period. Any visitors to site will either ring ahead or ring the site bell, on arrive they will sign in and be given the appropriate PPE and have a brief site induction. All relevant signage will be displayed to discourage any unauthorised entry to the site and details of emergency contact details will be displayed by the entrances in case of contact being required.



There will be at least 3 Fire points on each floor situated by the two staircases with a fire point also midway, There will be a linked fire alarm system so cover all areas, fire drills will take place, and all operatives will when as part of the induction be explained the fire procedure, this will also be clearly displayed on the site notice board, all escape routes will be clearly marked and the muster point will be clearly indicated at the front of the building on the corner of John Dalton Street and Deansgate .

11. CONTROL OF NOISE / VIBRATION / DUST

Control OF ENVIRONMENTAL IMPACT All works will be conducted in compliance with the requirements of the Control of Noise at Work Regulations 2005.

The location of the project is in a commercial /residential area with several residents, during the works we would erect sheeted screen on the scaffold to mitigate noise/dust transfer as well as to screen off the works.

The project will be managed using the following guidelines for the controlling of noise:

- For short-term daytime demolition and construction noise, a limit of 75 dB LA, 10h is recommended in the vicinity of the nearest noise sensitive property, which should prove acceptable for a total of up to 8 weeks per year throughout the course of the site's development.
- All sub-contract works to conform to BS5228:2009 which identifies suggested mitigation measures which allow for the reduction of noise generated through training, supervision and control.
- Noise related assessment of the work activity should be assessed and noted down when drawing up of activity related method Statements/Risk Assessment's. These will be assessed prior to works starting to ensure that any mitigation measures required are covered. The Contractors workforce will be informed of noise and vibration restrictions / requirements via toolbox talks and considerations included in Risk Assessment / Work Package Plans (Method Statements).

The use of barriers will significantly reduce the level of noise produced from some items of plant, although they will have only a limited effect on the control of noise emitted by machinery from a physically higher position. Items of fixed plant such as generators and compressors etc. should be screened from the noise sensitive areas, general advice on screening plant and operations is provided in the CIRIA Practice Note on Temporary Screening.

Vibration – The most likely source of vibration during the construction works will be while breaking out and the existing hard landscape and reduced dig / drainage requirements. If required, MY Construction will comply with the agreed levels and will demonstrate compliance to the agreed levels via site vibration monitoring.

CONTROL OF DUST

Air Quality – The sources of dust and emissions during construction will be via;

- Site excavations
- Vehicle movements to and around the site

- Dust blown from stockpiles of spoil/earth
- Materials handing during movement to and from stockpiles
- Construction operations – pouring concrete/screeds etc
- Cutting and grinding

Due to the nature of construction site activities, the control of dust emissions will rely upon good management provisions, good site planning to provide (to the best of the Contractors ability) separation between source and receptors, the use of wetting agent applications to prevent dust from becoming airborne and the use of screens to limit the spread of dusty materials. The weather conditions also contribute to the effects of dust emissions. As a result, it is difficult to predict accurately when dust emissions may be most problematic.

The prudent use of water application, screening and good site planning and management will ensure effective dust control consistent with good practice and the standards expected of a major construction site. The use of wheel cleaning facilities (i.e. jet washing) referred to in Section 7 will be of importance in periods of wet weather to prevent mud transferred off site drying and becoming a source of dust emission. The following measures will be implemented: -

- Using water sprays to maintain damp surfaces during dry weather.
- Place dust raising equipment away from site boundaries and sensitive receptors.
- Sheeting to the external scaffolding
- Keep stockpiles for the shortest time possible and covered during dry spells where possible; Fine material stored in contained/ enclosed form.
- Minimise unnecessary handling of materials.
- Sheeting vehicles before leave site and wheel cleaning.
- Wet cutting where possible

12. PREVENTION OF WATER POLLUTION

During the construction various products will be used which could cause water pollution to the surrounding areas

To prevent any form of pollution affecting the water infrastructure all roof/road gullies and waste supplies will be partial covered and inspected daily. All materials used onsite will be stored and disposed of in the waste wait and load skips. A proactive approach to site water run-off will be adopted and be included in the various toolbox talks. In the event that contaminated materials are suspected then a Preliminary Risk Assessment will be completed. This will enable a full site investigation and remediation strategy to be implemented subject to agreement with the council. The materials will be removed off site and disposed of dependant on the type of contaminant.

13.Lighting

The use of artificial light during construction will be required to be controlled to reduce the impacts on the surrounding residential / commercial properties. The lighting strategy will be such that safe levels of light are maintained for the works, however, where there is a risk of light pollution or nuisance to surrounding properties, shields will be provided to the lights to mitigate such effects but we do not envisage this.

14.Waste Disposal

MY Construction will be responsible for the management of waste on the site. In general, the principles of the waste management hierarchy will prioritise waste minimisation, re- use of materials and recycling over disposal to landfill. The disposal of waste, including any surplus spoil, will be managed to maximise the environmental and development benefits from the use of surplus material and to reduce any adverse environmental effects of disposal.

15.Community/Neighbour Strategy

A4 flyer which will be available to the general public at locations on the site hoarding/notice board, this will give details of the scheme being undertaken and project timescales. Personal Liaison with local businesses will be carried out by the site management team, we have also signed up to the Considerate Constructors Scheme.

All neighbouring properties have been initially advised by initial introductory letter of the forthcoming works. This has included an appraisal of the site logistics plan, overall construction period and site working hours along with details of the works and the periods where the noise sensitive works will take place together with, information on activities that will have a direct interface with the neighbours, this will be up dated on the site notice boards as an ongoing procedure the initial site team are listed below.

SITE CONTACT DETAILS
SITE ADDRESS:

121 DEANSGATE
MANCHESTER
M3 2AB

PROJECT MANAGER: MARIO STRUMFA – 07508 481507

SITE MANAGER: FRANK ROZSIVAL – 07528 650000

16.HEALTH AND SAFETY: CDM & PRINCIPAL DESIGNER

The project will be carried out in accordance with the Construction, (Design and Management) Regulations 2015, and all other relevant legislation and guidance.

MY Construction have appointed Safety Support Consultants to assist in the management of health and safety and have in place the correct management and procedures in place to control the activities of construction project.

MY Construction have produced a Construction Phase Health and Safety Plan prior to works commencing on site. This document will form the basis of the procedure for managing health and safety during the construction phase and will be periodically reviewed as the work progresses. SEE APPENDIX H

The Client has already employed Leslie Clark Construction Consultants who will act as Principal Designer, once the Contract has been awarded Leslie Clark will take a role as the Clients Health & Safety advisor.

See Appendix G Contact list
See appendix H Construction health and safety plan

APPENDIX G Contact list

Layer Landscape	Simon Tugby	Partner	simon@layer-ing.com	07711 808 474
	Matthew Warner	Partner	matthew@layer-ing.com	01625 527 307
Omega Fire	Mike Gilmartin	Director	mike.gilmartin@omegafire.co.uk	07889 031866
	Abs Dawodu	Senior Fire Engineer	abs.dawodu@omegafire.co.uk	07591 206 879
MLM Group	John Wootton	Senior Asbestos Surveyor	John.Wootton@mlmgroup.com	07824 814 396
	Marius Carr	Asbestos Surveyor	Marius.Carr@mlmgroup.com	01223 632 800
	Martin Nowinski	Asbestos Surveyor	Martin.Nowinski@mlmgroup.com	07823 521 302
Kean Brands	Dave Cressey	Client Services Director	dave.cressey@keanebrands.com	07780 653 361
	Jeremy Scarf	Group MD	jeremy.scarf@keanebrands.com	07768 635 457
	Michael Keeney	Interior Designer	michael.keeney@keanebrands.com	07921 668 928
	Brian Hawkins	Projects Director	brian.hawkins@keanebrands.com	07971 536 701
	Berina Alimajstorovic	Interior Designer	berina.alimajstorovic@keanebrands.com	07851 844 546
	Jon Tideswell	Technical	jonathan.tideswell@keanebrands.com	07800 596 653
	Phil Swift	Technical Support	phil.swift@keanebrands.com	07599 305 053
	Effie Yeoman	Interior Designer	effie.yoeman@keanebrands.com	07875 338 679
Qbic Hotels	Julie Fawcett	CEO	julie.fawcett@qbichotels.com	
	Paul Lewis	Finance Director	paul.lewis@qbichotels.com	07939547544
	Ashley Savage	Head of Development	ashley.savage@qbichotels.com	07468 520 012
	Zac Pearse	General Manager	zac.pearse@qbichotels.com	
	Pooja Raja	Group Finan. Controller	pooja.raja@qbichotels.com	0203 021 1445
Des McDonald Associates	Des McDonald	Managing Director	des@desmcdonald.com	07712 624 825
Haventrust	Andrew Hubbard	CEO	andrew@haventrust.co	07958 795 650
Shepherd Gilmour	Ian Bruton	Associate Director	ibruton@sgiconsulting.co.uk	07734 066 377
	Damien Schofield	Project Engineer	DSchofield@sgiconsulting.co.uk	07919 022 390
	Dean O'Reilly	Civil Engineering Director	doreilly@sgiconsulting.co.uk	0161 837 1500
	Emyr Jones	Managing Director	ejones@sgiconsulting.co.uk	07801 014 044
GWP Catering	Garry Nokes	Consultant	Garry.Nokes@gwpltd.co.uk	01664 568055
	Kyle Rohland	Consultant	kyle.rohland@gwpltd.co.uk	01664 568055
	Kai Klasi	Consultant	kal.kalsi@gwpltd.co.uk	01664 568055

Hann Tucker	Jamie Murray	Consultant	j.murray@hanntucker.co.uk	0774 131 1524
	Andrew Jameson	Director	a.jameson@hanntucker.co.uk	07785 455 162
Leslie Clark	Michael Denton	CDM Consultant	m.denton@lclark.com	07711 372 920
	Brian Grey	Partner	b.grey@lclark.com	07971 867 966
TPS Consultants	Charlotte Ovenden	Principal Consultant	charlotte.ovenden@tpsconsultants.co.uk	01924 664638
Ball and Berry	Matthew Banks	Associate Director	mathew@ballandberry.co.uk	07734 858 903
Worthingtons	Paul McCormick	Project Manager	paul.mccormick@worthingtons.co.uk	07972 071 638
	Sholto Macdonald	Project Manager	sholto.macdonald@worthingtons.co.uk	01995 640690
MY Construction	Yotam Yinhal	Director	yotam@myconstruction.co.uk	020 8450 5747
	Dan Firth	Contracts Manager	dan.firth@myconstruction.co.uk	07968991991
Currie and Brown	Stuart McEwan	Fund Monitor	Stuart.McEwan@curriebrown.com	07969 918 169
Marshall CDP	Paul Stokes	Brazennose House Site Contact	pstokes@mcwy.co.uk	01422 376 821
BCLP	Emily Dickson	Client solicitor	emily.dickson@bclplaw.com	07568104097

APPENDIX H Health and safety plan

Accredited Contractor
CHAS.co.uk

Construction Phase HEALTH AND SAFETY PLAN



FOR

John Dalton House, John Dalton Street, Manchester M3 2AB.

John Dalton House – Fit out works

Document Review Register

Date of review	Details of any changes	Initial
24/06/19	First issue – V1	DM

This document is progressive and will be updated and amended as necessary by the Project Manager and/ or Health & Safety Manager for MY Construction Ltd, as the contract progresses. Further information will be added to the working copy as the project develops. There will be only one working copy of the document. If other interested parties wish to view the latest version, they may do so by appointment.

Contents

1. Description of the Project....4
1.1 Project Description & Location.... 4
1.1.1 Works include:.... 5
1.2 Project Directory.... 5
1.3 Existing Records/ Information.... 7
Communication & Management of the Work.... 7
2.1 Management Structure & Responsibilities.... 7
2.2 H&S goals and arrangements for monitoring.... 9
2.3 Arrangements for liaison between parties and consultation.... 10
2.4 Design Information including Design Changes.... 10
2.5 Selection of Sub-Contractors.... 11
2.6 Exchange of information between contractors.... 12
2.7 Security arrangements.... 12
2.8 Site Induction or Training.... 13
Minimum Standards & Procedure for delivering on site training.... 14
2.9 Welfare Facilities.... 15
2.10 First Aid.... 15
2.11 Investigation of Accidents and Incidents including Near Misses.... 15
2.12 Approval of R.A.M.S.... 16
2.13 Site Rules.... 16
2.14 Fire & Emergency Procedures.... 17
3. Arrangements for Controlling Significant Site Risks.... 19
3.1 Logistics (incl: TMP).... 19
3.2 Services.... 21
3.3 Work at Height.... 21
3.4 Fragile Materials.... 21
3.5 Lifting Operations.... 21
3.6 Maintenance of Plant and Equipment.... 21
3.7 Storage of Materials.... 21
3.8 Temporary Works.... 22
3.9 Asbestos.... 22
3.10 Manual Handling.... 23
3.11 COSHH.... 23
3.12 Dust, Noise & Vibration.... 23
4. Health & Safety File.... 24
4.1 Format.... 24
4.2 Arrangements for collection of information.... 24
4.3 Storage of information.... 24

5 Appendices 25
5.1 Appendix 1 25
F10 25
5.2 Appendix 2 27
Site survey report 27
5.3 Appendix 3 29
Fire Risk Assessment (incl: Fire & Escape Plan) 29
Building Fire Escape Routes 29
Building Fire Strategy 29
5.4 Appendix 4 32
Asbestos Survey 32
5.5 Appendix 6 37
Programme 37
5.6 Appendix 7 38
Design Risk Assessments 38
5.7 Appendix 8 43
Traffic / Emergency Plan 43

1. Description of the Project

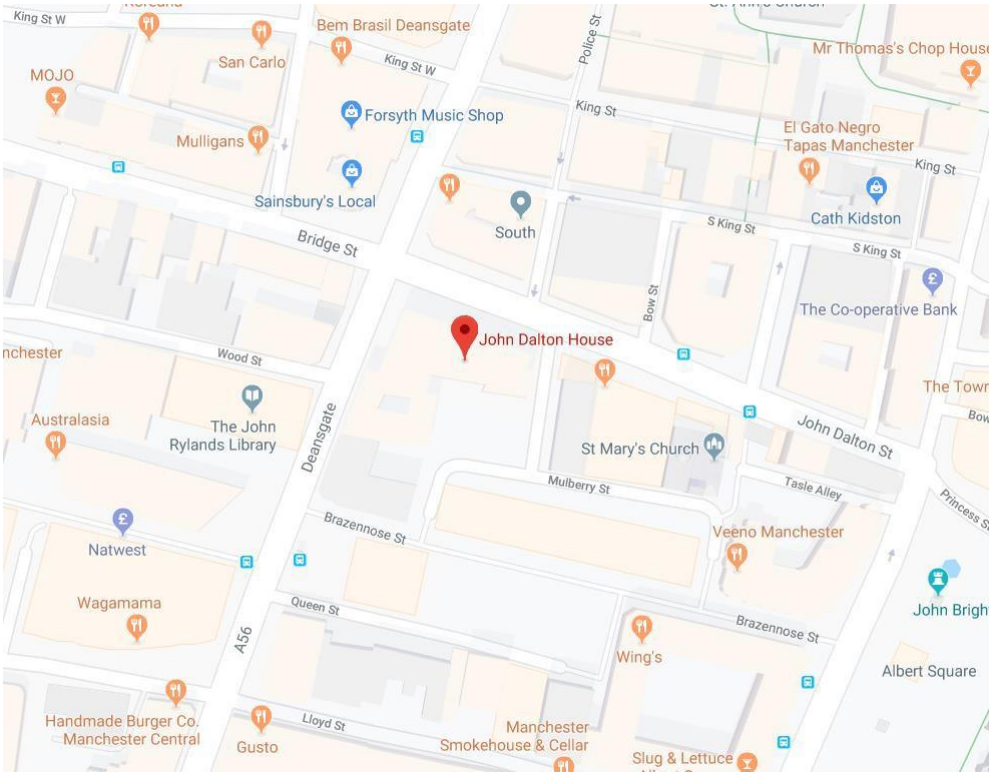
1.1 Project Description & Location

Start: June 2019
Duration: 55 Weeks (approximately)
Completion: May 2020

John Dalton house is an existing 8 storey structure comprising a basement level and seven upper floors. The overall scheme consists of the development and extension of the existing structure to provide a 261-bed hotel together with F&B unit. The final structure will be used for hotel accommodation including staff welfare and offices.

MY Construction & Carpentry Ltd have been appointed as the Principal Contractor for this project to establish the early phase of the works to completion.

The project is situated in the Spinningfields area of Manchester City centre and is bordered by Mulberry Street, (to the South), Ridgefield, (to the East), Deansgate, (to the West), John Dalton Street, (to the North).



Hours of working

Monday – Friday: 7.30am -6pm Saturday:
8.30am – 2pm

Where works are required to be completed outside the above stated working hours MYC will seek approval in advance from Manchester City council and provide a mailshot to local residence/ Business explaining the need to work out of hours, the type of work to be completed and the likely duration of such work.

1.1.1 Works include: -

- Asbestos removals to basement
- Basement excavations
- External and internal demolitions - Groundworks and civil engineering to basement
- Construction of a steel frame full height extension
- Extend the existing structure by 2 storeys
- Façade, curtain walling and window installation
- Mechanical and Electrical installations
- Installation of new lifts
- Fit out of internal areas

As the Principal Contractor we will refer to the Tender pack for a full suite of specifications and drawings.

1.2 Project Directory

The following is the My Construction & Carpentry Ltd. management team for the project:

Title	Name	Phone Number	Email
Responsible Director	Yoav Tal	0208 450 5747	Yoav@myconstruction.co.uk
Commercial Director	Yotam Yinhal	0208 450 5747	yotam@myconstruction.co.uk
Contract Manager	Dan Firth	07968 991 991	dan.firth@myconstruction.co.uk
Project Manager	Hugh Lennon	07837 710 056	hugh@myconstruction.co.uk
Quantity Surveyor			
Health & Safety Manager	Danielle Meade	07711 278 005	Danielle@myconstruction.co.uk
Senior Site Manager	Frank Rozsival	07528 650 000	Frank@myconstruction.co.uk
Main Appointed First Aider			
Responsible person (Fire safety)			
Main Fire Warden			

Clients Contacts	Company	Name	Contact Details
Client	Qbic Hotels, 42 Adler Street, London E1 1EE.	Paul Lewis	020 3021 1440 paul.lewis@qbichotels.com
Clients Representatives	Quartz	Daniel Gillespie	07825 290 160 dgillespie@quartzprojectservices.com
Principal Designer & CDM Consultant	Leslie Clark Consultants 18 Park Place, Leeds LS1 2SJ	Michael Denton	0113 242 9808 m.denton@lclark.com
Principal Consultant	TPS Consultants	Charlotte Ovenden	01924 664 638 charlotte.ovenden@tpsconsultants.co.uk
Architect/ Lead Designer	5plus Architects, 4th Floor, The Hive 47 Lever Street, Manchester M1 1FN.	Tom Higgins	0161 228 0211 thiggins@5plusarchitects.com
Structural/ Civil Engineering	Shepherd Gilmour, 40 Peter Street, Manchester M2 5GP.	Ian Bruton	0161 837 1500 ibruton@sgiconsulting.co.uk
Services Engineering	Cundall, 10th Floor, Manchester One, Portland Street, Manchester M1 3LD.	David Everington	0161 244 5660 d.everington@cundall.com

Asbestos Consultants	MLM Group Building 7200, Cambridge Research Park, Cambridge CB25 9TL.	John Wootton	john.wootton@mlmgroup.com
M&E Engineering	Cundall	David Everington (Mech) Eleni Pavlidou (Elec)	d.everington@cundall.com 0161 200 1256 e.pavlidou@cundall.com 0161 302 4511
Fire Consultant	Omega Fire	Mike Gilmartin	07889 031 866 mike.gilmartin@omegafire.co.uk
Principal Contractor	MY Construction Unit 5, Sayer House Oxgate Lane London NW2 7JN	Yoav Tal	0208 450 5747 Yoav@myconstruction.co.uk 0208 450 5747 yotam@myconstruction.co.uk

Title	Name	Phone Number	Email
Responsible Director	Yoav Tal	0208 450 5747	Yoav@myconstruction.co.uk
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Senior Site Manager	Frank Rozsival	07528 650 000	Frank@myconstruction.co.uk
Main Appointed First Aider			
Responsible person (Fire safety)			
Main Fire Warden			

Other Contacts (incl: subcontractors)			
Lift Installers			
Sprinkler systems			
Façade Installers			
Rainscreen & Cladding			
Curtain walling & windows			
Steel works			
Screed			
Waterproofing			
Tarmac			
Diamond Drilling			
Kitchen Installers			
Environment Agency Incident Hotline	Environment Agency	National Customer Contact Centre PO Box 544 Rotherham S60 1BY	0800 80 70 60 (Freephone, 24-hour service)
Health and Safety Executive	HSE	Redgrave Court, Merton Rd, Bootle L20 7HS	www.hse.gov.uk

Local Hospital	St. Thomas Hospital	Accident & Emergency (A&E) Westminster Bridge Rd London SE1 7EH	999 Open: 24 hours a day, 365 days a year
Fire Brigade	London Fire Brigade		999

1.3 Existing Records/ Information

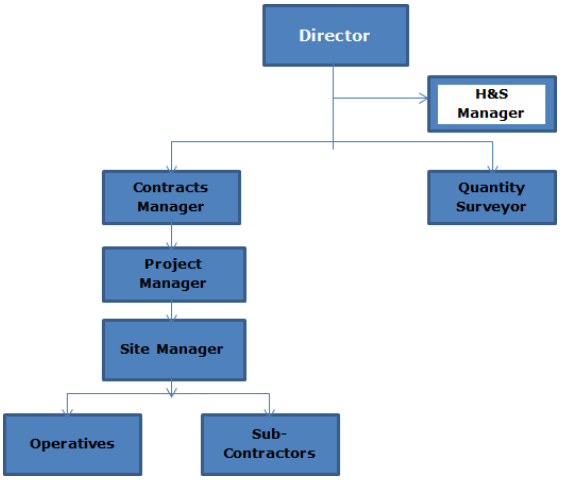
The following are the general titles of documents that have been made available to MY construction & Carpentry as part of the pre-construction information

- Qbic -Enabling Works 'As Left' - Visual Survey Report – May 19
- North Star Environmental – Procedures & Air monitoring Certificate of Analysis - Apr 19
- Cadent – Gas Disconnection Confirmation – Apr 2019
- Cundall - Design Hazard Identification & Risk Assessment – Apr 2019
- Cundall – Site Survey Report – May 2018
- Leslie Clark - Hazard Identification & Risk Assessment – May 2019
- Shepherd Gilmour Infrastructure - Significant Risks Register Construction Period – Oct 2018
- Leslie Clark - Construction Design and Management Plan – May 2019
- MLM - Due Diligence Asbestos Survey Report – Feb 2018
- MLM – Refurbishment Asbestos Survey – May 2018

Communication & Management of the Work

2.1 Management Structure & Responsibilities

MY Construction's Management Team will have day to day responsibility for coordinating and supervising the works. This includes checking that works are carried out in accordance with relevant risk assessments, method statements, and legislative requirements. Management have full authority to stop any works that contravene safe working and environmental practices and may remove any worker in the process.



The Principal Contractor's key duties are to:

Develop and implement the Construction Phase Health & Safety Plan before works commence, once the project has started to continually monitor or periodically review the plan, making sure that it is current and in line with the dynamics of the project.

Arrange for competent and adequately resourced contractors to carry out the works where it is subcontracted;

Ensure suitable welfare facilities are provided from the start and are maintained throughout the project and ensure that contractors and employees coordinate co-operate and consult with each other;

Obtain from contractors the main findings of their risk assessments and detail of how they intend to carry out high risk operations and emergency procedures;

Ensure that contractors are inducted and have information about risks on site & that workers on site have been given adequate training;

Ensure that contractors and workers comply with any site rules which may have been set out in the Construction Phase Health & Safety Plan;

Monitor health, safety and environmental performance & ensure that all workers are properly informed and consulted & make sure the site is secure and that only authorised people are allowed onto the site or work area;

Display the F10 notification of the project to HSE where applicable & liaise with and pass on information to the Principal Designer & client for the health and safety file.

Report obvious risks, take account of and apply the general principles of prevention when carrying out duties.

Job Role	**Responsibilities**
Director	– Set Health & Safety Policy – Leadership of Health, Safety & environmental – Ensure SHE arrangements are adequately resourced – Take ownership for all SHE Matters – Involvement & Participation in SHE Meetings – Participate in Director SHE Tours – Ensure employees are involved in decisions that affect their Health & Safety – Review SHE performance

Job Role	Responsibilities
H&S Manager	– Provide competent advice as the company's competent person – Lead on all H&S Operational matters – Carryout H&S inspections, regular review Meetings and produce reports where required – Manage caseload to ensure H&S events arising from inspections are closed out – Determine that external training is appropriate and adequate – Participate in Director H&S Tours – Resource external specialists as and where required – Manage external occupational health services (incl: occupational health surveillance programme – Review SHEQ Construction phase plans – Guide, tutor and mentor managers & supervisors – Carry out accident investigation as required – Draft a variety of SHEQ documentation and review SHEQ documentation produced by others (as and where required) – Participate in SHEQ pre-contract, S/C's or team meetings – Co-ordinate Subcontractor Compliance – Manage the SHEQ Databases (inc: training database) – Report F2508 to HSE if requested
Managers	– Be fully conversant with MY Construction's Health & Safety Procedures Manual – Take ownership for all SHEQ Matters – Be the contact point for SHEQ Visits – Involvement & participation in Health & Safety meetings – Maintain Health & Safety management records – Co-ordinate Subcontractor SHEQ Compliance – Champion good practice on site – Conduct site inspections where required – Liaise with SHEQ Manager for distribution of information – Attend SHEQ Meetings – Maintain SHEQ management records & files – Attend regular training sessions to aid development – Ensure SHEQ arrangements are adequately implemented – Liaise with SHEQ Manager for distribution of information – Attend regular external training sessions to aid development
First Aiders	– Maintain qualification – Ensuring allocated first aid box is maintained – Give first aid as necessary – Complete the accident reporting procedure
Fire Warden	– Maintain qualification – Review and update the fire risk assessment and fire plan – Able to carry out the fire evacuation procedure – Ensure that there is alternative cover when on leave – Check daily attendance register in maintained – Carry out fire inspections on a weekly basis and completing the emergency equipment register.

2.2 H&S goals and arrangements for monitoring

The H&S Goals for the project is to eliminate all accidents or incidents, record near misses and continually improve the working environment for the project, its management supervisors, operatives and any visitors or clients through continual monitoring and regular inspection regimes.

The MY Construction procedures manual sets out the procedures for Managers to regularly monitor health, safety and environmental performance on site and specifies the frequency of reporting compliance with regulations and standards and the achievement of objectives. Management will undertake formal weekly inspections and follow up any issues identified.

Furthermore, the H&S Manager will carry out regular SHEQ Operational and Compliance audits with a report being submitted to the relevant Managers and the director, and. These visits will be scheduled, and regular H&S review meetings will be undertaken involving the site team in a formal operational review with a safety, occupational health, environmental and quality focus.

2.3 Arrangements for liaison between parties and consultation

MY Construction will ensure Contractors who are working on behalf of MY Construction are regularly consulted and provided with comprehensive information to enable the preparation and development of task specific/generic risk assessments (arrangements briefed in inductions, Safety Alerts or TBT's).

This will include information from the MY Construction Project Construction Phase Plan & H&S Operational meetings and H&S monthly meeting

The following considerations must be taken into account:

- Is plant and equipment up to standard and suitable with respect of SHEQ
- Is latest good practice considered on new plant or equipment?
- Emergency procedures
- Are systems of work safe and include environmental controls
- Working environment
- Monitoring carried out to check the adequacy of control measures
- Equipment regularly inspected
- SHEQ risks from the use, storage or transport of substances
- SHEQ Policies
- SHEQ information and training
- Duties to others
- Induction training

2.4 Design Information including Design Changes

It is very important that the means for communicating potential risks and methodology to all members of the project team is set up and maintained. MY Construction's part in all communication will be channelled through the Project Manager who is central in their role as Manager and Coordinator.

There will be Fortnightly meetings between the principal contractor and client's agents and operational management meetings with Subcontractors on the project.

Regular monthly (or more frequently as required) design coordination and progress meetings will be held with all principal designers (and sub designers as necessary). The meetings will follow an agreed agenda incorporating specific any relevant H&S items.

Discuss Progress attended by entire Design Team		Design and Commercial Catch up Meeting led by MYC	
27/06/2019	11/07/2019	04/07/2019	18/07/2019
25/07/2019	08/08/2019	01/08/2019	15/08/2019
22/08/2019	05/09/2019	29/08/2019	12/09/2019
19/09/2019	03/10/2019	26/09/2019	10/10/2019
17/10/2019	31/10/2019	24/10/2019	07/11/2019
14/11/2019	28/11/2019	21/11/2019	05/12/2019
12/12/2019	09/01/2020	19/12/2019	02/01/2020
23/01/2020	06/02/2020	16/01/2020	30/01/2020
20/02/2020	05/03/2020	13/02/2020	27/02/2020
19/03/2020	02/04/2020	12/03/2020	26/03/2020
16/04/2020	30/04/2020	09/04/2020	23/04/2020
14/05/2020	28/05/2020	07/05/2020	21/05/2020
11/06/2020		*PROPOSED END OF PROJECT*	

The purpose of these meetings will be to progress the design process, coordinate all aspects of the design between the designers, ensure that the designs meet the standards set out in the Clients Requirements and comply with CDM Regulations.

These meetings will be recorded, and minutes distributed to the Client Team & Principle Designer. Resultant designs will be subject to the prescribed checking period prior to installation on site.

Where any design changes are required, the project management team are to ensure the Principle Designer is advised and a risk / impact assessment undertaken. All parties that may be affected by the changes are to be formally informed and risk assessments and method statements to be amended to reflect any changes.

Where any design changes are required, the site management team are to ensure the Principle Designer is advised and a risk / impact assessment undertaken. All parties that may be affected by the changes are to be formally informed and risk assessments and method statements to be amended to reflect any changes.

2.5 Selection of Sub-Contractors

MY Construction will ensure that all Subcontractors are competent and will make adequate provision for health, safety and environment.

Subcontractors and Designers will be selected from our approval database; they will be interviewed prior to appointment and will be assessed for competence.

The following criteria will be used in the selection process:

- Environmental, H&S or Quality policy, procedures and training
- Incident/H&S record
- Workmanship or Similar Experience
- References
- Insurances and Licenses

At this stage the Subcontractor or Designer will be aware of the risks involved.

Material suppliers will be instructed to provide details of all products supplied. In most cases, we anticipate that full information is available on our COSHH product database. Plant and machinery supplied to the site will be properly maintained and certificated where necessary. Plant will be secured from reputable plant hire companies or bought by the MY Construction. Operational Management ensures that plant is operated by trained personnel and inspected periodically.

Effective control / management of Subcontractor performance are essential to ensure a good SHEQ culture and that it is promoted throughout the work period.

Risk Assessments and Method Statements will be assessed by the Operational Management team prior to commencement for approval and thereafter reviewed regularly in accordance with the "MY Construction SHEQ Procedures Manual". The risk assessment and method statement review index list are always kept up to date.

Prior to commencement a subcontractor pre-contract meeting will be held with a set agenda which includes the contractual terms but also acts as a discussion on how our Subcontractors act on site in line with the MY Construction's site rules, they will be competent and will deal with MY Construction's objectives of reducing waste as well as other key points to the management of our sites and contracts. Subsequent regular contractor meetings will be held on site with SHEQ being raised as the first item for discussion. Any concerns are dealt with promptly or referred to the SHEQ Manager should further advice be required.

2.6 Exchange of information between contractors

The Operational Manager will operate 'open house' in that he will be always accessible to all supervisors or operatives on site in order that he may consult and coordinate their views. The Manager will keep a daily diary on display in the site office & regular team and subcontractor meetings will be held on site to coordinate activities and improve communication between all parties involved in the project.

2.7 Security arrangements

Good site security is paramount to MY Construction ensuring we prevent unauthorised entry to reduce the risk of theft, arson and injury to others including our workforce, visitors and trespassers.

MYC will ensure the points of access onto site are always secured when not in use. Access doors will be kept locked or monitored and signing in and out of personnel should be conducted to maintain an accurate head count in case of an evacuation in an emergency.

The client via (PCI) has requested external of the site are to be enclosed with a solid ply hoarding which is to be appropriately decorated and maintained throughout the contract.

Site perimeter (i.e. hoarding) will be designed and built and regularly inspected for damage. Evidence of unauthorised access should be reported to the operational manager and the Health & Safety Manager.

By preventing unauthorised entry to premises, the introduction of hazards in the workplace is greatly reduced. Control systems include the following:

- Lighting
- Hoarding
- On-site security
- Signing in and out procedures

Following on from this, all information within the above plan will form part of the site induction.

2.8 Site Induction or Training

We appreciate that new employees and others new to MY Construction are more likely to have accidents than those who have had time to recognise the hazards of the workplace. Formal induction training is provided by MY Construction management before any worker can commence work at any location this includes a behavioural element.

Site induction training to include a site-specific explanation of the following: -

- Senior Management's commitment to health and safety
- The outline of the project
- The individual's immediate line manager and any other key personnel;
- Any site-specific health and safety risks
- Safety Information and how that's communicated, Toolbox talks etc…
- Facilities available, including welfare facilities
- Security arrangements
- Arrangements for first aid & Fire and Emergency procedures
- Arrangements for reporting accidents and other incidents
- Daily hazards notice board
- Arrangements for consulting and involving workers in health and safety matters
- Basic site awareness and Site rules
- Traffic routes
- Manual handling
- Arrangements for housekeeping and materials storage
- Hearing protection zones
- PPE/ RPE requirements, including what's needed, where to find it, how to use it.
- Permit-to-work systems
- Representatives of employee safety
- Information about an individual's responsibilities for health and safety

The key objective of the induction is to create a greater awareness of any known or potential hazards within the working environment. All supply chain staff also receive an induction, after they have demonstrated suitable H&S training (CSCS & CPCS minimum industry standard).

There may also be a requirement to implement a specific type or genre of training as identified by a site-specific risk assessment or refresher training. Fire is a good example, and this will be carried on the project if conditions permit or like other training will be carried out at the MY Construction head office due to project constraints.

Toolbox Talks will also be delivered as part of onsite specific training on a weekly basis, and will cover topics to all employees, (including sub-contractors), in order to ensure all safety information has been communication.

Minimum Standards & Procedure for delivering on site training

Standard

1. Toolbox talk Training can be delivered on an individual basis or to a group. It is not recommended that you deliver to more than 12 people as the group size can make it difficult to manage and keep their attention.

2. TBT should take around 10 to 20 minutes to deliver

3. Do not try to deliver more than 2 TBT in any one session

4. Find a reasonably quiet place where you will not be disturbed

5. Prepare yourself for the talk by reading through all the toolbox talk sheets and highlighting the key points you wish to make

6. Prepare any supplementary materials to use during your talk to demonstrate your point e.g. photographs

7. Before you start ensuring that you have their full attention by asking them to switch off their mobile phones.

8. Ensure that you start the talk positively by telling your group that the information will be important to their own health, safety & welfare

9. Deliver the information in a clear concise manner emphasizing the main points you want them to remember

10. When the talk is over remember to check their learning by asking them questions

11. Invite them to ask them any questions or raise any points that they have

Process

1. All operatives and/ or contractors must attend the following toolbox talks topics on an annual basis:

- Working at height
- Asbestos
- PPE
- COSHH
- 1st Aid
- Electric power tools
- Fire precautions
- Hand tools
- Manual handling
- Ladders
- Slips, trips and falls
- Weil's disease

2. All other toolbox talks or short training sessions should be done based on the risks in your particular project. These may come because you have had a particular accident which highlights a problem or the H&S department has issued a safety alert which should be delivered to your operatives and/ or subcontractors

3. If you have contractors who don't have English as a 1st language then you should ensure that at least one of their colleagues who can translate the information attends the talk

4. Deliver the TBT to your operative and get them to all print their name clearly and sign and date the sheet as evidence of their attendance

5. Someone (either supervisor or other nominated person) enter the TBT into the TBTrecords/ files

6. Scan and file the sign in sheet in a folder where you can easily access it. This will be the evidence that the operatives attended the TBT and is a vital record

7. Follow up with any operative or subcontractor who does not attend TBT when requested and if this is a persistent issue then you may have to remove them from the project

8. If you have contractors who have difficulty in attending TBT due to being remote from an office, then please send them the TBT via email

2.9 Welfare Facilities

The main welfare facilities are located within the pedestrian safe zone.

The welfare facilities will comply with Schedule 2 of the Construction (Design and Management) Regulations 2015. Suitable and sufficient welfare facilities are provided by MY Construction and will be the type to suit the workforce activities and numbers to include:

Toilets, washing facilities, (with Hot & cold running water), Drinking water, Heating, Changing rooms and lockers, rest facilities.

The facilities will be properly lit and heated and cleaned regularly and this also includes the smoking area (incl: e-cigarettes which are only permitted in this area), throughout the duration of the project.

2.10 First Aid

A first aid box with enough appropriate equipment to cope with the number of workers on site will be available at all times in the site office.

All MY Construction sites and offices have trained and certified first aiders and as such are able to administer basic help to anyone who may have the misfortune to have been involved in an accident. Access ways to and from the place of work will be kept clear at all times to allow unobstructed access for the emergency services.

Names of first aiders will be clearly marked on signage on the site board, (and throughout larger/ multi storied sites), and operatives are informed of them in the induction and there is a minimum on two first aiders per work shift. First aid provisions will be readily available, fully stocked and appropriate to the tasks being carried out on site and their hazards.

2.11 Investigation of Accidents and Incidents including Near Misses

MY Construction has a Health & Safety procedure for event reporting which includes accidents, incidents, complaints and near misses.

The Management will initiate contractual obligations upon any Subcontractors to report any accidents, ill health, dangerous occurrences or pollution incidents. Daily labour record will be kept to monitor any long-term absences and the subject of reportable incidents will form part of the agenda at Subcontractor meetings.

Details of any accident/dangerous occurrences shall be recorded, raised and discussed at site meetings and copies of reports shall be sent to the Client.

All Health Safety & environmental events are to be followed up by the management team and ensure any preventative action can be put in place ASAP and any lessons learned are shared with other management teams within MY Construction.

2.12 Approval of R.A.M.S

Subcontractors and the self-employed must demonstrate they have their own RAMS and maintain relevant records in accordance with regulatory requirements. This must be reviewed by the site management and or Health & Safety Manager to ensure risk assessments and safe systems of work are specific to the project and suitable and sufficient.

2.13 Site Rules

In addition to and in accordance with the client's specific rules, sub-contractors and MY Construction operatives or supervisors will;

1. Report to site office upon arrival to the project
2. Complete the MY Construction site induction
3. Evidence competency and experience for role
4. Comply with the standards of the MY Construction group
5. Competence and certification must be approved
6. Site must be kept clean and tidy at all times
7. No smoking except in designated areas, (external to construction site)
8. No radios or headphones, mobile phones in designated areas only
9. No food or drink in the working environment
10. Mandatory PPE must be worn (Hat, steel toe cap & midsole and Hi-Viz vest/ jacket)

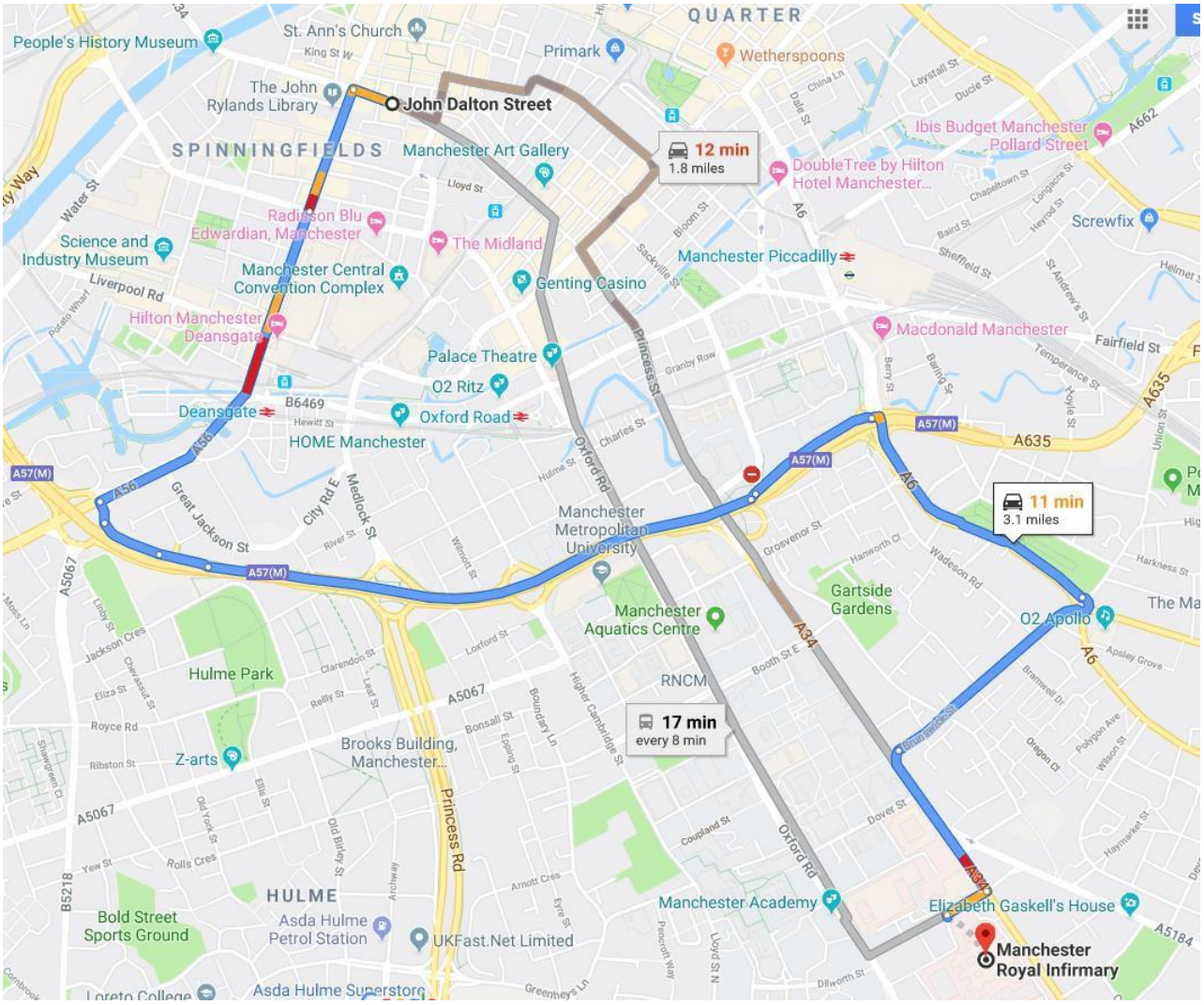
2.14 Fire & Emergency Procedures

The MY Construction have categorised the main operational specific emergencies as being:

- Fire
- First Aid
- Spillages

Emergency Assembly Point is located: On the corner of John Dalton street & Deansgate.

Local Hospital (A&E) is: Manchester Royal Infirmary, Oxford Rd, Manchester M13 9WL



Fire Safety

The MY Construction Safety Management System, Incorporating Health & Safety Policy), identifies the procedures for fire prevention and control. The general legal requirements for fire prevention, fire detection and emergency routes and procedures during construction work, are contained within CDM 2015, MHSWR 1999 and RR (FS)O 2005.

To enable MY Construction to comply with the RR(FS)O 2005 we must assess the fire risk for the site and formulate and regularly update the Fire Plan.

The Fire Risk Assessment will incorporate a Fire Plan and a Health & safety Emergency Equipment Register. It should be fully developed before work commences by the Site Manager or delegate at the planning stage in accordance with current group procedures and contract requirements as specified.

The Fire Warden will ensure the adequacy of fire prevention and fire-fighting equipment as work progresses, with fire points and all equipment will be checked weekly to ensure that:

- Extinguishers are in place and of a suitable type for the risk;
- Extinguishers are fully charged, undamaged, have no visible corrosion, nozzles clear of dirt and hoses not perished or worn.

All fire extinguishers issued will be serviced by the service engineer, with a label affixed stating date of service (thereafter they should be serviced at least once every 12 months).

Where refurbishment areas have existing mains electrical supply their isolation sources will be identified and included on the attention sheets displayed on site. This information will also be made available at induction and relayed via the site manager to the "Fire Brigade" in the event of a fire or other emergency requiring isolation of electricity (temporary electrical handover certification will be available for review upon request).

The site evacuation procedures will be established as and when necessary and clearly displayed on the fire point or site board along with other relevant information relating to the fire procedures.

Highly Flammable Liquids (HFL) and Liquid Petroleum Gas (LPG)

Containers of HFL and LPG cylinders should be stored in open compounds securely fenced and shaded from the sun. Storage areas should be sited at least 10m from permanent or temporary buildings. Where this is not possible, containers must not be stored within 4m of any building or boundary fence, unless the boundary wall has a fire resistance of 30 minutes. In this case, containers and drums should be at least 1m below the top of the wall.

Stores containing HFL (i.e. liquids with a flashpoint below 32oC) must be surrounded by a bund wall sufficient to contain the maximum contents of the largest container stored plus 10%. Regular check to ensure the bund does not fill up with water or waste materials. Where necessary this will be classified as hazardous waste and correctly disposed of.

Warning signs "HIGHLY FLAMMABLE LIQUIDS", "NO SMOKING" and "NO NAKED LIGHTS" must be displayed. A specific emergency plan will be in place to deal with any safety or environmental incident. Including adequate number of appropriate fire extinguishers spill kits sited adjacent to the area entrance.

Hot Work Procedures and Permits to Work

Hot Work includes welding and cutting, brazing and the use of blow lamps, soldering equipment, bitumen boilers and any equipment producing heat, sparks or having naked flames.

A "Permit to Work" system for hot work will be adopted. A permit to work system is one in which work may not commence until a responsible person has issued a written permit to carry out the work.
The Site Manager or permit issuer should issue the permit and it will only be valid for a limited period of time and should ensure that:

- The area is made safe before work starts;
- Precautions are taken during work progress;
- The area is checked afterwards.

The area of any hot work must be thoroughly examined one hour after completion.

Material Storage and Waste Control

Waste material will be segregated into specific materials to ensure MY Construction are maximising the recycling percentage of waste and cut off materials produced on site.

The Waste collection point will be internally in specified wheelie type bins, for easy transportation to the waste collection services. Waste will never be left in public areas external to the construction site at any time.

All material and waste storage must be within the Contractor's demise. The Principal Contractor must note that the basement level extends to areas within the courtyard. Loadings of materials and skips are to be considered. The Structural Engineer has advised that loads onto the courtyard slab must not exceed 5kN/m2. Any basement propping must be designed by a competent Temporary Works designer.

Material storage on upper floor levels should not exceed an imposed load of up to 3kN/m2 applied as a blanket load throughout the whole floor area, however this can be increased locally. The Principal Contractor should liaise with the Structural Engineer prior to loading out floor levels.

Hazardous waste will be segregated from general waste, and where required specialist waste collections will be arranged.

Designated operatives will regularly check and clean the pavements and highway to ensure no debris, dust or dirt is present.

If necessary, a mechanical road sweeper will be used on and as and when required basis.

Combustible materials must be stored in a safe place outside the building under construction or refurbishment. Where they have to be stored in the building they should be clear of hot work areas and kept to a minimum. Suitable fire extinguishers should be readily to hand.

Good housekeeping is essential in fire prevention and waste materials, if allowed to accumulate may cause fires. Waste materials should be regularly removed with special attention to out-of- the-way areas.

3. Arrangements for Controlling Significant Site Risks

3.1 Logistics (incl: TMP)

All site suppliers, personnel and visitors to site are to be made familiar with the traffic management controls of the project. Management must ensure all traffic management plans are suitable, regularly reviewed and provide appropriate controls, including ensuring the minimisation of vehicles Carbon footprint.

All Site based staff, (including sub-contractors), will instructed to travel to site using public transportation or cycle to work. MY Construction has not made any allowances and will not facilitate the parking of any vehicles in or around site.

Pedestrian routes / walkways are suitable so that Machinery and pedestrians can move around the workplace in a safe and controlled manner. Clear demarcation of pedestrian areas must be established with the inclusion of any crossing points and regular inspections of pedestrian routes
/ walkways are to be carried out by management. Any issues raised must be closed out accordingly.

Wherever possible, one-way systems should be considered to reduce the need for reversing.
Where reversing is required, assistance should be made available by trained and competent persons / banksman.

Barriers and protection devices should be in place where vulnerable equipment such as gas / fuel tanks, electrical distribution boards, machinery and scaffolds are positioned or where internal vehicular movement is needed.

Assistance in turning blind corners should be in place and visibility in all circumstances should be considered. This would cover times of darkness and combinations of poor weather and light. Mirrors will be considered for areas where vision is restricted. It is envisaged that Mulberry Square will be used as a turning circle to reduce reversing on site. This is however to be confirmed with the City Council.

Any deliveries that are being booked in to attend the site must be arranged in line with current restrictions, such as weight limits, agreed delivery times and suitable approach roads to being shared by site. The delivery should turn up on time and not cause a build-up of traffic while on site.

Deliveries will be limited to working hrs: 8:00am – 5:30pm

Delivery & Loading bay point is: to the rear compound area via Ridgefield
(Deliveries to Deansgate or John Dalton Street are not permitted unless previously agreed with the City Council.)

Site car parking is: Limited on site compound

Access for deliveries and waste collection will be to the rear compound area via Ridgefield. No deliveries to Deansgate or John Dalton Street will be permitted unless previously agreed with the City Council.

With works being carried in and adjacent to commercial and retail operations consideration for the general public including cyclists must always be given the highest priority. At every site access
/ egress point or other interfaces with the public all construction plant and vehicle movements will be strictly controlled.

AS deliveries and waste collections are established by suppliers, amelioration and monitoring measures over construction traffic including procedures for notifying the owners and or occupiers of the residences and businesses in the locality in advance of major operations delivery schedules and amendments to normal traffic arrangements will be communicated.

The site traffic management plan will change frequently on site particularly during piling and excavation works with elements of demolition on-going. Pedestrian and vehicle / plant primary routes on site will be segregated where practicable.

Safety briefings with form part of the daily start up meeting and logistic plans will be revised continuously to incorporate route revisions & interface concerns and key information.

Vehicles and plant leaving site will use wheel washing facilities with measures put in place to remove any mud / dust deposits on the highway as and when required.

Where work is undertaken adjacent to, or above, public areas suitable exclusion zones, pedestrian gantries or fans will be implemented to ensure the general public are not at risk from construction activities.

3.2 Services

When information regarding live services (drainage, water, gas electricity, telephone etc.) has not been ascertained prior to letting of the contract or project, MY Construction who acts as the Principal Contractor must endeavour to ascertain the exact position of the services before commencing work and to take note of such locations in respect of Occupational Health, Safety and Environmental issues. Once the project has finished, this information can then be handed to the client for inclusion into the health and safety file.

3.3 Work at Height

Work at heights will require risk assessments and for specific work in public areas and/ or tenanted areas will require detailed task specific method statements to be specified and planned in advance, to ensure adequate provision has been allowed. Where it is deemed necessary, additional resource may be built into the programme of works to allow for control of unforeseen risks. Prior to commencing work, subcontractors approved under MY Construction's approval and compliance check are required to submit risk assessments and method statements and these are reviewed for their suitability by experienced managers before work commences.

MY Construction requires that all work at height work equipment must be adequately managed by whom the work equipment belongs too; it must be inspected visually before use and recorded on a weekly basis by an inspection regime.

Equipment must be appropriate and sufficient for task and compliant to Construction safety standards. Users of the work at height equipment must be competent in its safe use in the environment it is being used in, to include the height of ceilings and any over-head services that could present a hazard.

3.4 Fragile Materials

Any fragile material introduced into the site as part of the construction work will be handled and fitted in accordance with the manufacturer's guidance. If there is planned work with or near fragile material, then a risk assessment and method statement will be implemented.

3.5 Lifting Operations

Management will ensure a Lifting Plan has been completed and the Lifting Accessory Register contains details of the thorough examinations of all lifting equipment on site. All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

MY Construction will ensure the requirements of LOLER Regulations 1998 are met and monitored on a regular basis, and at regulated intervals.

3.6 Maintenance of Plant and Equipment

Statutory registers are contained within the site files and the sub contactor files. Plant used on site will be inspected, tested and serviced at the appropriate intervals laid down by legislation and the manufacturer's instructions. All faults must be reported as soon as possible, where necessary the vehicle taken out of use (if not sufficient for use) and records of maintenance, inspection and test must be made available to the Site Manager's.

MY Construction will ensure the requirements of PUWER Regulations 1998 are met and monitored on a regular basis, and at regulated intervals.

3.7 Storage of Materials

Materials must be placed in such a position that they do not obstruct access and egress to the working area or reduce the visibility of pedestrians or block any fire route/ exits. All materials

(including hazardous waste) will be stored according to the manufacturer's COSHH instructions in designated COSHH area/ cupboard on site in controlled amounts and managed and controlled by the project management.

Other construction works within the vicinity will be ongoing during the works, however it is not envisaged that this will impact upon deliveries. The 125 Deansgate project currently delivers to Deansgate and the Brazennose House Demolition works will be accessed via Queen Street. Liaison will be required with both projects throughout.

3.8 Temporary Works

At the initial phase of the project design meeting the temporary work classification will be undertaken by the project team (all involved in this process will need to demonstrate their competence through a leading industry supplier) MY Construction procedures or the client systems will be adhered too, and ensure compliance of BS5975: 2008.

An initial risk assessment and safe system of work for the building of the temporary works will be completed where necessary, all parties involved in the process should have chance to review, comment and if needed the document may need to be amended.

Temporary works including; basement propping, perimeter scaffolding and debris chute have been left insitu by the Enabling Works contractor. Weekly inspections are being undertaken during the period between the enabling works and main works. Copies of inspection records will be provided to the Principal Contractor on appointment.

An independent scaffold inspection has been undertaken prior to the Enabling Works Contractor vacating site. Temporary works designs and calculations have also been provided and are contained within the Enabling Works H&S File.

Temporary equipment such as CCTV and Electrics have been left insitu by the Enabling Works contractor. A copy of the temporary site electrical 3-month periodic test is contained within the Enabling Works H&S File. It is recommended that MYC undertakes their own due diligence tests and inspections of all temporary works and equipment by the client.

3.9 Asbestos

There are known ACM's present throughout the structure. Asbestos R&D and any Management surveys have been received within the clients P.C.I. (pre-construction information) however in order to obtain further information to the areas that were not accessible when that survey was carried out, an additional survey has been requested to fulfil complete knowledge of all areas to be work in. A qualified and competent preferred contractor will survey the work area and no work will begin until formal clarification is received form the surveyor about the areas we do have not received prior information of.

MLM, the asbestos consultants, have undertaken a Refurbishment & Demolition survey to the Ground Floor and Upper Floors. The report (776094-MLM-ZZ-XX-RP-J-0002) is contained within the Tender Pack. Asbestos has been identified within 30nr samples, of which some of these are licensable materials. The enabling works Contractor has removed ACM's from the structure, details of removals together with abatement documentation will be provided upon completion of the enabling works. ACM's were removed during the enabling works. Asbestos removal documentation has been included within the Enabling Works H&S File.

Any other areas found where ACM's (asbestos containing material) are present will be communicated to all parties working in the area and no work will be undertaken until it is managed. The removal of any ACM's will be carried out by a "Licensed Asbestos Contractor" as

per their risk assessment, plan of work and monitored by the project team of whom will be competent in asbestos awareness.

3.10 Manual Handling

MY Construction will endeavour to minimise manual handling operations so far as is reasonably practicable. This is done by making an assessment (see manual handling RAMS), of any hazardous manual handling operations that cannot be avoided; and consider the hierarchy of controls before establishing a safe system of work of any method statement provided for the works.

3.11 COSHH

A COSHH file is kept on site containing Health, safety and environmental information for any hazardous product stored / used on site which is completed by site/ subcontractor management. No chemical is used on the project that can have serious health effects as dictated by the COSHH Assessments controls. All MY Construction operatives are currently undergoing health surveillance benchmarking and once this is complete, they will be tested and monitored on an annual basis.

COSHH assessments for any subcontractor using chemicals and compounds are to be supplied before start of work. The content and suitability of the COSHH assessment will be periodically reviewed by the management team.

Spill kits will be made readily available for any spillage emergency clean ups that may be required.

3.12 Dust, Noise & Vibration

The environmental protection of highways safety and community liaison measures are proposed in the following ways for the potential or likely effects and impacts arising from any demolition of existing buildings or structures on the Property and the building out of the Development;

In order to minimise the impact of dust, noise and vibrations, assessments and monitoring will be provided to ensure limits are not exceeded to affect the occupational H&S standards of Employees and avoid causing a nuisance to the local community, neighbourhood local businesses.

Dust

The use of dust suppression should be used at all times with cutting equipment and the site must be dampened down where dust and other pollutants are an issue. Dust must not pose a nuisance to neighbouring tenants or members of the public.

Noise & Vibration

MY Construction will identify where noise levels may create a hazard and ensure adequate controls reduce both nuisance noise and or prevent exposure that may result in hearing loss. This will be carried out via an acoustic, vibration and air quality survey in the early staged of demolition, scheduled to take place in the February 2019.

Where work is likely to be at or above Lower Exposure Action Value 80dB (A) completion of routine noise monitoring assessment will be carried out for individual activities and suitable controls implemented. A Noise Sampling Assessment Form is available to assist management

MY Construction must identify where vibration levels may create a hazard and ensure adequate controls are introduced so as to reduce both nuisances, prevent exposure that may result in injuries and structural damage.

Where MY Construction purchases or hires equipment, managers ensure that equipment has low emissions and vibration factors. MY Construction will always consider using any alternative methods that wouldn't cause as much impact on the neighbours or individuals.

Subcontractors and the self-employed must demonstrate they have their own RAMS and maintain relevant records in accordance with regulatory requirements. This must be reviewed by the site management.

UV Rays

Should MY Construction work externally at any point during the program a Risk assessment will identify the need to cover up (site rules are long trousers and T shirts) in direct sunlight or wear the sun protection for the face and the arms as standard.

4. Health & Safety File

4.1 Format

As per client's request

4.2 Arrangements for collection of information

Regular meetings will be held between MY Construction management, the client's representative and the Principle Designer. At this meeting all relevant information for the preparation of the Health and Safety File will be passed on and this information will stem from previous coordination meetings with the Subcontractor and designers.

4.3 Storage of information

As per client's request

5 Appendices

5.1 Appendix 1

F10

HSE

Health and Safety Executive

Notification of construction project

Notification No	B8269CB791	**Date Submitted**	25/06/2019 14:16:23

Notification type	**This is an UPDATE to a previously submitted notification**

About the location of the site

Address of the construction site	John Dalton House John Dalton Street MANCHESTER M2 6JP
In which local authority is the site address (Country, Geographical Area and Local Authority)?	England, Greater Manchester, Manchester City Council

About the project

Description of project	New Build - Commercial - Other		
Time Allowed by Client (in weeks)	58		
Start date	26/06/2019	**Duration (in weeks)**	52
No of people on site	150	**No of contractors on site**	25
Description of the construction work	The overall scheme consists of the development and extension of the existing structure to provide a 261 bed hotel together with F&B unit. More specifically, works comprise; Basement excavations, External and internal demolitions, Groundworks and civil engineering to basement, Construction of a steel frame full height extension, Extend the existing structure by 2 storeys, Façade, curtain walling and window installation, Mechanical and Electrical installations, Installation of new lifts and Fit out of internal areas.		

About those involved in the project

Role	Principal Designer	**Name**	My Construction & Carpentry Ltd / Yotam Yinhal
Email	yotam@myconstruction.co.uk	**Phone no**	020 8450 5747
Address	Unit 5 Sayer House Oxgate Lane LONDON NW2 7JN England		

Role	Client	**Name**	Qbic Hotels / Paul Lewis
Email	charles.cubitt@qbichotels.com	**Phone no**	
Address	42 Adler Street LONDON E1 1EE		

	England

Role	Designer	**Name**	Shepherd Gilmour Infrastructure Ltd / Ian Bruton
Email	ibruton@sgiconsulting.co.uk	**Phone no**	
Address	Colchester House 38-40 Peter Street MANCHESTER M2 5GP England		

Role	Designer	**Name**	5 Plus Architects / Ian Burnett
Email	iburnett@5plusarchitects.com	**Phone no**	
Address	The Hive 47 Lever Street MANCHESTER M1 1FN England		

Role	Designer	**Name**	Cundall / David Everington
Email	d.everington@cundall.com	**Phone no**	
Address	53 Portland Street MANCHESTER M1 3LD England		

Role	Principal Contractor	**Name**	My Construction & Carpentry Ltd / Yotam Yinhal
Email	yotam@myconstruction.co.uk	**Phone no**	020 8450 5747
Address	Unit 5 Sayer House Oxgate Lane LONDON NW2 7JN England		

Declaration details

Declaration			
As client for this project, I hereby declare that I am either the client for this project and am aware of my duties under the Construction (Design and Management) Regulations 2015 (S.I. 2015.51), or have been asked by the client to notify on their behalf and they have confirmed they are aware of their duties.			
Name	Michael Denton		
Date	25/06/2019	**Role**	CDM Consultant
Confirmation Email	m.denton@lclark.com		

Client Signature (Can be used for your own records, ONLY if required)

CUNDALL

Site Survey Report

Project	Job No. and ref	Date and time of meeting	
John Dalton House, Manchester	1017000	15/05/2018	Insert time

Purpose of meeting	Venue	Prepared by
Site Survey of Existing Services/ Equipment (From Ground to Roof Level) to identify Services Removal Requirements for Workstage 3	John Dalton House	MA/DE/EP

Present

Malcolm Atherton	Cundall
David Everington	Cundall
Eleni Pavlidou	Cundall

Item	Notes	Action by/date
N.B.	It should be noted that no survey works were undertaken into the existing basement area due to ongoing asbestos removal works.	
N.B.	Roof access via locked door with no key on site. Lock fixings can be unscrewed from door frame to gain access to roof level. 	
N.B.	Access to service yard restricted due to ongoing asbestos removal works site enclosure.	
1	An amount of distribution boards, meters and containment within the risers have been retained. They will need to be removed before the electrical installation works commence.	
2	Existing cast iron rainwater vertical drainage stacks identified; these to be "extended" to serve "new" roof area, considering "change" in structural components i.e. from concrete columns to steel columns & beams.	
3	Existing uPVC foul vertical drainage stacks identified; these to be removed before works commence (includes any branch pipework which served toilet areas).	
4	Existing / redundant vertical dry riser identified; to be removed before works commence.	
5	Existing / redundant vertical fire hose reel main identified; to be removed before works commence.	
6	Existing / redundant domestic cold-water storage tanks located on roof area identified; to be removed before works commence. It is assumed that these have been adequately	

5.2 Appendix 2Site survey report

5.3 Appendix 3

Fire Risk Assessment (incl: Fire & Escape Plan)

TBA

Building Fire Escape Routes

TBA

Building Fire Strategy

TBA

5.4 Appendix 4
Asbestos Survey

Qbic Hotels
John Dalton House, Manchester

Refurbishment Asbestos Survey

MLM.
Group

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Notice

This document and its contents have been prepared and intended solely for Qbic Hotels information and use in relation to John Dalton House, Manchester.

MLM Consulting Engineers Limited assumes no responsibility to any other party in respect of or arising out of or in connection with this document and/or its contents.

Document History

Client: Qbic Hotels
Project: John Dalton House, Manchester
Document Title: Refurbishment Asbestos Survey
Project Reference: 776094-MLM-ZZ-XX-RP-J-0002
MLM Reference: DJG/776094/JFW

Revision	Status	Description	Author	Checked/Approved	Date
C01	S2	Refurbishment Asbestos Survey Report	Martin Nowinski	Marius Carr	15/05/2018

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Contents

1 Limitations and Exceptions 1

2 Introduction 2

2.1 General 2
2.2 Terms of Reference 2
2.3 Report Structure 2

3 The Survey 3

3.1 Extent and Purpose of the Asbestos Survey 3
3.2 Asbestos Survey Strategy 3
3.3 Sampling Strategy for Asbestos Containing Materials 3
3.4 Method of Analysis 4

4 Findings of Survey 5

4.1 Sampling and Results of Analysis 5
4.2 Estimate of Quantities 5

5 Conclusions and Recommendations 6

Tables

Drawings

776094-MLM-ZZ-RF-DR-J-0001
776094-MLM-ZZ-07-DR-J-0002
776094-MLM-ZZ-06-DR-J-0003
776094-MLM-ZZ-05-DR-J-0004
776094-MLM-ZZ-04-DR-J-0005
776094-MLM-ZZ-03-DR-J-0006
776094-MLM-ZZ-02-DR-J-0007
776094-MLM-ZZ-01-DR-J-0008
776094-MLM-ZZ-GF-DR-J-0009
776094-MLM-ZZ-B-DR-J-0010

Appendix A - Sample Location Photographs

Appendix B - Laboratory Analysis

Appendix C - Suggested Reading

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Table 1 – Summary of Asbestos Survey

Sample Ref.	Location	Product Description	Condition of Materials	Estimated Extent	Asbestos Identification
JD/01	ROOF - LOOSE CAPS PIECES	COMPOSITE	POOR	15cm³	CHRYSOTILE (WHITE)
JD/02	ROOF - SMALL VENT TUBES (x6)	COMPOSITE	GOOD	15cm³	CHRYSOTILE (WHITE)
JD/03	ROOF - TANK ROOM, PLINTH LINING FELT	BITUMEN PRODUCT	-	-	NONE DETECTED
JD/04	ROOF - TANK ROOM, TANK OUTLETS, SEALANT	PUTTY	FAIR	10cm²	CHRYSOTILE (WHITE)
JD/05	ROOF - TANK ROOM, WOOD WOOL SLABS, LINING FELT	BITUMEN PRODUCT	-	-	NONE DETECTED
JD/06	THROUGHOUT - WINDOW FRAMES, SEALANT (SOFT)	PUTTY	-	-	NONE DETECTED
JD/07	THROUGHOUT - WINDOWS, GLASS SEALANT (HARD)	PUTTY	GOOD	2,000m²	CHRYSOTILE (WHITE)
JD/08	ALL FLOORS - FRONT STAIRCASE, STEP NOSING'S	COMPOSITE	GOOD	150m	CHRYSOTILE (WHITE)
JD/09	7TH TO 2ND FLOOR - FORMER TOILETS, EXTERNAL PANELS TO VENT GRILL	CEMENT	GOOD	2m² x6	CHRYSOTILE (WHITE)
JD/10	7TH FLOOR - FORMER FLOOR TILE ADHESIVE	BITUMEN PRODUCT	FAIR	1,000m²	CHRYSOTILE (WHITE)
JD/11	7TH FLOOR - FLOORING REMNANTS (DARK GREY)	FLOOR TILE & ADHESIVE	POOR	Various	CHRYSOTILE (WHITE) TO BOTH
JD/12	6TH FLOOR – FORMER FLOOR TILE ADHESIVE	BITUMEN PRODUCT	FAIR	1,000m²	CHRYSOTILE (WHITE)
JD/13	6TH FLOOR - FLOORING REMNANTS (DARK GREY)	FLOOR TILE & ADHESIVE	POOR	Various	CHRYSOTILE (WHITE) TO BOTH
JD/14	5TH FLOOR - FORMER FLOOR TILE ADHESIVE	BITUMEN PRODUCT	FAIR	1,000m²	CHRYSOTILE (WHITE)
JD/15	4TH FLOOR - FORMER FLOOR TILE ADHESIVE	BITUMEN PRODUCT	FAIR	1,000m²	CHRYSOTILE (WHITE)
JD/16	4TH FLOOR - FLOORING REMNANTS (DARK GREY)	FLOOR TILE & ADHESIVE	POOR	Various	CHRYSOTILE (WHITE) TO BOTH
JD/17	4TH FLOOR - FORMER TOILETS, REAR RISER, PIPE REMNANTS & DEBRIS	CEMENT	POOR	Riser 1m³	CHRYSOTILE (WHITE)
JD/18	4TH FLOOR - FORMER TOILETS, REAR RISER, ROPE DEBRIS	TEXTILE	POOR	Riser 1m³	CHRYSOTILE (WHITE)
JD/19	3RD FLOOR - FORMER FLOOR TILE ADHESIVE	BITUMEN PRODUCT	FAIR	1,000m²	CHRYSOTILE (WHITE)
JD/20	3RD FLOOR - FLOORING REMNANTS (DARK GREY)	FLOOR TILE & ADHESIVE	POOR	Various	CHRYSOTILE (WHITE) TO BOTH

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Sample Ref.	Location	Product Description	Condition of Materials	Estimated Extent	Asbestos Identification
JD/21	3RD FLOOR - FORMER TOILETS, REAR RISER, PIPE REMNANTS & DEBRIS	CEMENT	POOR	Riser 1m³	CHRYSOTILE (WHITE)
JD/22	2ND FLOOR - FORMER FLOOR TILE ADHESIVE	BITUMEN PRODUCT	FAIR	1,000m²	CHRYSOTILE (WHITE)
JD/23	2ND FLOOR - FLOORING REMNANTS (DARK GREY)	FLOOR TILE & ADHESIVE	POOR	Various	CHRYSOTILE (WHITE) TO BOTH
JD/24	2ND FLOOR - FORMER TOILETS, REAR RISER, PIPE REMNANTS & DEBRIS	CEMENT	POOR	Riser 1m³	CHRYSOTILE (WHITE)
JD/25	2ND FLOOR - WINDOWS, GLASS SEALANT (HARD)	PUTTY	GOOD	2,000m²	CHRYSOTILE (WHITE)
JD/26	1ST FLOOR - FORMER FLOOR TILE ADHESIVE	BITUMEN PRODUCT	FAIR	1,000m²	CHRYSOTILE (WHITE)
JD/27	1ST FLOOR - FLOORING REMNANTS (DARK GREY)	FLOOR TILE & ADHESIVE	POOR	Various	CHRYSOTILE (WHITE) BITUMEN ONLY
JD/28	1ST FLOOR - FORMER TOILETS, REAR RISER, SURFACE DEBRIS	CEMENT	POOR	Riser 1m³	CHRYSOTILE (WHITE)
JD/29	BASEMENT - FORMER BOILERS ROOM, FRONT WALL TO STAIRS, HIGH LEVEL SERVICE HOLE, INFILL PANELS	INSULATING BOARD	FAIR	0.5m²	AMOSITE (BROWN)/ CHRYSOTILE (WHITE)
JD/30	BASEMENT - ELECTRICS PANELS ROOM, LOOSE DOOR, INTERNAL SANDWICH PANELS	INSULATING BOARD	FAIR	2m²	CHRYSOTILE (WHITE)
JD/36	BYRONS - GROUND FLOOR, PLANTROOM, CEILING VOID, PIPE ENTRY, PANELS TO CEILING	INSULATING BOARD	POOR	4m²	AMOSITE (BROWN)/ CHRYSOTILE (WHITE)
JD/37	BYRONS – GROUND FLOOR, EXTERNAL – REAR YARD, HIGH LEVEL DUCT WORK, JOINT SEALANT	PUTTY	-	-	NONE DETECTED
JD/38	BYRONS – BASEMENT, CEILING VOID, BEAM AND COLUMN COVERING	TEXTURED COATING	-	-	NONE DETECTED
JD/39	THE CAVE UNIT – GROUND FLOOR, OPEN AREA, WALL COVERING	TEXTURED COATING	-	-	NONE DETECTED
JD/40	MR CHIPS UNIT – GROUND FLOOR, REAR ELECTRICS BOX, LOOSE PANEL SECTION	INSULATING BOARD	-	-	NONE DETECTED
JD/41	MR CHIPS – GROUND FLOOR, REAR DOOR TO TOILET, FLOORING REMNANTS	FLOOR TILES AND ADHESIVE	FAIR	200cm²	CHRYSOTILE (WHITE)
JD/42	MR CHIPS – GROUND FLOOR, REAR DOOR, COVER PANELS (X2)	INSULATING BOARD	-	-	NONE DETECTED
JD/43	MR CHIPS – GROUND FLOOR, OPEN AREA, OLD FLOORING REMNANTS	FLOOR TILES AND ADHESIVE	FAIR	20m²	CHRYSOTILE (WHITE)

*Full Asbestos survey results available in file and at request.

5.5 Appendix 6

Programme

TBA

5.6 Appendix 7

Design Risk Assessments

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Design Hazard Identification & Risk Assessment

Project name Qbic John Dalton House	**Prepared by: EP** **Date prepared: 04/04/2019**
Job No: 1017000	**Checked by: DE**
Document ref: 1017000-RA-0002 Main Works	**Document Revision: A** — **Verified by: RS**

Item Ref	Activity	Specific description of abnormal hazard	Persons at risk					Risk Matrix				Design measures implemented for hazard elimination or risk reduction	Critical design assumptions	Information provided for management of hazard	Residual hazard		Commentary on residual hazards.
			C	M	P	U	D	Potential to cause harm	Severity	Risk Level without controls	Risk Level after controls				Y	N	
1.1	Site	Presence of contaminants / hazardous materials	☒	☒	☐	☐	☒	U	M	I	I	Identify and assess all hazardous materials in order to create an effective plan.	The ground within the basement is currently contaminated; in the process of being removed (May 2018). Further contamination has been found Jan/Feb 2019.	Refer to contamination report when available.		X	
1.2	Site	Existing / adjoining services	☒	☐	☐	☐	☒	U	M	I	I	Contractor to provide method statements and incorporate adequate protection of services.	Approximate location of services is known.	Refer to utility / ground floor services drawings when available. Note these do not show exact locations of services.		X	
1.3	Site	Adjoining buildings / earthworks / road / overhead services	☒	☒	☒	☒	☒	VU	M	I	I	Adjacent busy road and existing occupied buildings, as well as a new building currently under construction. Traffic (including construction) to existing / new buildings. Contractor to produce method statements and provide adequate protection.	The location of surrounding buildings / earthworks / road / overhead services is known prior to commencing works.			X	
2.1	Demolition	Existing / adjoining services	☒	☐	☒	☐	☒	VU	M	I	I	It is the Contractor's responsibility to be aware of	Approximate location of services is known.	Refer to utility / ground floor services & all		X	

Likelihood is the conclusion reached after considering the potential of the harm occurring

VU	Very Unlikely =	The control measures are unlikely to breakdown, be removed or easily defeated. Maintenance is in place. Training is provided and repeated. Supervision is provided.
U	Unlikely =	The control measures not dependant on individual. Defined supervision and maintenance in place. Training is provided.
L	Likely =	The control measures are not dependant on individual but can breakdown, be easily removed or defeated. Training and supervision is minimal.
VL	Very Likely =	No control measures are provided. Control dependant on good working practices. Training and supervision is very minimal.

Severity is the condition reached after positively considering the extent of harm that would be sustained if the hazard were to be realised:

N	Negligible =	Less than 3 days absence if ill or injured; superficial damage to the environment or to property.
M	Minor =	3 day or greater absence if ill or injured; damage to the environment causes an impact that will naturally become inert e.g. spillage or small quantities or inert materials such as water.
S	Severe =	Loss of limb or multiple injuries; significant damage to property and an environmental impact that causes harm to the environment.
E	Extreme =	Fatal or multiple fatality; substantial damage to property and a significant environmental impact that causes substantial damage.

Risk Matrix to calculate the Risk Level and the Revised Risk Level:

Likelihood		Severity			
		N Negligible	M Minor	S Severe	E Extreme
VU	Very Unlikely	I	I	L	L
U	Unlikely	I	I	M	M
L	Likely	L	M	H	H
VL	Very Likely	L	M	H	H

Risk Level

H	**High Risk:** The Hazard must be removed/avoided or level of risk significantly reduced by reliable controls.
M	**Medium Risk:** The hazard should be avoided or the level of risk reduced by implanting reliable controls.
L	**Low Risk:** May be controlled by the use of instruction, training and supervision and/or personal protective equipment.
I	**Insignificant Risk:** Controlled by good working practices.

Construction Operatives	C	Maintenance Operatives	M	General Public	P	End users	U	Demolition Operatives	D

Page 1 of 5

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			C	M	P	U	D	Potential to cause harm	Severity	Risk Level without controls	Risk Level after controls				Y	N	
												any services that might be near the site & ensure safe practice. All existing services within the building which are to be demolished / removed shall be isolated, drained & disconnected (if not already done so) prior to demolition noting that there are some existing services which are to be retained for subsequent use.		demolition documentation when available.			
2.2	Demolition	Adjoining buildings / earthworks / roads	☒	☐	☒	☐	☒	VU	M	I	I	It is the Contractor's responsibility to ensure safe practice & notifying neighbouring buildings about the demolition Works – note : there is currently a new building being constructed adjacent to the site.	The location of surrounding buildings / earthworks / road / overhead services is known prior to commencing Works.			X	
3.1	Earthwork	Existing Services (known or unknown)	☐	☐	☐	☐	☒					Record information of any existing services to be made available to Contractors. Notwithstanding this, Contractor to provide method statement for works. Initial Cat scan to					

Likelihood is the conclusion reached after considering the potential of the harm occurring		
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U	Unlikely	I	I	M	M
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4.1	Large Dimensions	Access during construction / use	☒	☒	☐	☐	☐	U	S	M	M	Rooms with high ceiling height to be noted by Contractor. Use access platforms for any high-level works.	Locations of high ceiling known.	Refer to GA layouts. Note these do not show exact floor to ceiling heights.		X	
4.2	Lifting Arrangements	Lifting / positioning plant equipment during construction	☒	☒	☒	☐	☐	VU	E	L	L	Contractor method statements to be supplied and reviewed for all craneage lifts. Road closures to be considered as appropriate. Contractor temporary works designed to submit piling platform for approval prior to start on site.	Any adjoining activities are known prior to commencing any works.			X	
5.1	Materials	Hazardous materials and application methods	☒	☐	☐	☐	☒	VU	M	I	I	DX Split units and VRF systems to be carried out by suitably qualified refrigeration specialists.				X	
6.1	Systems	Electrical / wet systems / gas interface	☐	☒	☐	☒	☐	VU	N	I	I	Contractor method statements to ensure safe working practices particularly in the plant rooms, kitchens & basement.				X	
7.1	Method	Access during construction / use	☒	☒	☒	☒	☒	VU	N	I	I	Contractor to operate site access control.				X	

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7.2	Working at height	Access during construction	☒	☒	☒	☐	☒	U	S	M	M	Maintenance staff to utilise mobile towers or other safe access for maintenance operations.				X	
7.3	Method	Fire risks	☒	☒	☒	☒	☒	U	E	M	I	Contractor to provide method statements to ensure that fire safety procedures are in place and adequately followed.		Refer to fire strategy / contractor's method statement where applicable.		X	
7.5	Method	Dust	☒	☐	☐	☐	☒	VU	N	I	I	Contractor to provide method statements for dust control. No unusual working practice.		Refer to dust method statement provided by contractor.		X	
8.1	Commissioning	Live status of systems during commissioning	☐	☒	☐	☒	☐	U	S	M	I	Method statements to be submitted and permit to work system operated – note this is not an unusual risk within the commissioning process.	All systems are live during commissioning			X	
8.2	Commissioning	Pre-start testing of elements	☐	☒	☐	☐	☐	VU	N	I	I	Method statements to be submitted and permit to work system operated – note this is not an unusual risk within the commissioning process.				X	

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5.7 Appendix 8

Traffic / Emergency Plan

Traffic / Emergency Management Plan

Qbic Hotel - Enabling Works & Main Works

