

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

CONTRACT NAME: Peterloo Memorial

CONTRACT NO: E18-31

CONTRACT DETAILS: The Construction of a memorial in recognition of the Peterloo Massacre

The Construction Phase Health & Safety Plan has been developed from the Pre-contract information produced by the Principal Designer.

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ISO Amendment Record

Revision	Amendments	Date
10	RIDDOR 1995 (as amended 2012) amendments incorporated	03/12/12
11	3.1.4 – Temporary works inclusion, 2.1, 2.2 – K Raftery inclusion, - Amendments to 2.3.6, 7.17 – emergency arrangements expanded,3.17/3.18 LOLER/PUWER requirements expanded/The Construction (Head Protection) Regulations 1989 revoked removed Page 13	01/10/13
12	ISO and CPHSP Amendment Records made clear.	19/05/14
13	CDM 2015 amendments incorporated	06/04/2015
14	Minor amendments	25/06/2015
15	Minor amendments	23/01/2017
16	Section 6 Fire Action Plan – Amendments to date of CDM and Fire Safety Order Regulations. Section 7.6 – Amendments to include eye permit exemption. Issue Date added.	11/10/2018

Construction Phase Plan - Amendment Record

Revision	Amendments	Date
1	Contracts Manager added – Paul Hilton Added location and hospital plan Removed references to works not applicable to the project	06.03.19
2	Updated after receipt of PCI from Aegis Services Ltd	25.03.19

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Introduction

It is the intention of Conlon Construction that this project shall be executed with the highest regard for Health, Safety, Welfare, Fire and Environmental matters and as such this document sets out performance requirements and procedures to be implemented on the Project. Conlon Construction, as Principal Contractor appointed under the Construction (Design and Management) Regulations 2015 (CDM), shall be responsible for project Health and Safety co-ordination.

This plan shall apply to all personnel on the project, including the Client, Contractors and persons under the direct or indirect control of either throughout the construction phase of the works.

A controlled copy of this plan shall always be available on site for inspection by any person.

This plan and any resultant procedures and rules, shall be continuously reviewed by the Project Team and updated as required.

Section 1 – Description of Project

1.1 Project Description and programme details including any key dates

Contract Name:	**Peterloo Memorial**
Contract Number:	**E18-31**
Description of Works:	**Construction of a memorial in the form of concentric stone steps from ground level to a height of 1.8m**
Site Address:	**Manchester Central, Windmill Street, Manchester**
Contract Commencement Date:	**1st April 2019**
Contract Completion Date:	**5th August 2019**
Timescale / Contract Period:	**18 Weeks**

1.2 Details of Client. Principal Designer, Designers, Principal Contractor and other Consultants

Client

Manchester City Council

Capital Programmes and Procurement

Corporate Core Directorate

Manchester City Council

PO Box 532 Town Hall

Manchester

M60 2LA

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Principal Designer **Aegis Services Limited**

Contact: Peter Gillett

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Fax:
Email: Peter.Gillett@aegis-services-ltd.co.uk

Designer

Caruso St John Architects

Contact: Rod Hayes
Tel: 02076133161
Fax: 02077296188
Email: Rod Heyes <rheyes@carusostjohn.com>

Principal Contractor

Conlon Construction
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Bamber Bridge
Preston
PR5 6BE

Contact: Paul Hilton
Tel: 01772 335268
Fax: 0870 191 6700
Email: Paul.hilton@conlonconstruct.co.uk

H S E

http://www.hse.gov.uk/contact/maps/

Bootle Headquarters

Redgrave Court,
Merton Road,
Bootle,
Merseyside,
L20 7HS

HSE Construction Division

Covers London Division, East and South East, Midlands, Wales and South West, Yorkshire & North East Division, North West Division and Scotland.

Rose Court

2 Southwark Bridge

LONDON

SE1 9HS

Fax only: 020 7556 2109

Local Authority

Manchester City Council

PO Box 532 Town Hall

Manchester

M60 2LA

1.3 Extent and location of existing records and plans that are relevant to Health and Safety on site, including information about existing structures when appropriate

Scope of Construction Work:	The works consist of the removal of an existing signboard and feeder pillar on the forecourt to Manchester Central. The uplift of public realm stone paving and the construction of a reinforced concrete structure to accept pre-machined stone clocks to construct the Peterloo memorial. All associated isolation works, hard landscaping and architectural metalworks.
Existing Environment:	The site occupies a prominent position on the forecourt to Manchester Central Conference Centre. It is surrounded by live tramways, roads, cycle paths, footways and a mixture of commercial office space and hotels. It is also adjacent to the NCP carpark which is situated beneath the MCCC.
Existing Structures:	The only exiting structures on the site are the MCCC advertising sign and feeder pillar.
Existing Services:	There are a significant number of services present in the build area. Conlon Construction have appointed SEP to undertake a full ground scan of the site and identify service / structure positions. Please refer to SEP drawing S17501-GPR-01.
Ground Investigation:	See Worms Eye site investigation appended to this document.

Section 2 – Management of the Work

2.1 – Management Structure and Responsibilities

Construction Director & Director Responsible for Health & Safety:	Michael Conlon
Responsible for:	The Management of Health & Safety throughout the Company.
Group SHE Manager:	Ian Aspinall
Mobile Number:	07527 126 778
Contracts Manager:	Paul Hilton
Mobile Number:	07583 088901
Responsible for:	Updating and reviewing the Construction Phase Plan as work progresses, liaison with the Principal Designer and the Client.
Site Manager:	Jamie Proctor
Mobile Number:	07896 290776
Responsible for:	Controlling all site activities and implementing safety policies and procedures on a day to day basis.

2.2 – Health and Safety goals for the project and arrangements for monitoring and review of Health and Safety performance

Conlon Construction has been appointed as the Principal Contractor to undertake the construction works on this project. This Health and Safety Plan / statement describes the responsibilities and duties of Conlon Construction for compliance with legislation namely the Construction (Design and Management) Regulations 2015.

This Construction Phase Plan will be monitored continuously throughout the project and updated as necessary. The Contracts Manager, Site Manager and Supervision are responsible for on-going monitoring of Health and Safety.

The Site Manager will conduct a weekly formal safety inspection which will be recorded on document *CT21.9 Weekly Checklist for Health and Safety*. Conlon Construction employs Ian Aspinall – Group SHE Manager to carry our regular site visits the organisation also employs the services of an independent Health and Safety Consultant, R G Wilbrey Ltd, who will visit site on a minimum monthly basis and complete a site visit report based upon their findings.

Objectives

- To promote a consciousness of safety in the minds of all on site;
- Communicate, share, and maintain the flow of project information to all relevant parties involved with the project;
- Zero injuries to workers, children, members of the public or building occupants;
- To embrace the aims and objectives of “Rethinking Construction”, taking an active role in encouraging our business partners and suppliers to do so to improve the industry in general;
- Environment and Sustainability - protecting the future interests of all stakeholders in the projects we undertake by embracing the concept of sustainable construction.

Standards

All work will be carried out in accordance with the statutory regulations, namely:

- The Health and Safety at Work Act 1974
- The Construction (Design and Management) Regulations 2015
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Work at Height Regulations 2005
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002
- The Management of Health and Safety at Work Regulations 1999
- The Manual Handling Operations Regulations 1992
- Hazardous Waste Regulations 2005
- Clean Neighbourhoods & Environment Act 2005
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Dangerous Substances and Explosive Atmospheres Regulations 2002
- The Health & Safety (Safety Signs & Signals) Regulations 1996
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Control of Asbestos Regulations 2012

Regular reviews of Health and Safety will be carried out at all internal management meetings relating to this project. This will involve the Site Manager, Contracts Manager and will be carried out throughout the construction period.

Note: Not all information relating to the project may be available to fully develop the Construction Phase Plan before the start of construction. This could be because not all the design work has been completed or many of the sub-contractors who will be carrying out the work have yet to be appointed. However, site layout drawings covering the project at different stages,

completed design information and the pre-construction information will be valuable in developing the Construction Phase Plan so that:

- the general framework is in place (including arrangements for welfare); and
- it deals with the key tasks during the initial work packages where design is complete.

It should be noted that the degree of detail required in the Construction Phase Plan and the time and effort in preparing it should be proportionate to the nature, size and level of health and safety risks involved in the project.

2.3 - Arrangements for:

2.3.1 Regular liaison between parties on site

All matters relating to Health and Safety throughout the project must be communicated through the Principal Contractor. All sub-contractors and operatives on site must liaise with the Site Manager regarding Health and Safety issues whether it is to raise a matter of concern, or to request information.

Review and planning of Health and Safety is an integral part of weekly Site Management Meetings. Should any contractor wish to discuss any Health and Safety issue in detail this should be raised with the Principal Contractor for inclusion in the agenda.

2.3.2 Consultation with the workforce

Consultation with employees on Health and Safety matters is a legal requirement for employers, particularly in respect of:

- The introduction of any measure which may substantially affect health or safety;
- Arrangements for appointing competent persons to assist the employer to meet statutory requirements;
- The provision of information specifically required by regulations;
- The planning and organisation of training required by regulations;
- The consequences of introducing new technology.

Safety Representatives can be appointed by a recognised Trades Union where members of that union are employed at a site. Where there is no recognised Trade Union a group of employees may elect someone to represent them for health and safety consultation with the employer. Contact details for safety representatives will be shown on the notice board at every place of work under the control of Conlon Construction.

Anybody on site wishing to express a view on health and safety can do so through the Site Manager. If they do not receive a satisfactory response, they may then approach the Contracts Manager who will take the matter further. Health and safety is an item on agendas for monthly or weekly meetings, internal or sub-contractor meetings. Toolbox talks are held on a regular basis (generally weekly). These are a forum at which comments are invited from the workforce, particularly with regards aspects of Health and Safety.

All statutory notices will be posted in the appropriate cabins.

2.3.3 Exchange of design information between Consultants and Contractors on site

One of the primary focuses and goals of the construction process is to communicate, share, and maintain the flow of project information to all relevant parties involved with the project. Information will be distributed initially through e-mails and followed up with hard copies by post. Request for information schedules will be issued at regular intervals and design changes will be discussed at monthly site and sub-contractor meetings.

2.3.4 Handling design changes during the project

Arrangements for dealing with design work carried out during the construction phase, ensuring it complies with the duties on designers and resultant information is passed to the appropriate person(s).

If the design is changed due to unforeseen circumstances the Principal Contractor will inform the Principal Designer of any additional risk implications. No design changes will be acceptable where the revised works are deemed to be hazardous.

Details of any construction phase design input and associated risk assessments must be supplied by the Principal Contractor to the Principal Designer for analysis sufficiently in advance of the required commencement of work on site (i.e. a minimum of 10 working days) so as not to affect the contract programme.

The Principal Designer will raise any comments within one week of receipt and these must be adopted and included within the developed Construction Phase Plan. Only then will the construction element affected by the design be allowed to proceed.

2.3.5 The selection and control of Sub-contractors

Wherever possible, Conlon Construction identifies and encourages local businesses to apply for work as part of our supply chain. This helps to ensure that local employment prospects are increased and local people benefit from expenditure within the area.

All sub-contractors must comply with Conlon Construction document “Safety Requirements for Sub-contractors”.

For Conlon Construction to assess the competence of a sub-contractor with regard to health and safety, they must complete a Contractors Appraisal Questionnaire. All companies with five or more employees are required by law to prepare and maintain a written Safety Policy. A copy of their Safety Policy is to be submitted with the Contractors Appraisal Questionnaire. These documents are required annually.

Conlon Construction staff will also refer to their own records, as all sub-contractors are scored with regard to Health and Safety as part of their appraisal at the end of each contract.

Every sub-contractor is required to attend a pre-start meeting and where necessary a Tender Clarification Interview. This will identify duty holders, allocate responsibility, record common facilities and identify high risk activities and subsequent controls.

As Principal Contractor, Conlon Construction will co-ordinate the activities of all sub-contractors and ensure that they comply with relevant safety and health legislation and with the developed Construction Phase Plan.

The sub-contractor also bears certain responsibility in relation to the provision of information, training and consultation with employees, including the self-employed; and sub-contractors.

Sub-contractors are required to co-operate with Conlon Construction and provide details on the management and prevention of health and safety risks created by their work.

No sub-contractor may commence any work on site unless their safety method statement and risk assessments have been provided to the Contracts Manager in advance and have been approved.

2.3.5.1 Safety Equipment and PPE

It is the responsibility of Sub-contractors to provide safety equipment for their operatives and this is closely monitored before and during their operations. On Conlon Construction sites the following PPE must be worn at all times:

Hard Hat (to EN397 – not a "Bump Cap");
Hi Vis Vest or Jacket;
Safety Footwear (with midsole);
Eye Protection (to EN166, or in the case of 'Over Glasses' to be CE marked).

Other suitable items of PPE must be worn as dictated by risk assessment or circumstances that arise on site.

It is the duty of Sub-contractors to provide their operatives with necessary PPE as defined in risk assessments. Failure to provide it will result in either the operative being sent away to obtain these items, or if available, to be provided by the Principal Contractor. Certain items of PPE such as ear defenders, safety boots, high viz vests/jackets, goggles and gloves will be stored and maintained on site.

2.3.6 The exchange of Health and Safety information between Contractors

Conlon Construction will co-ordinate the collation of health and safety information for the Principal Designer as requested. All relevant Health and Safety information will be issued to the Principal Designer as the work proceeds.

Details of Contractors who shall be working on this project will be passed to the Principal Designer once they have been appointed. Contractors will only be appointed once their competence with regard to Health and Safety matters has been established to the satisfaction of the Principal Contractor as outlined in section 2.3.5 above.

2.3.7 Site security

Suitable and secure access to the site and compound location will be organised. Suitable robust fencing will be erected and thereafter maintained at all times to enclose the work areas and site compound.

The Site Manager will be responsible for all deliveries, skip removal, organising off loading and materials distribution and enforcing no parking or waiting on roads other than for delivery purposes in accordance with Local Authority restrictions.

Temporary skips will be located in areas where they will not constitute a hazard in respect of fire or access.

Signs will be erected directing visitors and delivery vehicles to report to the site office before proceeding to the works.

Signage will be erected at or near access thresholds and include site safety, pedestrian access routes, helmet, boots, hard hat and eye protection rules.

All operatives and visitors will be required to attend an induction briefing which will include Site Rules and Safety and Emergency Procedures. The briefing will also include an evaluation as to any health and safety training needs.

Relevant statutory and other notices will be prominently displayed in the site office and canteen and will include:

- Health and Safety Law Poster
- Form F10 – HSE Notification
- Conlon Construction Health & Safety Policy
- Conlon Construction Environmental Policy
- Construction Phase Health & Safety Plan
- Site Rules
- Employers Liability Insurance Certificates

2.3.7.1 Visitor parking

Parking will be available in the NCP public car park underneath the convention centre. There is no parking permitted on site.

2.3.8 Site induction

Prior to commencing work on site all staff and operatives receive Induction Training at which time all appropriate Health and Safety information is given. Conlon maintain a record on site of all Induction Training.

All staff and operatives are made aware of the appropriate method statements and risk assessments. A record is kept with each method statement and/or risk assessment which confirms that the operatives understands and agrees to follow the method statements and/or risk assessments. These records are available on site for the duration of the works.

Toolbox talks are given on a weekly basis as standard and further toolbox talks are given when a situation or operation requires them.

2.3.9 Onsite training

Conlon Construction are accredited Investors In People and on-going training is provided for all staff and employees.

In-house training is conducted by the company HR Department for all levels of employees, and the training is constantly reviewed to bring it in line with new initiatives and regulations. Operatives, tradesmen, foremen and Site Managers are required to attend in house training days which are held throughout the year.

Operatives carrying out certain tasks e.g. dumper truck operation, hand held cutting off tools, nail gun fixing etc., will be provided with the necessary training having content suitable for the operations being carried out. Records of such training will be kept on site.

2.3.10 Welfare facilities and First Aid

Welfare facilities will be provided by Conlon Construction in accordance with the Construction (Design and Management) Regulations 2015.

The Site Manager will establish the facilities to the legal standard before work commences, taking into account sub-contractor requirements. Thereafter, the facilities will be maintained to a good standard and kept in a clean and hygienic condition. The site set up will be reviewed and developed by the Site Manager as the works progress.

The site canteen is to be provided with a supply of wholesome drinking water, means for boiling water, means for preparing hot food and means for storing food. Adequate tables and chairs are provided within the canteen for the workforce.

The canteen is also equipped with heating and there is space segregated for storing and drying of clothes.

Adequate toilets and washing facilities are provided and include soap, towels and hot and cold water. The toilets will either be connected to a tank that will be emptied when needed, or connected to a foul drain should one be available.

The following facilities are to be provided on site:

1. Site office; - within the pavilion at the rear of the Conference Centre
2. Meeting room; within the pavilion at the rear of the Conference Centre
3. Canteen; within the pavilion at the rear of the Conference Centre
4. Toilet cabin; Conference Centre toilet facilities at the rear of the Centre
5. First aid equipment in the site office (maintained by the Site Manager);
6. Fire extinguishers in each cabin.

All Conlon Site Managers are trained in the use of first aid and receive a refresher course at least every three years.

2.3.11 The reporting and investigation of accidents and incidents including near misses

Reporting of any incident will be carried out under the RIDDOR guidelines.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (As amended 2012) (RIDDOR) were introduced to generate reports to the HSE and to Local Authorities to enable them to collate information. This information will enable these bodies to perform their accident and ill health prevention activities by indicating where and how problems arise and by showing up trends.

Although the provision of this information is a statutory duty imposed on every contractor it is also of benefit to this Company for the same fact finding and prevention exercises.

All accidents are entered into the Accident Book located on site; these are subsequently monitored by the Group SHE Manager who produces annual statistics for all sites. On 6 April 2012, the trigger point for reporting 'lost-time' accidents to people at work increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened). Conlon Construction comply with, EU law, by still keeping a record of all over-three-day injuries – this is recorded in the accident book.

Site conditions are monitored under construction regulations and checked by our Group SHE Manager and visiting Safety Consultants R G Wilbrey Ltd together with daily surveillance by the Site Manager.

2.3.12 The production and approval of risk assessments and written systems of work

Prior to commencing on site sub-contractors must provide detailed Method Statements and site specific Risk Assessments. Basic risk assessments are included in Section 5. Sub-contractors must consider the identified risks, site rules and specific outlined procedures noted in this Construction Phase Health & Safety Plan.

Method Statements, risk assessments and COSHH information must be prepared and issued to the Contracts Manager before any work commences on site.

Further details will be issued before work commences to each area. These will be evaluated, communicated and monitored throughout the construction phase.

Arrangements need to be made for the identification and effective management of activities with risk to health and safety, by carrying out risk assessments, incorporating those prepared by other contractors, and also safety method statements which result.

Method Statements and Risk Assessments will be forwarded to the Principal Designer for comment.

2.3.13 Site rules including drug and alcohol policy

Conlon Construction standard site rules will apply to this project. The rules have been issued to every operative, will be displayed on site and are as follows.

The following rules are based on current Regulations and are the minimum requirements for Site Operatives.

If any matter relating to Health, Safety and Welfare is not specifically mentioned it does not imply the abdication of your Duty of Care.

Failure to observe these rules may result in disciplinary action being taken. All persons for whom these site rules are made may approach the Site Manager at any time to discuss them with a view to their need and/or effectiveness and to consider new and additional rules that may be necessary in the interest of site health and safety.

The following site rules will apply:

1. All operatives are to inform the Site Manager of their presence on site, their departure and sign in/out of the site.
2. Personal Protective Equipment (PPE):
    a. High visibility vests or jackets must be worn at all times
    b. Hard hats (to EN397 – not a 'Bump Cap' must be worn at all times
    c. Safety footwear (with midsole) must be worn at all times
    d. Eye protection (to EN166, or in the case of 'Over Glasses' to be CE marked) must be worn at all times.
    e. Gloves, ear defenders and other appropriate PPE must be worn where necessary, as identified on the method statement, risk assessment or COSHH assessment. Operatives should seek advice or help from (or make suggestions to) the Site Manager with regards to PPE if they have any doubts or concerns.
3. A workmanlike, professional attitude is to be encouraged amongst all personnel.

4. Horseplay on site will not be tolerated; neither will abusive or threatening behaviour of any kind.
5. All operatives are to be courteous to the public at all times. Lewd behaviour towards members of the opposite sex will not be tolerated and will lead to instant exclusion from the site.
6. Racist or homophobic abuse will not be tolerated and will lead to instant exclusion from site.
7. Alcohol and/or the taking of drugs is strictly forbidden. Any person who is suspected of being 'under the influence', of either drink or drugs, due to taking substances during working hours or before, will be required to leave site or refused entry.
8. The playing of radios, personal MP3 players (iPod's), or the like is not permitted.
9. Dust and debris must not be allowed to collect on or near any neighbouring property. All public footpaths/access ways shall be kept clear at all times.
10. Contractors must never endanger the public through their actions or inaction.
11. All operatives must follow specific instructions given by the Site Manager e.g. emergency procedures, access or use of client facilities, working hours etc.
12. At the close of work each day, or when left unattended, machines are to be safely parked with keys and starting handles removed.
13. Each operative/sub-contractor shares responsibility for all tools and equipment on site.
14. Operatives are asked to leave the canteen and toilets in a clean condition and to respect the fact that others will also be using the facilities. Arrangements will be made by the Site Manager to have these facilities cleaned regularly.
15. Smoking will generally not be permitted on site. However, on certain sites, where space is available, a zone may be set up for smoking (at break times only).
16. *Contractor's personnel must not enter into any other adjacent Client areas. Under no circumstances is contact/conversation to be made with school pupils, anyone doing so will be instructed to leave site immediately.*
17. Burning of any waste material will not be permitted on site. Waste transfer documents must be kept on site for the removal of any waste, hazardous or otherwise.
18. The hours of construction are restricted to 07:30 – 17:30 Monday to Saturday with no other work at any other time including Sundays and Public Holidays without written permission.
19. Scaffolding and temporary propping will only be carried out after the full design implications are known.
20. The use of electricity on site will be in accordance with the IEE Regulations.
21. Parking of vehicles will not be permitted on site except by prior consent and then it will be restricted to designated areas. These areas will be identified at the contract commencement and may be altered at any time to suit site progress. Contractor's vehicles must display identification whilst on site. Please park considerately on surrounding public roads and use public car parks wherever possible.
22. The Site Manager will maintain safety records. All persons will co-operate by giving information, showing certificates of competence or test as required.

Please note that the above rules are in addition to the Conlon Construction Safety Policy which will be displayed and may be referred to.

Alcohol and drug abuse by employees and sub-contractors including supervisory and management staff can adversely prejudice the safety of themselves, their colleagues and others. It is the policy of this company that any person suspected of such abuse or displaying any unusual behavioural symptoms will be removed from site.

Where there is reasonable doubt as to the cause of such behaviour, medical advice will be sought as the affected person may have been prescribed legitimate medication by a Doctor. If it is established that an employee is guilty of alcohol or drug abuse disciplinary action is likely. Such action can range from counselling to dismissal.

2.3.14 Fire and emergency procedures

The contact telephone numbers for Conlon and for the local emergency services and a location diagram of the nearest Accident and Emergency Hospital are displayed in the site office and canteen.

Imminent Danger

- Activity to be stopped by person in control
- Plant in use to be immobilised
- Power source to be disengaged as appropriate without causing further risk
- Report incident as a near miss to the Site Manager
- Considered remedial action to be taken as directed by the Site Manager

Dangerous Occurrence

- Power source to be disengaged as appropriate without causing further risk
- Evacuate immediate areas of further risk
- Report to the Site Manager
- Scene to be left undisturbed
- Cordon off affected area
- The Site Manager to initiate formal reporting procedure
- Remedial action only when authorised by the Contracts Manager/Site Manager

Injury Incident

- The Site Manager is the appointed First Aider
- Any accident will be reported to the Site Manager
- The Site Manager to initiate formal reporting procedure
- The attending First Aider will take control and remain with the casualty until safely removed from the scene and treated or the ambulance service arrives.
- Contractor's operatives are required to report to the First Aid Point should any treatment for minor injuries be required.

Fire

- The risk of fire is principally confined to the site accommodation, and areas of work within the site
- Fire extinguishers will be provided on site in addition to the firefighting appliances within the site accommodation
- Should a fire occur, personnel in the immediate area will evacuate to the designated assembly point
- Mechanical and electrical equipment will be shut down
- Small local fires may be dealt with by portable extinguishers if there is no risk of injury
- The Site Manager will summon the Fire Service where appropriate

IN THE EVENT OF A FIRE THE DESIGNATED ASSEMBLY POINT IS THE SITE COMPOUND

2.3.15 Considerate Constructors Scheme

All Conlon Construction sites are registered with the Scheme and are monitored by an experienced industry professional to assess their performance against the five point Code of Considerate Practice as outlined below.

Enhancing the **Appearance**
Constructors should ensure sites appear professional and well managed.

- Ensuring that the external appearance of sites enhances the image of the industry.
- Being organised, clean and tidy.
- Enhancing the appearance of facilities, stored materials, vehicles and plant.
- Raising the image of the workforce by their appearance.

Respecting the **Community**
Constructors should consider their impact on neighbours and the public.

- Informing, respecting and showing courtesy to those affected by the work.
- Minimising the impact of deliveries, parking and work on the public highway.
- Contributing to and supporting the local community and economy.
- Working to create a positive and enduring impression, and promoting the Code.

Protecting the **Environment**
Constructors should protect and enhance the environment.

- Identifying, managing and promoting environmental issues.
- Seeking sustainable solutions, and minimising waste, the carbon footprint and resources.
- Minimising the impact of vibration, and air, light and noise pollution.
- Protecting the ecology, the landscape, wildlife, vegetation and water courses.

Securing everyone's **Safety**
Constructors should attain the highest levels of safety performance.

- Having systems that care for the safety of the public, visitors and the workforce.
- Minimising security risks to neighbours.
- Having initiatives for continuous safety improvement.
- Embedding attitudes and behaviours that enhance safety performance.

Caring for the **Workforce**
Constructors should provide a supportive and caring working environment.

- Providing a workplace where everyone is respected, treated fairly, encouraged and supported.
- Identifying personal development needs and promoting training.
- Caring for the health and wellbeing of the workforce.
- Providing and maintaining high standards of welfare.

Section 3 – Arrangements for Controlling Significant Site Risks

3.1 – Safety risks, including:

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

Light deliveries (using light commercial vehicles up to 7.5 tonne only) and personnel entry to be from Windmill Street. We estimate that one vehicles will access the site on a daily basis bringing labour and tools to site. These will range from the Site Manager's car up to a larger van. These vehicles will typically arrive on site between 07:30-08:30 leaving site between 16:30-17:00. Pre-agreed times will be used wherever possible.

Large deliveries (articulated lorries, HIABs etc.) entry to be from Windmill Street following the CMP.

Further deliveries include concrete, demolition/ skip wagons etc. Arrangements will be made for the safe offloading of materials with particular attention being given to the hazards of work at height i.e. potential falls from the back of the vehicle.

Priority will be given to other road users and pedestrians in the first instance. Vehicle movements will be stopped where pedestrians/children are in the immediate vicinity.

All vehicles entering the/leaving the site will be strictly supervised and monitored at all times. We will endeavour to pre-plan all deliveries to the site in order to ensure that no further influx of traffic, noise and pollution are added to existing traffic conditions.

All pavements, paths, driveways etc. will be made clean of any mud, debris and materials arising from the works by regular cleaning and sweeping up. Road sweepers will be used where appropriate and arrangements will be made by the Site Manager.

All rubbish will be disposed of in skips provided by an approved waste carrier to a licensed tip or transfer station. Waste disposal certificates will be kept on site. All material arisings will be temporarily stored on site to enable removal from site at specified times under supervision. Temporary skips will be located in the agreed area.

A Site Waste Management Plan will be prepared detailing the waste streams and the intention to re-use, or recycle waste, this plan will be maintained throughout the project.

3.1.2 Dealing with services – water, electricity and gas including overhead power lines and temporary electrical installations

Details of existing records in connection with the services will be sought and obtained from the relevant asset owner as appropriate.

No service drawings have been made available for the forecourt area where the monument is to be positioned. Conlon Construction have instructed SEP Surveys to undertake a GPR survey of the works area. This is recorded and found on SEP drawing number **S17501 – GPR – 01** and is annexed to the CPP.

Prior to works commencing MCCC will remove all equipment from the feeder pillar positioned adjacent to the advertising sign. Our specialist contractor will liaise with Manchester City Council and Amey over the disconnection of the feeder pillar supply.

All information and existing records as provided by the parties will be carefully read, understood and acted upon.

Sub-contractors and employees will be made aware of any known services, a CAT scan of routes will be carried out and hand excavation made to expose the exact location of services. Service routes will then be marked prior to mechanical excavation commencing. When appropriate a geophysical survey may be undertaken to map all buried services prior to any excavation work.

3.1.3 Accommodating adjacent land uses

Vehicular and personnel access to the site will be in the main from Windmill Street across the forecourt of MCCC assisted by Banksmen.

As the area is generally busy with pedestrians including children, all deliveries to and from the site will be strictly co-ordinated from the outset and thereafter monitored.

An appointed person will supervise all large deliveries and any operations involving the reversing of vehicles. Speed restrictions of 5mph will be imposed and suitable warning signage posted at the site entrance giving warning to the public.

All deliveries and reversing of vehicles will be supervised by a qualified banksman. A traffic management plan will be developed by our Contracts Manager and Site Manager to be distributed to all suppliers before commencement of works. All loading and unloading of vehicles will be kept to within the site boundary as far as possible.

3.1.4 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures

Temporary Works are any construction works that do not form part of the proposed permanent works but requires a design input.

Examples are: Temporary structures, road / River diversions, excavation support (including cofferdams), slope stability and safe batters for temporary slopes, dewatering, access scaffolds of a complex nature, access gantries and loading platforms, underpinning operations, falsework, wall formwork higher than 2.4m pour, complex formwork, temporary crane platforms and pads, lifting arrangements and operations, marine works and temporary bridges.

TWC - Temporary Works Co-ordinator: An individual who is appointed to determine the temporary works requirements, organise co-ordination meetings and make the arrangements necessary for the temporary works procedure to be followed. The TWC for the project is Paul Hilton

TWD - Temporary Works Designer: An individual who is appointed to design the temporary works to support imposed loadings (carry out a risk assessment) define a safe construction sequence and briefing on their design risk assessment. The TWD for the project is Mather and Ellis for the shuttering works and lifting plan. They may choose to appoint qualified personnel to undertake the actual designs.

TWS – Temporary Works Supervisor: An individual appointed by the TWC to supervise the TW on site and update the TW register. The TWS will be Jamie Proctor.

A temporary works register will be maintained on site

3.1.5 Preventing falls

There is no distinction made between low and high falls so for all work at height measures will be taken to prevent the risk of any falls that could cause injury. Work at height will only be carried out where it can be done safely. Generally, work will only be carried out from a work platform of a size suitable for the job and with adequate edge protection in accordance with the Work at Height Regulations 2005.

Ladders and step-ladders will generally be avoided except for occasional short term operations such as inspections. In the majority of cases the use of ladders and stepladders will be avoided by the use of podium scaffolds.

Where ladders are used they should be:

- Of the correct type – class 1 industrial or EN131 is recommended
- In good condition
- Placed on firm level ground
- Properly secured
- Set at the correct length and angle for the job

The use of ladders and step ladders will only be allowed via a "Permit to Work" monitored by the Site Manager.

3.1.6 Work with or near fragile materials – Not applicable to this contract.

The Work at Height Regulations 2005 sets out a hierarchy which should be followed when planning any work at height. The hierarchy should be followed systematically and only when one level is not reasonably practicable may the next level down be considered.

A copy of HSE Guidance Working on Roof's can be found in the General Conlon Construction Information at the back of the Construction Phase File.

At no time may anyone work on, from or pass over fragile material, unless platforms, coverings or other similar safe means are provided that adequately support and protect the individual. Support platforms must be at least 600 mm wide and of greater width if the work requires it. Platforms must be long enough to provide adequate support to do the work safely. Precautions are required to prevent people and materials falling from the platform. Edge protection comprising of a top rail, intermediate rail and toe-board is required.

Safety netting installed beneath work at height will provide collective fall protection in the area that it covers. Harnesses will also provide fall protection but will require adequate attachment points. Information, instruction, training and supervision for people working at height is essential.

Protection must be provided when anyone passes or works less than 2 meters from a fragile material. In such situations fragile materials must be securely covered, or full edge protection provided to the perimeter or along the full length of the fragile material to prevent access to it. Appropriate precautions are to be taken when installing such protection (e.g. safety netting or harnesses). Where it is not reasonably practicable to provide such protection for example, in cases where proximity to the fragile material is irregular or for a short time span, use of safety harnesses may be appropriate.

Designated boundaries will be established identifying safe work areas and/or routes to and from them. Where these are used:

- the boundary should be at least 2m from the fragile material;

- the boundary does not need to comply with full edge protection standards, but there should be a physical barrier (a painted line or bunting is not acceptable);
- all persons should receive appropriate information, instruction and training.

3.1.7 Control of lifting operations

Lifting operations will be carried out in strict compliance with LOLER 1998. Details of company, lifting capacity and test certificates will be maintained on site. This will be dealt with in the method statements for mobile crane use. A weekly register will be maintained of lifting equipment in accordance with LOLER 1998, defective equipment will be taken out of use.

3.1.8 The maintenance of plant and equipment

All suppliers will be required to provide relevant health and safety information.

Mechanical plant will be checked for safety upon arrival to ensure guards are in position and that it is properly maintained, brakes functional and it is suitable for the purpose intended.

Hired plant will have safety use instructions provided. Electrical equipment will have been tested and labelled accordingly. If items of electrical equipment are not in accordance with the above, the owner will not be allowed to use this on site.

Operators will have suitable training and licences/certificates must be produced prior to commencement. Copies will be retained on site by the Site Manager.

Non- mechanical plant will be examined for defects and suitability of the equipment for the purpose.

A weekly register will be maintained in accordance with PUWER 1998, defective equipment will be taken out of use.

3.1.9 Work on excavations and work where there are poor ground conditions

Not applicable to this contract.

3.1.10 Work on wells, underground earthworks, tunnels

Not applicable to this contract.

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

Not applicable to this contract.

3.1.12 Work involving diving

Not applicable to this contract.

3.1.13 Work in a caisson or compressed air working

Not applicable to this contract.

3.1.14 Work involving explosives

Not applicable to this contract.

3.1.15 Traffic routes and segregation of vehicles and pedestrians

Suitable and secure access to the site and compound location will be organised. Suitable robust fencing will be erected and thereafter maintained at all times to enclose the work areas and site compound.

A Traffic Management Plan (CMP) compiled by the Site Manager and Contracts Manager will be available on site.

Local resident/neighbour sensitivities will be taken account of by ensuring that overall impact of vehicles and routes are addressed accordingly and sensibly, including writing to residents beforehand. Please see attached Construction Management Plan attached .

3.1.16 Storage of materials (particularly hazardous materials) and work equipment

Where practicable, non-hazardous materials will be used. Conlon Construction and the supply chain will assist the Architect/Designer in achieving this by advising on alternative products. Where there is no alternative, COSHH assessments will be prepared and requirements therein determined will be followed.

Conlon Construction maintains a database of assessments for substances and materials common to construction sites. These will be fully utilised.

All substances considered to be of a hazardous nature will be stored within a lockable container. Only the Site Manager will have access to the container and will be the designated key holder.

Sub-contractors and suppliers will also be required to provide COSHH assessments for substances and materials brought onto site that are within the scope of the COSHH Regulations. These assessments will be agreed and their safe use compliance monitored.

All plant will be stored in the confines of the site and immobilised where appropriate. Small tools and plant will be stored in locked storage containers. Materials will be stored and stacked in defined storage areas as close as practicable to the place of work. Materials to be stockpiled will be done within the curtilage of the site.

3.2 – Health risks, including:

3.2.1 The removal of asbestos

If asbestos is found to be present in any areas concealed or otherwise when undertaking stripping out/demolition works, the works cease immediately, the area securely cordoned off, clearly marked and entry restricted to permitted persons only.

The Contracts Manager will be made aware and no works will commence until such time that the removal of asbestos has been carried out by an appropriately licensed contractor. Please also refer to sections 5.5 'Discovering Suspected Hazardous Asbestos Material' and 5.35 'Working Alongside Potentially Hazardous Asbestos Material'.

3.2.2 Dealing with contaminated land

Not applicable to this contract.

3.2.3 Manual Handling

Manual handling will be avoided where this is reasonably practicable but there will be many occasions when materials or equipment will be required to be moved manually. Weights of items will be obtained and where possible lighter materials or smaller units will be obtained. Conlon Construction Managers, Tradesmen and General Operatives have been given training on safe ways of lifting such as team lifts and kinetic handling methods. Risk assessments will highlight any other control methods that may be required. Use of the HSE 'Manual Handling Assessment Chart (MAC tool)' will be used to help plan any difficult or repetitive manual handling activity.

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

Not applicable to this contract.

3.2.5 Reducing noise and vibration

Noise will be controlled and monitored. The requirements of the Noise at Work Regulations 2005 will be adhered to. The use of heavy machinery will only be permitted Monday to Friday 08:00 to 16:00. All heavy machinery will be fitted with silencers and strictly monitored. No noisy works will be permitted on Sundays or Bank Holidays.

Work will be planned to minimise exposure including low noise, low vibration and remote operated equipment. Employees will be warned of noise and vibration risks during periodic toolbox talks, given advice on effective control measures, and where appropriate provided with suitable PPE. The company also considers noise and vibration levels when purchasing new equipment.

3.2.6 Work with ionising radiation

Not applicable to this contract.

3.2.7 Exposure to UV radiation (from the sun)

All Conlon Construction sites have a copy of the HSE Sun Protection leaflet available in the Site Office and Canteen. During the summer months, toolbox talks are used where appropriate, to communicate sun protection advice as outlined in the HSE documentation and Sun Smart campaigns. Sunscreen is provided for any workers who wish to use it.

Workers are encouraged to take their breaks in the shade, if possible, rather than staying out in the sun and site water points and rest areas in the shade are facilitated. Workers are informed about the dangers of sun exposure by use of the HSE Leaflet "Keep your top on" which is made available to all operatives on site.

Section 4 – The Health & Safety File

4.1 – Layout and format

Final content requirements of the Health & Safety File will be as per the Pre-Construction Documentation and through liaison with the Principal Designer and Client.

4.2 – Arrangements for the collection and gathering of information

Sub-contractors and suppliers will be approached at the time of procurement/ordering to supply relevant information for inclusion in the CDM Health & Safety File. Contractors supplying gas or electrical equipment are required to provide certification of conformity for each type of component installed.

The Contracts Manager will ensure that all information is passed to the Principal Designer and a draft copy of the File produced two weeks prior to contract completion and will also be provided in an agreed electronic format.

4.3 – Storage of information

The relevant information for inclusion in the CDM Health & Safety File will be stored at the head office of Conlon Construction. The final layout/handover of the documentation will be as outlined in sections 4.1 and 4.2 above.

Section 5 – Basic Risk Assessments & Safe Working Methods (to be referred to when producing 'task specific' Risk Assessments')

5.1. Block & Beam Flooring – Not applicable to this project.

Activity:	Block and Beam Flooring
Potential Hazards:	• Back injury • Strains and sprains • Hand injuries
Safe Working Method:	All work to be supervised by a competent person • Use appropriate lifting equipment to transport and place beams. Only nominated, trained and certificated persons are to operate lifting equipment and only then in accordance with "use of Cranes and Lifting Equipment". • Blocks are to be placed in accordance with "Manual Handling – General Principles".

5.2. Brickwork / Masonry

Activity:	Brickwork
Potential Hazards:	• Inhalation of cement dust • Dermatitis/cement burns • Abrasions to hands • Back pain/strains/tenosynovitis • Falling from heights
Safe Working Method:	Operatives are to work in accordance with current COSHH information and "Manual Handling – General Principles", and "Working at Height".

5.3. Confined Spaces – Not applicable to this project.

Activity:	Confined Spaces
Potential Hazards:	Typical confined spaces include: • Shafts • Tunnels • Manholes • Sewers • Box girders • Ceiling voids • Cellars and basements • Boilers and process vessels Confined spaces are not necessarily small.
Potential Hazards	• Suffocation – lack of oxygen • Toxic atmosphere • Flammable atmosphere
Safe Working Method:	You may enter confined space only when all of the following conditions have been met: 1. That work cannot be done without entering the confined space. 2. You are part of a **trained** team of sufficient number for the job. 3. You are working to and understand a written method statement, which preferably involves a permit-to-work control system. 4. All necessary atmosphere tests have been properly conducted and recorded, good ventilation is provided (or breathing apparatus is used) and continuous atmosphere tests will be undertaken 5. You are equipped with adequate: a. overalls, gloves and footwear b. breathing and head protection c. safety harness, lighting and communications 6. Rescue arrangements and emergency procedures have been planned and you know them. **Trained** and suitably equipped person(s) must remain at the entrance of the confined space for the duration of the work.

5.4. Demolition

Activity:	Demolition
Potential Hazards:	The five main causes of fatal accidents due to demolition: • Falls through fragile material • Falls from workplace • Falling materials • Structural collapse • Plant and transport
Safe Working Method:	There are three main types of demolition: 1. By hand 2. By mechanical means 3. By explosives Demolition by hand is the most hazardous and should be closely supervised. Do not enter demolition sites without first getting permission from both the person in charge and your manager. The HSE produces a series of Guidance Notes on Demolition – references GS21/1 to GS29/4. Key points include: • Safe distances from the structure must be established to eliminate the hazard of debris falling on workers or the public during explosive demolition of a factory chimney or multi-storey block. • The public and workers must be protected from falling materials by the use of properly constructed boarded fans. Fans are for protection only. Do not use them for access, stacking or storage for materials. • Safe places of work must be provided, complete with guard rails and toe boards. When these cannot be provided, safety harnesses must be used. • Temporary struts and guy ropes must be securely anchored and clearly marked and flagged. Before demolition work starts: • A written method statement must be prepared and agreed. • A competent person in charge of the operation must be nominated in writing. • A competent person must inspect the structure. • Particular attention must be paid to insulation. If asbestos is found, it must be removed by a licensed contractor. • Plans of the building structure must be obtained. • The utility companies must be contacted and all services disconnected or diverted. • Existing floors, planned to be used as working platforms, must be suitable for that purpose. • Windows must be removed and boarded over and glass stored safely prior to disposal. • All necessary shoring, lighting, signs etc. must be planned and the work carried out at the correct time.

- Suitable PPE must be provided and used during operations.

During operations:

- Adequate protection and safe access for the public and workers must be provided at all times, including protection from dust and noise hazards.
- All the employees must be fit and trained for this work.
- All machines must be suitable and placed in safe working positions.
- Overloading of existing floors (or any part of the structure) must not be permitted.
- Detection of any sign of weakness that may lead to structural instability must be referred to your manager immediately.
- All plant machine cabs must be robust with shatterproof glass, mesh etc.
- The method statement must be monitored and updated as necessary.

5.5. Discovering suspected hazardous asbestos material

Activity:	Discovering suspected asbestos material
Potential Hazards:	• Asbestos of the lung • Lung cancer • Mesothelioma • Laryngeal cancer
Safe Working Method:	Conlon Construction insists on the clarification with regard the presence of asbestos in any building within which its personnel are asked to work. Generally this information is requested from the Client and Principal Designer well in advance of project commencement. For any buildings likely to have been constructed prior to 2000 Conlon Construction insists upon sight of a 'Refurbishment / Demolition Survey' (formerly type 3 survey) and proof of clearance of asbestos containing materials. In the event that certain areas have not been investigated these will be clearly marked and zoned so as not to be entered in error. No 'invasive' work of any kind will be undertaken in such areas until a survey has been undertaken and the results confirmed and acted upon. All Conlon Construction management staff have received training on asbestos awareness. All Conlon site personnel have watched an asbestos awareness DVD produced by Construction Skills. All personnel including those of sub-contractors are instructed not to disturb any materials they suspect might contain asbestos. If asbestos is discovered (or suspected): 1. Stop work 2. A sample of the suspected material is to be removed from the site and scientifically analysed in a laboratory. 3. If test results exceed those laid down in the "Control of Asbestos Regulations 2012" a licensed contractor for the removal of asbestos must be appointed.

5.6. Electricity

Activity:	Electricity
Potential Hazards:	• 33kv overhead power lines • 11kv buried or overhead cables • 110v power tools • Energised installations in partly completed structures

Safe Working Method: Overhead/underground cables

Consider the location of overhead and underground cables at the planning stage of a project. Overhead wires are not insulated. Electricity can jump air gaps and current can be induced in metal structures parallel to power lines.

The precise position of buried cables must be determined from utility plans and confirmed using cable locators and hand digging. Electric cables do not lie in straight lines; they snake about within a trench.

These rules should be followed:

- Consult the electricity company to arrange diversions, isolation, or permit to work arrangements.
- Erect clearly marked barriers to protect overhead power lines which remain live – provide a 6 metre minimum clearance or as directed by the electricity company.
- Report any damage to the insulation of underground cables to the electricity company.

Electricity distribution and use on site:

- Use portable electric tools powered by voltages of 110 volts maximum, unless special prior arrangements have been agreed with your manager.
- Do not use homemade extension cables.
- Do not use multi-way adapters or domestic 13 amp plugs.
- Do not make temporary repairs to electrical equipment.
- Check the condition of plugs, leads, power tools and control.
- Use the correct leads and dockets for the voltage supplied.
- Check that fuses are of the correct rating.
- Ensure temporary electrical systems are properly installed and tested.
- Plan for regular inspection and maintenance of all distribution systems, power tools and electrical appliances.
- Use residual current devices (earth leakage circuit breakers) at the point of supply for 240 volts hand-held equipment.

Guidance on voltages is given by the sheathing colour:

Voltage	**Sheathing Colour**
25	Violet
50	White
110-130	Yellow
220-240	Blue
318-415	Red
500-750	Black

5.7. Erecting Roof Trusses – Not applicable to this project.

Activity: Erecting Roof Trusses

Potential Hazards:

- Operatives falling from height

- Tools or materials falling onto persons below

Safe Working Method:

Erect suitable and adequate scaffold which complies with all relevant legislation. Work at Height Regulations 2005

- Prior to commencement of work ensure safety measures are in place such as netting or airbags supplied and fixed in place by trained personnel.
- Rear up trusses and temporarily brace them, working from the outside scaffold.
- Fix bracing by working from "Youngerman" board or similar (min of 625 mm wide) placed inside the trusses.
- Ensure no one can stray underneath the work area by use of barriers.
- Ensure any guard rails, toe boards or brick guards that may have been removed to get the trusses up are replaced as soon as possible.

5.8. Falling from Roofs- Not applicable to this project.

Activity: Falling from Roofs

Potential Hazards:

- Falls from flat or sloping roofs
- Falls through fragile roofs
- Falls from ladders or scaffolds

Safe Working Method:

- Be aware of the precautions to be followed when working at heights.
- Display prominent permanent warning notices at the approach to any fragile roof.
- Never walk on fragile materials such as asbestos, cement or glass. Beware – they may have been painted over or covered with insulation.
- Always use a planned means of access such as crawling boards or a proprietary system.
- On a flat roof make sure that the edge is protected by a parapet and/or guard-rail and that the roof is strong enough to support you.
- Where someone could fall over the edge of the roof, guard rails and toe boards must be installed or anchorage points for safety harnesses provided. Make sure that safety harnesses are worn.
- Prevent items falling onto people below – use brick guards, toe boards and warning notices.
- Keep off roofs in bad weather, e.g. high winds (especially if carrying sheet materials) or where there may be other hazards such as fumes from flue outlets or heavy frost.

5.9. Foundations – Trench Fill and Blockwork to DPC – Not applicable to this project

Activity:	Foundations – Trench Fill and Blockwork to DPC
Potential Hazards:	• Persons falling into trench • Plant falling into trench • Trench collapse
Safe Working Method:	All works to be supervised by a competent person. • Safe access and egress to the excavation is to be provided, suitable barriers are to be erected and where appropriate be lit at night. • Only nominated, trained and certificated persons are to operate associated plant and vehicles. • Suitable ground support systems are to be used where the excavations exceed 1.2 meters in depth and the sides cannot be battered so as to take into account the ground conditions and all loads imposed. Trenches above the finished concrete level are to be wide enough to allow persons to stand facing bricks being laid. Excavations are to be inspected prior to entry. Materials are to be stored away from edges.

5.10. Frame Erection- Not applicable to this project.

Activity:	Frame Erection
Potential Hazards:	• Falling • Being struck by falling tools or materials • Collapse of the partly erected structure • Adverse weather conditions
Safe Working Method:	• Consideration of safety during frame erection should start at the design stage and be carried through by means of a written method statement for site work. Design stage – consideration should include: • Stability during all stages of erection of the structure. • The effect of the erection sequence on stability • Assessment of loading at all stages of construction, including temporary loads due to erection. • Safe means of connecting components including safe access and working places – consider using remote handling where possible. • Safe handling, lifting and transportation. • Recognition of the practical problems of the steel erector, e.g. access to make connections. For the erection of very heavy or complex members a representative from the design team may need to be present to ensure that no confusion or misunderstanding of the safe erection procedure occurs.

Keep out of the area of frame erection unless it is absolutely necessary to be there. Obtain the erection supervisors permission before you enter the area.

Erection stage – the method statement should include:

- Scheme management and co-ordination, responsibilities and authority of personnel at all levels and the provision and maintenance of effective communication.
- Erection sequence including use of remote handling.
- Methods of ensuring stability at all times (including overnight) of individual components (including columns) and sub-assemblies, as well as partially erected structures.
- A detailed method of erecting the structure and an erection scheme devised to ensure that lifting, initial connecting, removal of slings, and final connecting are carried out safely.
- Procedures for work in the event of adverse weather conditions, e.g. high winds.
- Measures to prevent falls from height such as safe access and safe places to work. These may include special platforms and walkways, mobile towers, mobile access plant, slung, suspended or other scaffolds, secured ladders, safety harness, safety nets and supervision to ensure that all equipment is properly used.
- Provision of barriers such as screens, fans and nets for protection from falls of materials and tools.
- Provision of suitable plant (including cranes) and tools and equipment of sufficient strength, capability and quantity.
- Contingency backup in the event of a breakdown of essential plant and equipment.
- Delivery, stacking, movement on site and on-site fabrication or pre-assembly.
- Details of site features, layout and siting of offices and stores, with notes on how these may affect proposed erection procedures.

5.11. General Office Work

Activity:	General Office Work
Potential Hazards:	• Fire • Electric shock • Slips, trips and falls • Hand and back injuries • Exposure to harmful substances
Safe Working Method:	• All personnel are to be instructed in basic fire theory and the action to be taken in the event of a fire. The requirements of a Fire Certificate, or where not applicable the Safety Department, are to be strictly adhered to. Installation, repair and testing of electrical appliances is only to be carried out by a competent person. Any defect in any electrical appliance is to be reported to the maintenance department immediately and their instructions are to be complied with irrespective of any disruption to production. Office procedures on the use of heaters, electrical equipment and smoking must be followed. • All floors and floor coverings are to be kept in good repair, clear of obstructions and where necessary be covered with the necessary anti-slip or anti-static protection. Desk drawers and filing cabinets are to be kept closed when not in use and in any event, only one drawer in the unit is to be open at any one time. • All personnel are to be made aware of any hazardous substances taken, medical action required upon exposure and the whereabouts of the relevant COSHH Assessments.

5.12. Hoists

Activity:	Hoists
Potential Hazards:	There are three main hazards associated with goods hoists: • Falling down the hoistway • Being struck by the moving platform • Being hit by material falling from the platform
Safe Working Method:	Hoists must only be erected, extended and dismantled by competent, trained people. Hoist operators must only be 18 or over and be trained to operate the hoist in question. The driver must be positioned so he can see the entire hoist. Follow these rules for carrying materials on hoists: • Place loose materials (e.g. bricks) in a container or use a hoist with a cage; tall materials must be kept within the cage. • Chock wheelbarrows or other mobile plant on the platform. • Ensure that the safe working load is displayed on the platform and that it is not exceeded. The following tests and records are required: • The safe working load must be recorded in the prescribed manner. • Every week the hoist must be inspected before use, and after alteration. • A thorough examination must be undertaken every six months. These inspections and examinations must be recorded in the prescribed manner and documents must be available. • Never allow anyone to ride on a goods hoist • There are additional requirements for passenger hoists. Safety rules for goods hoist operation: • No passengers to be carried. • An over-run device must be fitted. • 2 metre high gates at landings. • The hoist must be enclosed appropriately. • The hoist mast should be tied to the structure. • A fall arresting device must be fitted. • The operator must have clear view of the whole hoist. • Fail safe operating control must be fitted. • Safe working load must be displayed on the platform. • Gates to be closed before the platform is moved.

5.13. Joists- Not applicable to this project.

Activity:	Joists
Potential Hazards:	• Back injury • Strains and sprains • Hand injuries • Falling from height
Safe Working Method:	All work to be supervised by a competent person. • Joists are to be transported by mechanical means. Where this is not possible, joists are to be handled in accordance with "Manual Handling General Principles". • Working platforms are to be erected so that as far as practicable, operatives stand upright while carrying and positioning joists. • A minimum of two persons is to be used to carry and position joists. Joists are to be installed in sequence from the outside walls to the centre so that subsequent joists may be slid across previously secured joists and reduce the lifting distance to a minimum. • All operatives are to work in accordance with "Working at Height".

5.14. Manual Handling – General Principles

Activity:	Manual Handling – General Principles
Potential Hazards:	• Crush injuries • Strains and sprains • Cuts and abrasions • Hernias
Safe Working Method:	• Refer to the HSE Manual Handling Assessment Charts (MAC tool) • Examine object to determine weight, shape and size. • Check for grease, oil and sharp edges. • Ensure path to be taken is clear of obstructions and trip hazards. • Determine whether or not to employ methods such as 'team lifting'. • Ensure object may be deposited without trapping fingers.

5.15. Overhead Electric Cables

Activity:	Overhead Electric Cables
Potential Hazards:	• Contact with cables by plant and vehicles • Contact by operatives handling long metal objects • Arcing from cables to metal objects in close proximity to cables.
Safe Working Method:	All overhead cables are “live” unless confirmed otherwise in writing by the statutory authority. • Whenever practicable, the power is to be diverted from the relevant overhead cables by the statutory authorities and written confirmation that this has been achieved is to be kept in the Construction Phase Plan. • Where plant or vehicles are required to pass under or work in the vicinity of, overhead cables, barriers are to be erected and maintained in accordance with Guidance Note GS6. • Where work is to be carried out beneath “live” overhead cables, a written method statement is to be prepared in consultation with the statutory authority and **fully complied with**. • All persons likely to be affected by overhead cables on site are to be given specific instructions relating to the hazards, precautions and any work method statements associated with those cables.

5.16. Piling – Not applicable to this project

Activity:	Piling
Potential Hazards:	• Striking existing underground or overhead services • Overturning, collapse or failure of piling rig or equipment • Striking of persons by piling rig or equipment
Safe Working Method:	All work to be supervised by a competent person and carried out in accordance with the accepted written method statement supplied by the piling contractor.

5.17. Plumbing – Not applicable to this project.

Activity:	Plumbing
Potential Hazards:	• Fire • Burns to hand • Falling from height • Dropping materials/tools from height • Lead poisoning • Fume inhalation • Back injury, strains and sprains • Bacterial infection
Safe Working Method:	• Flame heating equipment is to be in good working order, turned off when not in use and regularly maintained. Spare gas bottles are to be kept in accordance with "Use of Bottled Gas". Ensure that surrounding materials are either non-flammable, or protected by flameproof material. Operatives are to be trained in the use of fire extinguishers and the action to be taken in the event of a fire. A suitable fire extinguisher is to be readily available. • Suitable gloves are to be worn when handling hot materials. • See also "Working at Height" and "Lead Work". • Ensure good ventilation. • See also "Manual Handling General Principles". • Ensure operatives have good personal hygiene and make correct use of PPE.

5.18. Pre-Start Site Survey

Activity:	Pre-start Site Survey
Potential Hazards:	• Access and egress for plant and vehicles • Contaminated ground • Overhead and underground services
Safe Working Method:	• Ensure adequate access and egress for plant and vehicles is provided and, where required, is clearly marked with warning signs posted. • Gain all available information on previous uses and potential contamination. Where a history of potential contamination of hazardous material is identified, samples are to be analysed by specialists and their recommendations acted upon. • Gain all available information on services on and around the site. All services are to be marked when identified and where exposure is required, that exposure is to be carried out by hand digging from the side. • When appropriate a geophysical survey may be undertaken to map all buried services prior to any excavation work.

5.19. Road Construction – Not applicable to this project.

Activity:	Road Construction
Potential Hazards:	• Accidents to the public • Fires • Vehicles and plant • Burns, skin cancer from pitch, tar and mineral oil; dermatitis from prolonged and constant contact with substances, loss of hearing • Contact with overhead or underground services • Inhalation of dust, fumes and smoke
Safe Working Method:	All work to be supervised by a competent person. When working on Public Highways, comply with the Code of Practice issued under Sections 65 and 124 of New Roads and Street Works Act 1991. • Restrict working areas to essential personnel only by use of suitable barriers and signage. • Store spare LPG bottles in proper storage; ensure plant is in good condition; prevent overheating of materials. • Only nominated, trained and certificated personnel to operate vehicles and plant. • All operatives are to wear appropriate PPE. • Consult service drawings and where services are, or suspected to be, within the working area, comply with “Overhead and Underground Services”. • Operatives are to be trained in, and use, correct lifting techniques and are to assume correct postures. • Monitor dust, fume and smoke conditions – cease work if excessive.

5.20. Underground Drainage

Activity:	Underground Drainage
Potential Hazards:	• Striking existing overhead or underground services. • Persons falling into drainage excavations • Plant falling into drainage excavations • Collapse of drainage excavations • Undermining of other existing structures • Confined space hazards
Safe Working Method:	All work to be supervised by a competent person. • Consult service drawings and where services are, or suspected to be, within the working areas comply with Hazard and Risk Assessments on overhead and underground services. • Safe access and egress to the excavation is to be provided, suitable barriers are to be erected and where appropriate to be lit at night. • Only nominated, trained and certificated drivers are to operate associated plant and vehicles. • Suitable ground support systems are to be used where excavations exceed 1.2 meters in depth and the sides cannot be battered so as to take into account the ground conditions and all loads imposed. Excavations are to be inspected prior to entry. • Other structures liable to become unstable due to the proximity of the excavations are to be suitably supported prior to that excavation taking place. • Work is to be carried out in conjunction with “Confined Space” where necessary.

5.21. Use of Bitumen Boilers – Not applicable to this project.

Activity:	Use of Bitumen Boilers
Potential Hazards:	• Explosion • Fire • Burns • Dermatitis • Inhalation of fumes
Safe Working Method:	All work to be supervised by a competent person. • The boiler is to be stood on a firm level surface, with the gas cylinders at least three meters away and be properly connected by gas hoses in good condition. • The boiler temperatures and level are to be regularly checked. The gas must be turned off before leaving the boiler unattended even for short periods, and external direct heat must not be applied to any part of the boiler. The boiler is to be completely shut down before moving. Other ignition sources are to be kept away and a dry powder or foam fire extinguisher is to be readily available. Operatives are to be trained in the use of the fire extinguisher provided. The boiler manufacturer's instructions for lighting must be rigidly followed and recommended operating temperature must not be exceeded. The boiler is to be serviced and maintained in accordance with the manufacturer's recommendations. • A safe clear route must be maintained between the boiler and the workplace. Operatives removing hot bitumen from the boiler are to wear gloves and goggles and are to use the draw-off tap only. Hot bitumen is to be carried from the boiler to the workplace in lidded buckets. Water must be kept away from hot bitumen and care is to be taken when adding more bitumen to prevent splashing. • All operatives are to wear clean suitable protective clothing, especially gloves, and bitumen contamination of the skin is to be removed by thorough washing with skin cleanser and warm water. Hands are to be thoroughly washed prior to using the toilet, eating, drinking or smoking. Medical advice must be sought immediately if any skin changes are noticed, especially in areas exposed to contact with bitumen. Particular attention must be paid to warts and sores, especially those that develop on the scrotum. • The boiler is to be kept closed whenever possible to reduce the fumes and minimise the inhalation risk.

5.22. Use of Bottled Gas on Construction Sites – Not applicable to this project.

Activity:	Use of Bottled Gas on Construction Sites Liquefied Petroleum Gas (LPG) • Commercial Butane • Commercial Propane
Potential Hazards:	• Fire • Explosion • Asphyxiation
Safe Working Method:	Storage • Store cylinders in secure well ventilated cages. • Separate full and empty cylinders. • Never store or use an LPG cylinder in a site hut or confined space. • Provide adequate and suitable fire extinguishers nearby. • Store the cage away from buildings and excavations. In use • Ensure that cylinders are upright • Regularly check hoses, couplings and regulator for wear or damage. • Ensure flash back arresters are used. • Always provide good ventilation • Keep bitumen boilers (or similar) at least 3 metres from cylinder. • Follow manufacturer's instructions. • Return cylinders to store after use. • Have suitable fire extinguisher nearby.

5.23. Use of Cartridge Operated Tools – Not applicable to this project.

Activity:	Use of Cartridge Operated Tools
Potential Hazards:	• Hearing loss • Eye injury • Fired missile striking others
Safe Working Method:	• Only nominated, trained and certificated persons are to operate these tools and then only when using the appropriate PPE. • All personnel are to be behind the tool when it is operated and only essential personnel are to be in the immediate vicinity.

5.24. Use of Cranes

Activity:	Use of Cranes
Potential Hazards:	• Overturning, collapse or failure of crane or equipment • Striking overhead services • Striking of persons or vehicles • Loads and materials falling from height • Ground collapse under excess weight
Safe Working Method:	All work to be supervised by a trained 'appointed person' who must undertake a task specific 'lifting plan' to encompass the following:- • Ensure that the crane ordered is capable of performing the tasks. The load to be lifted, including the weight of the return block, excessive rope, other equipment suspended from the hook, the height of the lift and the maximum radius must be properly calculated prior to ordering. • A current Test Certificate and Examination Certificate must be provided with the crane, along with the 6 monthly test certificates for the lifting equipment i.e. ropes, slings, hooks, chains and shackles etc. Copies of these are to be kept in the Construction Phase Plan. Test Certificates are valid for 14 months from the date of issue. The operator must inspect the crane once weekly and enter the results of the inspection in the register F91 (Part 1) Section C, or equivalent register. • Cranes are only to be operated by trained and certificated persons. A banksman who has had training in loading and signalling must also be appointed. • All cranes having a safe working load of more than one ton must be fitted with an approved Safe Load Indicator suitable for the jib length that the crane is operating. When fly jibs are fitted an additional safe load indicator and appropriate radius plate must be fitted. • Accurate Load Radius Indicators suitable to the jib lengths that the crane is using must also be fitted and be clearly visible to the driver at all times. Lorry mounted cranes must be fitted with two radius indicators. • Cranes must only operate where ground conditions do not adversely affect the stability, and must never be overloaded.

5.25. Use of Display Screen Equipment

Activity:	Use of Display Screen Equipment
Potential Hazards:	• Work related upper limb disorders • Back ache • Temporary visual fatigue • Photosensitive epilepsy
Safe Working Method:	• The work surface is to be of sufficient size to accommodate all components and ancillary materials required for the operation of the unit. Screens, keyboards and seats are to be fully adjustable to allow the operator to assume the optimum working position. • Work is to be arranged so as to prevent long (1 hour maximum) periods of continuous viewing of the terminal. Work not involving viewing or continued seating is to be integrated into the work cycle. • Display screen characters are to be clear and easily legible, sharp and well defined with a stable image. Screens are to be cleaned and maintained in accordance with the manufactures recommendations and must have brightness control. • The optimum working position recommended is: o The display screen set at right angles to the viewer's line of sight between 450 and 550 mm from the operative with the distance from eyes to screen and eyes to any document read being equal to minimise changes in focus. o The keyboard directly in front of the operator for text entry, or directly in front of the keying hand for one handed operations such as data entry, at a comfortable height and with sufficient space in front to provide support for the hands and arms. o The seat adjusted to give good lumbar support and horizontal forearms when operating the keyboard. Potential operators are to have a full eyesight test prior to and/any eyesight defects. Operators are to have a full eyesight test at their request and at least every two years.

5.26. Use of Dumper Trucks – Not applicable to this project.

Activity:	Use of Dumper Trucks
Potential Hazards:	• Machine overturning • Machine striking vehicles or persons • Machine falling into excavations • Loads falling from machine • Failure of machine or system • Persons being trapped by hydraulic or mechanical operations
Safe Working Method:	• Only nominated, trained and certificated personnel are to operate the machine. • The machine must be maintained in good working order and is to be inspected by the operator prior to use each day or shift. • Passengers must not ride on the vehicle as it is being loaded. • The operator must have a clear view at all times. When this is not possible a banksman must be provided. • When not in use the machine must be safely parked with the handbrake applied and the ignition key removed. At no time is the machine to be left running unattended. • The machine must be taxed if it is to travel on the Public Highway for more than 6 miles per week. • Dumpers are not to operate where the gradient exceeds 1 in 4 (25%).

5.27. Use of Electric Hand Tools

Activity:	Use of Electric Hand Tools
Potential Hazards:	• Electric shock • Cuts and abrasions • Hearing loss • Eye injury
Safe Working Method:	• All electrical hand tools are to be: o Of reduced voltage, i.e. 110v o Inspected and PAT tested annually by a competent person o Maintained in good working order, and o Inspected prior to use • Electrical hand tools are only to be used by persons trained in their use, and then only when using the appropriate PPE.

5.28. Use of Excavators - Not applicable to this contract

Activity:	Use of Excavators
Potential Hazards:	• Overturning, collapse or failure of machine or equipment • Striking existing overhead or underground services • Striking vehicles or persons • Machine falling into excavations • Loads falling from machine • Persons being trapped by hydraulic or mechanical operations
Safe Working Method:	• Only nominated, trained and certificated personnel are to operate the machine. • The machine must be maintained in good working order and is to be inspected by the operator prior to each use, be in possession of a current examination certificate and be examined every seven days by a competent person, normally the operator, who is to record the results of these examinations in the F91 (Part 1) "C" or equivalent register. • No excavator is to be used as a crane unless: o An exemption certificate Con (Lo)81.82 is in force stating the loads it may lift. o The safe working load is clearly marked on the machine. o The lifting or lowering of any load is directly connected with the excavation at which it is working. o A satisfactory securing point, not being the bucket teeth, is fitted for the suspension of slings. o All lifting equipment must be in possession of a current six monthly examination certificate. • All services must be located and identified prior to the commencement of work. • When not in use the machine must be safely parked with the handbrake applied and the ignition key removed. At no time is the machine to be left running unattended. • The operator must not descend from the machine with the blade or bucket in the raised position except for servicing, in which case the equipment must be blocked.

5.29. Use of Fork Lift Trucks

Activity:	Use of Fork Lift Trucks
Potential Hazards:	• Machine overturning • Machine striking vehicles or persons • Loads falling from machine • Failure of machine or systems • Persons being trapped by hydraulic or mechanical operations
Safe Working Method:	• Only nominated, trained and certificated personnel are to operate the machine. • The machine must be maintained in good working order and the result of the operators weekly check must be entered in the F91 (Part 1) “C” or equivalent register. • The S.W.L. must be clearly marked on the machine and is never to be exceeded. • Loads must be transported near the ground. • The operator must have a clear view at all times. When this is not possible a banksman must be provided. • Any damaged mirrors must be replaced before using the machine again. • Fork lift trucks must not be used as a working platform unless converted in accordance with the HSE Guidance Note PM/28. • Machines are to be fitted with a reverse warning device.

5.30. Use of Ladders

Activity: Use of Ladders

Potential Hazards:

- Persons falling from height
- Tools or materials falling from height

Safe Working Method:

- *Ladders are only to be used for access work of a short duration such as inspections and are subject to a "Permit to Work" system operated and monitored by the Site Manager. Alloy towers, podium or traditional access scaffolds are to be used as the platforms from which to undertake work at height.*
- Ladders must be inspected prior to use. Ladders are not to be used if during inspection they are found to have any of the following:
    - Splits, cracks, splintering, warping or bruising
    - Missing rungs
    - Undue wear or movement of rungs or
    - Missing or slack wedges or tie rods
- Only ladders of suitable type and length for the job being undertaken are to be used. Timber ladders with metal tie rods beneath each rung are suitable inspection ladders, those without are suitable for access. Metal ladders and timber ladders with metal stile reinforcement must not be used where any electrical hazards exist. Working ladders are to be long enough to allow four rungs above the feet when in the working position. Access ladders are to extend at least five rungs above the stepping off point.
- Ladder stiles must rest on a firm level base and the head of the ladder is to rest on a firm solid surface
- Ladders must be set at a working angle of 75 degrees; i.e. 4 vertical to 1 horizontal and must be secured by both stiles near the upper resting place. When it is not possible to secure the upper stiles, ladders are to be secured using one of the following alternative methods:
    - Footing, i.e. a person standing at and holding the bottom of the ladder
    - The use of a restraining device fixed to the upper stiles, or
    - Securing the ladder at its lower end.
    - The overlap of any two adjacent sections of an extension ladder is not to be less than:

Closed ladder length:	less than 5m	overlap 1.5 rungs
Closed ladder length:	between 5 & 6m	overlap 2.5 rungs
Closed ladder length:	more than 6m	overlap 3.5 rungs

5.31. Use of Pneumatic Hand Tools

Activity:	Use of Pneumatic Hand Tools
Potential Hazards:	• Cuts and abrasions • Hearing loss • Eye injury • Vibration white finger
Safe Working Method:	• All pneumatic hand tools and associated equipment are to be in good working order and regularly maintained. • Only persons trained in their use are to operate pneumatic hand tools and then only when using the appropriate PPE. • Operatives are to take frequent short breaks when operating pneumatic hand tools. Longer breaks may be required if tingling of the fingers persists.

5.32. Use of Tower Scaffold

Activity:	Use of Tower Scaffold
Potential Hazards:	• Collapse of tower • Persons or materials falling from height • Overturning of tower • Striking overhead obstructions • Unplanned movement of tower
Safe Working Method:	Erection of towers is only to be undertaken by a nominated, trained and certificated person. • Pre-fabricated towers are to be erected strictly in accordance with the manufacturer's instructions. Tube and fitting towers are only to be erected by a trained scaffolder. The safe working load of any tower scaffold used must be ascertained and never exceeded. Towers are to be inspected and any defects rectified, prior to use. Every seven days after erection, until the tower is dismantled, the results of the inspections are to be entered in our F91. • The working platforms of all tower scaffolds are to be fully close boarded. Tower scaffolds over 2m high are to be fitted with guard-rails, and toe-boards. Materials are not be stacked above toe-board height unless brick guards are fitted. Only essential tools and materials for the immediate task are to be on the working platform. Debris and surplus materials are to be removed as soon as possible in order to maintain a clear working area. Persons and materials are NOT to be on the working platform while it is being moved. • All towers are to be level and upright. Mobile towers are only to be used on level concrete, tarmac or similar surfaces. Towers used on other surfaces are to be based on sole boards of at least 1000 sq. Cm. Access to the working platform is only to be via the inside of the tower. The height of a free-standing tower is not to exceed: o 3.5 times the minimum base width for internal use, and o 3 times the minimum base width for external use • Towers erected to greater heights are to be suitably tied to the building or structure. • The height of a tower is to be reduced as necessary to avoid overhead collisions and holes and other ground level obstructions in the path of a mobile tower are to be eliminated prior to movement. Towers are only to be moved by pushing or pulling at the base. • All wheel brakes on mobile towers are to be fully applied at all times other than during positioning of the tower.

5.33. Working on Live Sewers – Not applicable to this project.

Activity:	Working on Live Sewers
Potential Hazards:	• Suffocation (lack of oxygen) • Toxic atmosphere • Flammable atmosphere • Being drowned or swept away • Bacterial infection
Safe Working Method:	• All operatives to have had adequate and suitable training i.e. confined spaces training if appropriate. • Operatives to be in good health (e.g. not suffer from claustrophobia, heart conditions, nervousness, lack of smell, skin disorders etc.). • Work to and understand written method statement. • Consider using "permit to work" system. • "Vent" all confined spaces before entry. • Atmospheric tests before and continuously while operatives at work. • Access/egress to be a minimum of 460 x 410 mm. • Operatives to be equipped with adequate and suitable PPE e.g. gloves. • Wash hands and any areas of skin that come into contact with contaminated water or surfaces. • Plan and practice emergency procedures. Test equipment prior to use. • Trained and suitably equipped person(s) remain at entrance for duration of work.

5.34. Working at Height

Activity:	Working at Height
Potential Hazards:	• Persons falling • Materials and tools falling
Safe Working Method:	• Prior to any work at height an assessment of that work and the potential hazards is to be made either by; the sub-contractor carrying out that work or; where the work is complex and involves more than one trade, the site management in consultation with those trades and/or the safety consultant. • All operatives carrying out work at height are to be informed of potential hazards and the safe working method to be used as disclosed by the assessment. • A suitable working platform and safe access is to be provided and maintained for the duration of the works. • Where the provision of a working platform is not practicable, safety harnesses and/or nets attached to suitable secure points are to be used. • Persons other than those directly involved are to be prevented from working, or passing beneath, any works at height. • Access to the working area is to be removed or securely fenced to prevent unauthorised use outside working hours and when unattended.

5.35. Working Alongside Potentially Hazardous Asbestos Material – Not applicable to this project

Activity:	Working Alongside Potentially Hazardous Asbestos Material
Potential Hazards:	• Asbestos of the lung • Lung cancer • Mesothelioma • Laryngeal cancer
Safe Working Method:	Conlon Construction insists on clarification with regard the presence of asbestos in any building within which its personnel are asked to work. Generally this information is requested from the Client and Principal Designer well in advance of project commencement. For any buildings likely to have been constructed prior to 2000 Conlon Construction insists upon sight of a 'Refurbishment / Demolition Survey' (formerly type 3 survey) and proof of clearance of asbestos containing materials. In the event that certain areas have not been investigated these will be clearly marked and zoned so as not to be entered in error. No 'invasive' work of any kind will be undertaken in such areas until a survey has been undertaken and the results confirmed and acted upon. All Conlon Construction management staff have received training on asbestos awareness. All Conlon site personnel have watched an asbestos awareness DVD produced by Construction Skills. All personnel including those of sub-contractors are instructed not to disturb any materials they suspect might contain asbestos. If any asbestos is present or is suspected do not carry out any further works until either the material has been safely removed by a licensed remover, or a sample of the suspected material has been removed from the site by the remover and scientifically analysed in a laboratory. If the test results exceed those laid down in the 'Control of Asbestos Regulations 2012'. A licensed contractor for the removal of asbestos must be appointed. To avoid any day to day delays, it is therefore essential that all the asbestos identified in the 'Refurbishment / Demolition Survey' (formerly type 3 survey) is removed in the known works areas prior to any construction works occurring. If when the works are opened up further suspected material is found then the procedure detailed above must be followed. If in any doubt stop work immediately – do not proceed & inform the Site Manager.

5.36. Working in an Existing School Environment, Co-ordinating the Fire Plan – Not applicable to this project

Activity:	Working in an Existing School Environment, Co-ordinating the Fire Plan
Potential Hazards:	• Death or injury by fire • Confusion to operatives/school pupils & staff • Evacuation to areas of danger/machinery
Safe Working Method:	At the start of the new scheme the Site Manager will arrange a meeting with the head teacher or appointed member of staff, to discuss and agree a co-ordinated fire plan. Mobile & site office telephone numbers will be exchanged. Our site fire plan will operate for the confines of our site. Assembly points will be outside the site office or as otherwise indicated and agreed. The school fire plan will also continue to operate as normal, but at this above meeting any areas of overlap/restrictions will be discussed and agreed. Any fire escape routes that are blocked by construction operations will need to be altered to escape elsewhere or signs removed and the fire plan amended. If the fire alarm is for any reason to be deactivated then the school must be informed in advance, and alternative warning system using battery operated "push button" sirens or similar devices (which will be supplied). We will ensure that fire exit routes are kept clear at all times and no alterations are made without agreement in advance. As soon as possible after the job starts a joint fire drill will be arranged and repeat drills afterwards at regular agreed intervals.

5.37. Traffic Routes on Site

Activity:	Traffic Routes on Site
Potential Hazards:	• Injury or death for collisions • Damage to buildings/materials
Safe Working Method:	All traffic routes are identified on the site layout plan. On site they will be all be stoned up and fenced off with appropriate fencing. Warning signage will also be used on and off site. Pedestrian crossing points will be used as shown on the site plan. All wagons entering or leaving the site will use the access as outlined in the Construction Phase Plan. When working adjacent to schools all deliveries times are restricted to avoid peak periods of collection/drop off.

A banksman will be available to escort any large wagons or vehicles off the site as required.
See the CMP annexed to this document

5.38. Loading/Unloading on Site

Activity:	Loading/Unloading on Site
Potential Hazards:	• Death or injury to persons • Damage to or from falling materials • Falling from vehicles
Safe Working Method:	All wagons will enter the site via access routes shown on the site traffic plan. Unloading will take place as shown on level hard standing areas. Arrangements will be made for the safe offloading of materials with particular attention being given to the hazards of work at height i.e. potential falls from the back of the vehicle. Small items weighing less than 22kg can be unloaded by hand. Items over 22kg should be unloaded using team lifting, or by the site telehandler or Hi-ab crane. Upon arrival and parking on the unloading area, if the driver needs to access the rear or trailer of his vehicle then in the absence of any other fall restraint system air bags will be positioned at ground level to protect him from falls. The load will then be unloaded by Hi-ab crane or via the site telehandler machine. This must only be used by adequately trained personnel and within its lifting capabilities (refer to the load information supplied with or attached to the machine). See the CMP annexed to this document

5.39. Working Alongside Existing Occupied Buildings

Activity:	Working Alongside Existing Occupied Buildings
Potential Hazards:	• Damage to existing property • Death or injury from existing services • Injury to pupils/staff from the works • Noise/dust disruption
Safe Working Method:	Prior to commencing any works the Site Manager will discuss the nature of the works and identify the potential hazards. Ideally all occupants will be relocated elsewhere. If not then adequate protection of buildings and windows must be in place prior to commencement. Refer to all utility plans, and conduct a visual inspection of the existing premises prior to any excavation or demolition works. 'Cat scan' all areas of excavation. Disconnect or make safe any services prior to commencement. Prior to any demolition or breaking into existing structures refer to the Type 3 asbestos survey report (see separate risk assessment) as well the drawings of the existing building. Do not carry out any works which will undermine or affect the strength and structure of the existing building without guidance first from the Structural Engineer or architect. In the event of any suspected movement or damage being caused to the existing building, stop work immediately, raise the alarm, evacuate the occupied building and site and then notify the emergency services and the structural engineer.

Section 6 – Fire Action Plan

Introduction

The Fire Action Plan is intended to support the Construction Phase Plan developed for the project.

It has been written in accordance with the requirements of the CDM Regulations 2015 and Regulatory Reform (Fire Safety) Order 2005.

1. Prevention of risks from fire etc.
2. Emergency routes and exits.
3. Emergency procedures.
4. Fire detection and firefighting.

The recommendations contained in the following documentation are also taken into account:

1. Fire Safety in Construction Work H.S.G. 168.
2. Fire Prevention on Construction Sites, published by the Construction Federation and the Loss Prevention Council.

6.1 Organisation for Fire Safety

At all projects where Conlon Construction are undertaking the role of Principal Contractor we will appoint a competent person in the position of Site Fire Safety Co-ordinator – generally this will be the Site Manager.

The Site Fire Safety Co-ordinator will have the following duties regarding fire safety on the site:

1. Assessing the degree of fire risk.
2. Ensuring that a Fire Safety Plan is formulated and produced.
3. Monitoring and ensuring that the Fire Safety Plan is understood and put into practice.
4. Updating the Fire Safety Plan as necessary either by the marking up of controlled site drawings or by the appending of relevant information to the Plan.

The Site Fire Safety Co-ordinator will further ensure that:

1. All persons on site are aware of and will comply with the measures, standards and controls in the Fire Safety Plan.
2. Regular checks are carried out on all fire escape routes, signage, firefighting equipment and alarm devices.
3. There is a good standard of liaison with the local fire brigade and that all necessary and reasonable tours and inspections are arranged.
4. Site security personnel or lone works, especially those employed during silent or non-working hours are familiar with site fire procedures as described in the Fire Safety Plan.
5. During an alarm or fire related incident, that there is a safe evacuation of site to the specified muster point and to identify from a nominal roll that all persons known to be on site are identified as having vacated the premises.
6. A Hot Work Permit system is established and implemented.

Where the size of a project justifies such action, the Site Fire Safety Co-ordinator will appoint a Site Fire Marshall who will be responsible for:

1. All duties of the Site Fire Safety Co-ordinator, as described in 2 above in the event of the extended absence from site of the Site Fire Safety Co-ordinator for any reason.

2. To undertake all reasonable duties to assist the Site Fire Safety Co-ordinator in the implementation of the Fire Safety Plan.

The site emergency procedure will follow Manchester Central procedure.

Appointments:

Position	Appointee	Appointed by	Accepted (Signature)	Date
Site Fire Safety Co-ordinator	P Hilton	TBC		
Site Fire Marshall	J Proctor	P Hilton		

6.2 Site Precautions, Warning Alarms and Extinguishers

Fire points will be located as detailed on the fire plan drawing. Each fire point will comply with the following requirements:

1. Fire points will be located in such a position as to be within or directly adjacent to any dedicated fire escape route(s). They will in no way be situated as to obstruct or in any other way confine the escape route(s).
2. Each fire point will be clearly identified.
3. Fire points will contain appropriate equipment and information.

Central fire points will be established for any house building areas.

Written fire orders will be produced and displayed at prominent locations on the site and will contain the following information:

1. Method of raising the alarm in the event of a fire.
2. Method of calling the Fire Service (including location of telephones and any special arrangements i.e. during silent hours).
3. Action to be taken upon hearing the alarm.

The primary fire risks to the site have been identified as:

1. Class A – Carbonaceous (wood, paper, cloth etc.).
2. Class B – Flammable liquids (adhesives, bitumen, paints etc.), electrical and liquefied petroleum gases (LPG).

Portable fire extinguishers of the approved types will be located at each fire point. The types supplied will be appropriate to the working environment and may include:

1. Water 9ltr – 1no. to each fire point.
2. Dry powder 6kg – 1no. to each fire point.

6.3 Hot Works Permits

1. Works on site which include welding and cutting, brazing, the use of blow lamps, soldering equipment, bitumen and asphalt boilers and heaters and any other equipment which may produce heat, sparks or having naked flames will be controlled on site by the use of Hot Work Permit system.
2. The Site Manager or other suitably qualified person will be responsible for issue of Hot Work Permits.
3. The permit will be for a specified time period, limited so as to control adequately the risk from hot working and to ensure that all hot work and associated equipment and materials are in a safe condition prior to works, during the works and at the close of work each night.
4. Prior to issue of the permit, the Site Manager will ensure that the area of the proposed works will be as clear as is reasonably practical of any and all combustible materials. All fabric, fixtures and fittings which by their nature cannot be removed will be adequately protected against the risk from combustion by sheathing, shrouding or other adequate, suitable and practicable means.
5. Portable extinguishers of the correct type and specifications will be at hand during the works which will be monitored by competent trained persons.
6. Welding works which may give rise to flash burns, arc eye or similar associated hazards will be adequately screened using non-combustible materials.
7. If bitumen boilers or asphalt heaters are taken onto roofs, these must be insulated against the risk of combustion to the roof surfaces upon which they are to be located during the works. LPG feeder bottles will be limited to the minimum necessary to carry out the works and will be situated at no less than 3 meters from the burners and only armoured feeder hose used. A separate dry powder extinguisher will be kept readily available.
8. All hot works are to be ceased at least one clear hour prior to close of business. During this hour the supervisor will check the works and ensure that all equipment is shut down and that there is no smouldering or other fire related hazards resultant from the works.

The procedure to be followed in the operation of a Hot Work Permit System is as follows:

1. The Site Manager must ensure that the checks as indicated in 4 above are carried out.
2. Part 1 of the permit must be completed and signed by the Site Manager and handed to the person carrying out the works who must in turn sign Part 2.
3. The person carrying out the works must complete the remainder of Part 2 at the end of the works or at the expiry of the permit and return the permit to the Site Manager.
4. The Site Manager and the person carrying out the works will together carry out the final inspection and upon satisfactory completion of the check; Section 3 shall be signed off.
5. The Site Manager may delegate any of the duties regarding the permit to his assistance but must add a note to the permit that this is the case;
6. All permits will be kept in a suitable register for future reference.

6.4 Site Accommodation

1. Adequate fire precautions will be maintained within buildings provided for accommodation and storage purposes.
2. Flammable materials and items will not be stored inside nor underneath these portable buildings.
3. If a portable building is to be used as a drying room, coat stands and drying racks must be positioned at a safe distance from heaters.
4. Any other heating units within portable buildings will be securely fixed in position, preferably above floor level and with guards affixed as necessary.

6.5 Fire Escape Routes – These will be the designated Manchester Central routes.

1. The site will have clearly identified emergency escape routes to be used in the event of a fire or other emergency. These routes will be clearly identified by means of signage to BS.5499 : Part 1 1996.
2. Fire escape routes will be kept clear of all obstructions including plant, materials, cables, scaffoldings and access equipment and will be kept clear of debris and arisings from the works.
3. In the event of a dedicated escape route becoming blocked due to necessary works, an alternative and viable temporary escape route will be identified and indicated as such by adequate signage. All emergency equipment from fire points will be transferred as necessary to the temporary route whilst the main route is out of use. The main escape route will be re-established as soon as is reasonably practicable following completion of the necessary works.
4. The Site Fire Safety Co-ordinator or Fire Marshall will inspect the escape routes on a regular basis to ensure that these routes are not blocked or obstructed in any way.

6.6 Fire Service Access, Facilities and Co-ordination

Conlon Construction will make contact with the local Fire Service where appropriate to ensure that they are aware of the site and the nature of the work.

6.7 Fire Training

1. Conlon Construction Limited will train staff to implement site fire safety procedures as detailed in this Fire Safety Plan. This is of particular relevance to the positions of Site Fire Safety Co-ordinator and the Site Fire Marshall.
2. All sub-contractors and their staff and visitors to site will be given a brief induction training to ensure that they are aware of escape routes, Fire Point Locations, Fire Orders, muster points and all other fire associated implementations on site in accordance with this plan. It is anticipated that the Site Fire Safety Co-ordinator or the Fire Marshall will give these induction talks.

6.8 Countering Arson

1. Conlon Construction Limited will undertake to ensure in so far as is reasonably practicable that all persons working on or visiting site shall be identified as having required access to the site by their Site Management Team.
2. The site will be enclosed so that access points to and from the site can be adequately controlled.
3. Where site security guards occupy the premises (during silent or non-working hours) they have full access to all necessary emergency equipment and a means of notifying the Fire Service in the event of fire caused by arson or otherwise.
4. Site security guards may also be required by the Site Fire Safety Co-ordinator to inspect areas where hot work has taken place in order that combustion due to hidden smouldering or similar may be avoided.

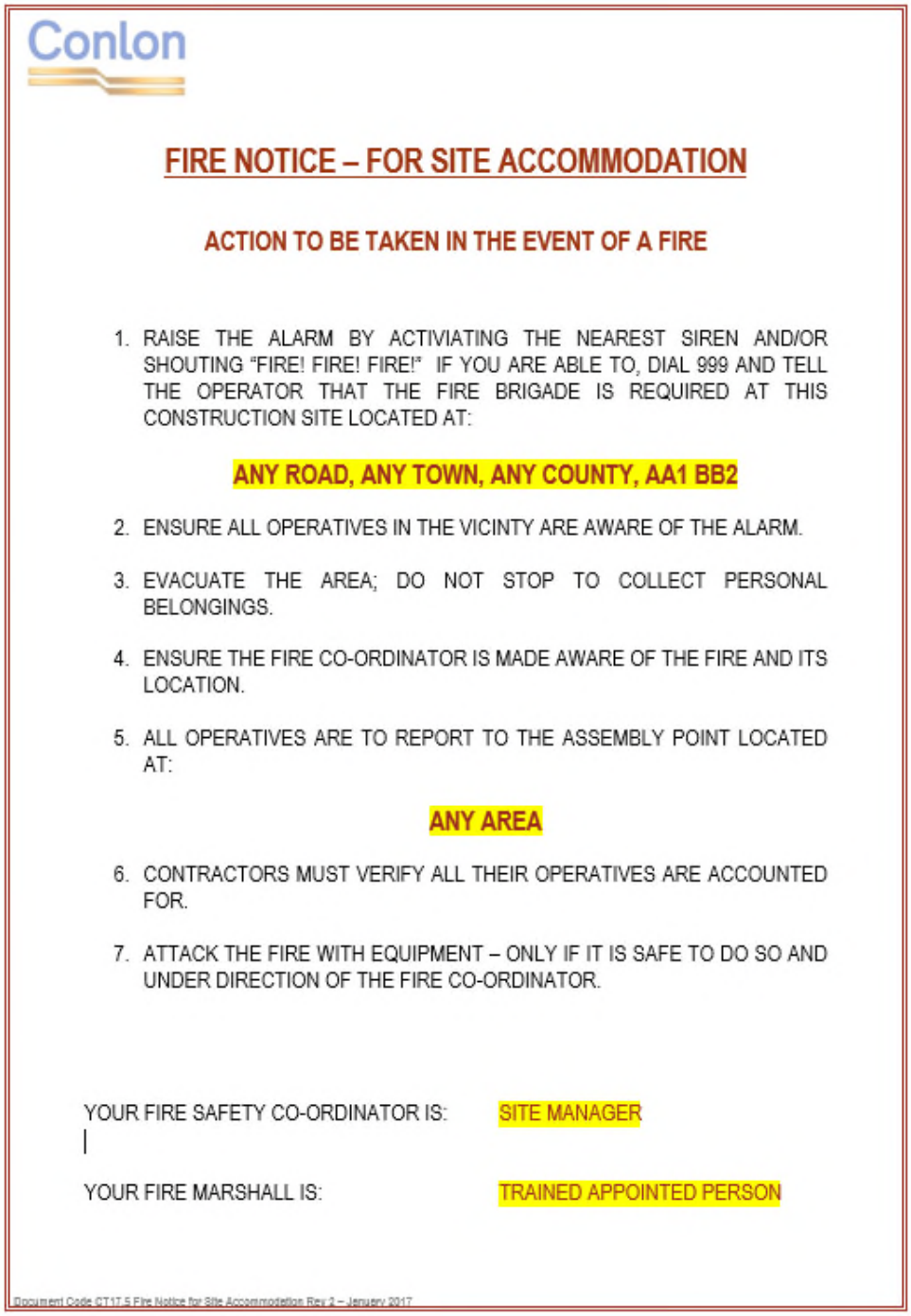
6.9 Materials Storage & Waste

The following best practice procedures should be implemented by the Site Agent / Fire Marshall. Should there be difficulty in achieving the aims listed the matter should be brought to the attention of their Contracts Manager.

1. Flammable materials will be stored in dedicated non-combustible containers such as metal shipping containers or similar. These containers shall be secured unless materials are being moved into or taken from them.
2. Flammable materials of incompatible types will not be placed into mixed storage (i.e.chlorinated paints and solvents and isocyanates with standard oil based paints).
3. LPG cylinders and highly flammable liquids will be stored in open-air compounds which are dedicated to that purpose. The compounds will be securely fenced and shaded from direct sunlight and shall be situated not less than 4 metres from any building or boundary fence unless the boundary is a wall with 30 minutes fire resistance, the wall to extent at least one metre above the tops of any drums or cylinders in storage.
4. Storage units and compounds will be clearly marked with signs to indicate their contents and will be liable to a non-smoking policy which will be rigidly enforced.
5. Any electrical lighting or fittings located in the areas occupied by stored flammable and gases will be intrinsically safe in operation to avoid spark related ignition.
6. All flammables used on site will be removed from the works area at close of business each night and taken to the dedicated storage areas. Flammable materials will not be left within the site building areas out of working hours;
7. The site will be kept in a clean and reasonable condition with all arisings, including flammables such as wood shavings and PVC cable off-cuts etc. being cleared up as regularly as practicable but at least once per day to leave the site clear and clean at close of business.
8. The burning of waste or surplus materials will not be permitted on the site.

6.10 Fire Notice – For Site Accommodation

Below is a typical fire notice, this will be completed as appropriate for the site outlined in the Construction Phase Health and Safety Plan.



Conlon

FIRE NOTICE – FOR SITE ACCOMMODATION

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

1. RAISE THE ALARM BY ACTIVIATING THE NEAREST SIREN AND/OR SHOUTING "FIRE! FIRE! FIRE!" IF YOU ARE ABLE TO, DIAL 999 AND TELL THE OPERATOR THAT THE FIRE BRIGADE IS REQUIRED AT THIS CONSTRUCTION SITE LOCATED AT:

   ANY ROAD, ANY TOWN, ANY COUNTY, AA1 BB2

2. ENSURE ALL OPERATIVES IN THE VICINTY ARE AWARE OF THE ALARM.
3. EVACUATE THE AREA; DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
4. ENSURE THE FIRE CO-ORDINATOR IS MADE AWARE OF THE FIRE AND ITS LOCATION.
5. ALL OPERATIVES ARE TO REPORT TO THE ASSEMBLY POINT LOCATED AT:

   ANY AREA

6. CONTRACTORS MUST VERIFY ALL THEIR OPERATIVES ARE ACCOUNTED FOR.
7. ATTACK THE FIRE WITH EQUIPMENT – ONLY IF IT IS SAFE TO DO SO AND UNDER DIRECTION OF THE FIRE CO-ORDINATOR.

YOUR FIRE SAFETY CO-ORDINATOR IS: SITE MANAGER

YOUR FIRE MARSHALL IS: TRAINED APPOINTED PERSON

Document Code CT17.5 Fire Notice for Site Accommodation Rev 2 – January 2017

6.11 Hot Work Permits

Sample Hot Work Permit

Conlon

Contract Number:
Contract Name

Permit No:
Sub-Contractor

HOT WORKS PERMIT

1. Details of exact location and work to be done including details of plant and equipment being used::			
2. Hot work permits to work to be **issued on a daily basis**			
From (Date):	Time	To	Time
Notwithstanding the Permit Validity Period stated above, this permit is only valid provided the works continue to be carried out in accordance with the agreed RAMS. If circumstances change, you must stop work and report changes to the Authorised Person.			
3. Description of fire/explosion hazards: *State flammable gases, liquids, vapours involved, noise, toxic/dangerous chemicals, steam, hot liquids etc.* **Before closing the permit, the work area must be checked**			

4. Precautions to be taken (to be completed by Conlon SM with Contractor in attendance)	Yes	No	N/A
Hot work **must cease at least one hour before end of shift**			
Services affected must be isolated before work commences (if possible)			
Isolate smoke detectors in vicinity of hot works			
A suitable fire extinguisher must be available and be kept close at hand at all times			
Supervisor must ensure suitable personal protective equipment is provided and worn by operatives			
All cylinders must be transported secured and upright			
Valves, hoses and gauges must be in good condition			
All cylinders must have flash back arrestors fitted			
When not in use cylinders must be shut off and returned to suitable store. Note Gas bottles must be stored in a secure well ventilated cage, with appropriate signage and located in accordance with the site fire risk assessment			
LPG cylinders must not be left in the building overnight without formal approval			
Arc welding equipment will comply with current standards			
Spent welding rods must be immersed in a bucket of water			
Minimum radius of hot work to be two metres from other persons working. Screens should be erected if needed			
Work areas to be kept tidy and free from combustible materials before and during the hot works (check both sides of partition walls in case heat can be transferred by conduction)			
When working in riser shafts or on staging cylinders work will be secured and openings to other levels covered with a fire blanket or other non-combustible materials			
Operatives must remain in the area for 15 minutes following completion of work to ensure there is no hot spot residue			
Operatives carrying out hot work			
Must understand the permit conditions and the fire and safety precautions			

Document Code CT17.7a Hot Works Permit Rev 1 – January 2017

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Conlon

Contract Number: Permit No:
Contract Name Sub-Contractor

Must be in possession of a permit at all times							
Must stop work if required to do so by an authorised person							
Must report immediately any hazard likely to affect the fire and safety precautions							
Must ensure a satisfactory access/egress from the work area							
Must ensure that all equipment/hoses etc are in good condition							
Atmospheric Testing: (if the area is not ventilated); Area combustible liquids, vapours, gases or dusts present?							
Is Mechanical ventilation required							
Reading Taken By		Date		Time			
Detector Reading		Specify Gas					

5. AUTHORISATION: I have personally checked the above conditions and consider it safe to carry out this work.

Authorised Person (name): ..... Time: ..... hrs

Signature: ..... Date: .....

6. ACKNOWLEDGEMENT: I understand the hazards of this work and the precautions to be taken. These have been fully explained to the operatives who will carry out this work who I consider competent to carry out the task(s) described.

Competent Person (name):..... Time: .....hrs

Signature: ..... Date: .....

7. Date extension: Subject to the above **NOT CHANGING** this permit can be extended for additional dates during the week(Mark N/A if none are required) the expiry time of this permit is extended: **THIS MUST BE SIGNED ON/OFF DAILY**

	Authorised By (Conlon)	Accepted By (Subcontractor)	Conlon Sign Off (include Time)	Subcontractor Sign Off (include Time)
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

8. CANCELLATION. I confirm that the work is now complete. The work area and adjacent areas, to which heat and sparks might have spread, have been thoroughly inspected. I understand that further work of this nature will require a new permit.

Competent Person (name):..... Time: .....hrs

Signature: ..... Date: .....

I accept that the work has been safely completed. The work area & adjacent areas have been checked again **1 HOUR** after work ceased, to ensure no smouldering has taken place and that there is no risk of a fire starting up and I confirm this permit is cancelled.

Authorised Person (name):..... Time: .....hrs

Signature: ..... Date: .....

Note: This permit is automatically suspended upon sounding of emergency alarms. Check with Authorised Person before recommencing work.

Document Code CT17.7a Hot Works Permit Rev 1 – January 2017

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Section 7 – Health & Safety Induction Training Manual

Introduction

Conlon Construction recognises it has both a legal and moral requirement to train site personnel in aspects of health and safety.

It is our company policy that all personnel must receive a level of training prior to commencing work on any Conlon Construction site.



Michael Conlon
Construction Director & Director Responsible for Health & Safety

7.1 Site Safety – General Rules

Safety is everyone's responsibility and everyone must work safely at all times.

Any unsafe situations must be reported immediately.

Any Employee or Operative who identifies any shortfall concerning Health, Safety and Welfare should immediately bring it to the attention of their immediate Supervisor.

If suitable action is not taken, then representation is to be made to the Site Manager, Contracts Manager or Group SHE Manager.

7.2 Legal Health & Safety Duties

Sections 7 and 8 of Health and Safety at Work Act 1974 impose a duty on all employees at work to take precautions for their health and safety and of other persons who may be affected by their acts or omissions.

1. Employees will co-operate with the employer as far as is necessary in order for them to apply their statutory duty in all safety matters.
2. No employee shall interfere with or misuse anything provided in the interests of health and safety for themselves or others and is duty bound to report or put right any hazards that could cause injury to themselves or others.
3. All employees are encouraged to make suggestions for improving safety at work, either personally or through the safety representative. Employees can freely consult the Site Manager, Contracts Manager, Group SHE Manager or the Safety Director on all matters to do with health and welfare.
4. Employees must carry out instructions given to them following risk assessments.
5. Employees must familiarise themselves with all Method Statements relating to their work and ensure that they follow them closely. A copy of all Method Statements relating to operations on a particular site will be kept in the site office.
6. Any employee may seek instruction and training and must co-operate with the Employer in any arrangement made for such training.
7. Employees must not operate plant or machinery unless they have been properly trained in its use and operation.
8. Employees must seek first aid treatment for every type of injury and ensure an entry is made in the Accident Book.
9. Employees must take good care of, and wear at all times, any protective equipment issued under statutory or work-place requirements.

[ENTER THE NAME OF THE CONTRACT HERE]

Contracts Manager:	Paul Hilton
Site Manager:	Jamie Proctor
Independent Safety Consultants:	R G Wilbrey (Consultants) Ltd
Principal Designer:	Peter Gillett. (Aegis Services Ltd)
First Aider:	Jamie Proctor

Nearest hospital with an Accident & Emergency Department (refer to the canteen notice board for directions):

Manchester Royal Infirmary

Oxford Road

Manchester

M13 9WL

0161 276 1234

7.3 Personnel

No person under the age of 16 will be allowed to work on site.

To minimise risks to personnel from the hazards of fire and passive smoking, **NO SMOKING IS ALLOWED ON SITE EXCEPT IN THE DESIGNATED AREA**.

No person will be allowed to remain on site who in the opinion of the Site Manager is, or may be, under the influence of alcohol or drugs, or who is medically or physically unfit.

Report any medical conditions to site staff **before starting work** (i.e. epilepsy, heart conditions, diabetes, or any other condition that may affect the safety of the employee or others).

Please state any drugs or treatment that is being given.

7.4 Protective Clothing

Any sub-contractors shall ensure that where necessary their employees are provided with and use suitable protective clothing.

Basic protection, helmets, hi vis vests, goggles, gloves, ear defenders and face masks are available on request from the site office and must be signed for.

Sub-contractors and their employees who arrive on site without the appropriate equipment may be sent home or provided with the appropriate equipment for a small charge. Should they be sent home, no payment will be made for that day.

7.5 Footwear

Suitable footwear must be worn at all times. Conlon Construction provides protective footwear free of charge for all employees.

Only footwear with protected (steel) toe-caps and mid-soles are considered suitable for construction work.

Wellington boots must be worn when carrying out concreting work to avoid chemical burns.

If sub-contractors or their employees arrive on site without appropriate footwear they will be sent home. Should this happen no payment will be made for that day.

7.6 Eye Protection

Eye protection must be worn at all times on site, unless the Risk Assessment states otherwise. A permit must be issued if there is an exemption. Only eye protection to EN166 or 'overglasses' carrying a CE mark are deemed suitable.

Conlon Construction provides goggles free of charge for all employees.

Should sub-contractors arrive on site without goggles they will be provided, signed for and a small charge will be made.

Dust, shavings, splashes of cementitious materials such as mortar or concrete and other objects such as grinding sparks may not just affect the user of plant but also those nearby. By ensuring that all persons on site are wearing eye protection at all times the chances of being blinded at work should be eliminated.

Anyone found to have removed their eye protection will be dismissed from site. Should this happen no payment will be made for the rest of that day.

In the case of Conlon employees this will also lead to disciplinary procedures. For sub-contractor employees a second incident will lead to permanent exclusion from Conlon sites.

7.7 Head Protection

It is the policy of the company that all persons whilst on site must wear suitable head protection. Conlon Construction provides helmets free of charge for all employees.

Should sub-contractors arrive on site without helmets they will be provided, signed for, and a small charge will be made.

The wearing of head protection shall be readily enforced with no exceptions.

Anyone found to have removed their helmet will be dismissed from site. Should this happen no payment will be made for the rest of that day.

In the case of Conlon employees this will also lead to disciplinary procedures. For sub-contractor employees a second incident will lead to permanent exclusion from Conlon sites.

7.8 Hearing Protection

Conlon Construction provides ear defenders free of charge for all employees.

Any operation or tool on site that produces noise levels above 85db requires hearing protection to be worn. Ear plugs may be suitable at this level.

Should sub-contractors arrive on site without ear defenders they will be provided, signed for, and a small charge will be made.

Should the level exceed 90db then ear defenders **must** be worn.

Noise levels are generally attached to tools however if this is not the case ask the Site Manager whether ear protection is needed. As a rule of thumb, if you have to raise your voice to speak to someone 2m away, ear protection is necessary.

If in doubt - protect your hearing

Noise does not just affect the user of plant but also those nearby. The user of plant creating noise has a duty to ensure that any other people working nearby are also wearing ear protection.

7.9 Ladders & Step Ladders

Generally on Conlon sites ladders will only be used as access to scaffold platforms. Other than this, ladders may only be used for inspection purposes of very short duration i.e. less than 15 minutes.

Ladders must be of sound construction, be securely tied at all times, be placed at the correct working angle of 75 degrees i.e. 1 in 4, and shall extend at least 1.1m above the landing platform.

If you have any doubts about the safety or stability of any ladder, do not use it and notify the Site Manager immediately.

If a ladder becomes damaged in any way do not use it and notify the Site Manager immediately.

The use of step ladders is generally not allowed on Conlon sites, podium scaffolds must be used instead.

Any situation where the use of ladders or step ladders is unavoidable will only be allowed following issue of a Permit to Work by the Site Manager.

7.10 Access Scaffolds – Not applicable to this project

No person other than a competent certificated scaffolder is to erect or substantially alter or dismantle any scaffold. Copies of the relevant certificates are to be shown to Site Managers on arrival and prior to working on the scaffold itself. This applies to tube and clip scaffolds, proprietary scaffolds such as 'Kwikstage' and to Alloy 'zip up' towers.

When toe boards and guard rails are removed for the passage of materials, they must be replaced immediately. If for any reason a scaffold is being altered, others must be prevented from straying into a hazardous area – preferably with a physical barrier. In addition a sign or tape should be displayed indicating that the scaffold is incomplete.

Persons using any scaffold must access it by the ladders provided. Any person endangering themselves or others by climbing up the outside of scaffolds may be sent home. Should this happen no payment will be made for the rest of that day.

7.11 Waste and Storage of Materials

It is highly important that the site is kept clean and tidy. No waste should be allowed to build up, especially on walkways, scaffolds and site traffic routes.

All materials must be stacked in a safe and secure manner so as not to endanger persons passing or working nearby. Particular attention is required when stacking materials at high level or near any excavations. The materials must not be able to fall onto persons working below, or be of such weight that nearby excavations might collapse see section 8.26.

Forklifts (see section 8.20) shall only load out scaffolding on defined loading bays and shall not overload these areas.

All sub-contractors are to keep their work areas clean and tidy by removing waste materials at regular intervals. Such waste shall either be removed from site as agreed or placed in the skips provided.

Should sub-contractors fail to maintain a level of tidiness to the satisfaction of the Site Manager others may be directed to clear up their waste materials. Any costs arising from such action will be charged to the relevant sub-contractor.

7.12 Control of Substances Hazardous to Health

Any sub-contractor is to ensure that all his employees are aware of the hazards and to control the use of any substances used.

Hazardous materials are appropriately marked on the packaging in which they are supplied.

Anyone about to use a substance classified as hazardous on its packaging should ensure that the appropriate control measures or protective equipment are in place **BEFORE** opening the packaging or container.

If in doubt about the appropriate measures consult the Site Manager who is issued with a comprehensive list of C.O.S.H.H. assessment data sheets.

7.13 Asbestos Containing Materials – Not applicable to this contract

Conlon Construction does not carry out work in buildings built prior to 2000 until a 'Refurbishment / Demolition Survey' (formerly type 3 survey) has been undertaken and any materials containing asbestos have been identified and preferably removed. This will either have been done in the past by the building's owner or will be done prior to commencement of any construction work. In either case a copy of the relevant certificate will be posted on the canteen notice board for the reassurance of workers on site.
In the event that the work undertaken might involve opening up areas where the presence of asbestos is either known or suspected a full risk assessment will be undertaken.

If the presence of asbestos is known the area will be sealed off and work undertaken by a registered specialist contractor to make the area safe. Once this work is completed a certificate will be posted on the canteen notice board to reassure all workers.

IF IN CARRYING OUT ANY WORK ON SITE YOU DISCOVER ANYTHING THAT MIGHT RESEMBLE ASBESTOS CONTAINING MATERIALS **DO NOT TOUCH IT AND INFORM YOUR SUPERVISOR IMMEDIATELY.**

All relevant sites will have a regular toolbox talk on this topic together with posters to remind all on site of the potential hazard.

7.14 Canteen and Toilets – Provided at the rear of the Convention Centre in the service area

These facilities are provided by Conlon Construction for the use of all persons working on, or visiting our sites. They are to be kept clean and tidy, and are not to be misused.

No toilet is to be used for cleaning tools or other gear.

Any person found vandalising facilities will be dismissed from site and will be expected to pay for all necessary cleaning and refurbishment.

Any person throwing rubbish on the floor of a canteen rather than using the bin provided may be sent home. Should this happen no payment will be made for the rest of that day.

7.15 First Aid and Accident Reporting

Conlon Construction provides first aid and welfare facilities for persons working on all of its sites. It is the responsibility of all sub-contractors to make themselves aware of these facilities.

All accidents must be reported immediately to the site office. The details of any accident to an employee of Conlon Construction or any sub-contractor employee will be noted in the site Accident Book and on the Accident Record Form. Details of any accident to persons other than Conlon Construction employees will be noted separately for our own records.

Any person involved in an accident must ensure that it is also recorded in the accident book **of their own employer**.

7.16 Vehicles

Parking within site boundaries is not allowed under any circumstances.

All vehicles, once unloaded, should be parked in the public car park.

Conlon Construction will not accept responsibility for damage to or theft from any vehicle that has been parked on a site for the convenience of the driver.

7.17 Fire – Follow the Manchester Central Fire and Emergency Procedure

Everyone must be aware of their actions in case of fire in accordance with the site Fire Safety Plan.

Ensure that you know what the Fire Alarm is;

The location of firefighting equipment; contact details and location of the fire assembly point

Special site arrangements will be included to consider flood, structural collapse, fire, bomb etc

Be aware of any special conditions relating to burning and welding on site if relevant to your trade.

All such fire safety information will be posted on the site information notice board that can usually be found in the canteen.

7.18 Plant, Tools & Machinery

All plant and tools are only to be used by operators competent to use them.

All operators must produce a copy of their certificate of training prior to working on site.

All plant and tools must be safe and maintained in good working order.

Electrical power tools must be tested on a regular basis. Conlon tools have the test date attached to them.

7.19 Dumpers – Not applicable to this project

Dumpers must be driven only by a person trained to do so. A copy of all operator licences must be kept in the Construction Phase Plan.

No person shall be allowed to ride as a passenger unless an approved chair is fitted.

Drivers must dismount whilst the machine is being loaded.

Dumpers must be driven at slow speeds on site and must keep to designated routes. Greater care must be taken when driving in the vicinity of excavations or scaffolding.

7.20 Forklift Trucks

The competency of drivers must be checked and their Approved Training Certification kept up to date. A copy of all operator licences must be kept in the Construction Phase Plan.

As forklift trucks are used for lifting they are required to have weekly checks by the operator.

The result should be entered in the appropriate register kept in the site office.

7.21 Cartridge Operated Tools Not applicable to this project

Persons who use these tools must be trained in their use and must wear the recommended Personal Protective Equipment i.e. eye and hearing protection (training is available from the supplier).

These tools must not be operated close to other persons on site unless they are aware of the operation and are wearing appropriate Personal Protective Equipment themselves.

7.22 Electricity

All portable electrical power tools and equipment used on site must be of a reduced voltage, i.e. 110 volts.

Electrical power tools must not be used by persons who have not been trained in their use. Drill bits must not be changed by persons who have not been trained.

Trailing electrical leads must not be allowed to cause trip hazards for other persons on site. Anyone spotting such a hazard should either tidy the cables or warn other personnel nearby prior to pointing the problem out to the Site Manager.

No persons other than trained and competent electricians are to carry out work on any electrical installations or apparatus.

Electrical power tools are PAT tested on a regular basis. All Conlon Construction tools have the test date attached to them.

7.23 Abrasive Wheeled Machines

This includes, angle grinders, 'Stihl' saws and grinding wheels.

These machines must be used in conjunction with adequate eye protection and hearing protection in addition to face masks and/or dust suppression techniques. Factory fitted guards must **NEVER** be removed.

The only persons permitted to change abrasive wheels are those who have been properly trained in accordance with the Abrasive Wheels Regulations 1970. Copies of any 'Certificate of Training' should be given to the Site Manager for inclusion in the Construction Phase Plan.

7.24 Chainsaws – Not applicable to this project.

Only to be used on site with the specific **written** permission of the relevant Contracts Manager, and then only in conjunction with the correct safety equipment.

7.25 Cranes and Lifting Appliances

All Crane lifts must be subject to a 'Lifting Plan' approved by an Appointed Person in accordance with BS7121. Conlon will usually arrange a crane hire under the CPAs 'Contract Lift' terms and conditions.

Drivers must be trained and hold a current Certificate of Training. A copy will be kept in the Construction Phase Plan.

A banksman who is experienced in loading and signalling must always be used.

All cranes and lifting appliances must be inspected once a week and the results entered in the register kept in the site office.

Cranes must be in possession of a 4 yearly Test Certificate and a 14 monthly thorough examination certificate. A copy of this certificate must be available for inspection by the Site Manager.

All straps, slings, chains, ropes and lifting equipment must covered by a current 6 monthly test certificate. A copy of these certificates must be available for inspection by the Site Manager.

7.26 Excavations – Not applicable to this contract

Any excavation can be liable to collapse. Due to this possibility, prior to any excavation consideration must be given as to how the ground will be supported. Particular thought should be given to any nearby walls or structures to avoid dangers caused by undermining.

Excavations over 1m deep must have suitable barriers to prevent people or vehicles falling into them. Where it is appropriate, excavations should be lit up at night.

Never stride or jump across excavations. Walk around them or cross at any temporary bridge that is provided.

Appendix 1

Pre-Construction Information

Aegis Services Ltd

Appendix 2

Designers Risk Assessments

Contained in Appendix C of the Aegis PCI document.

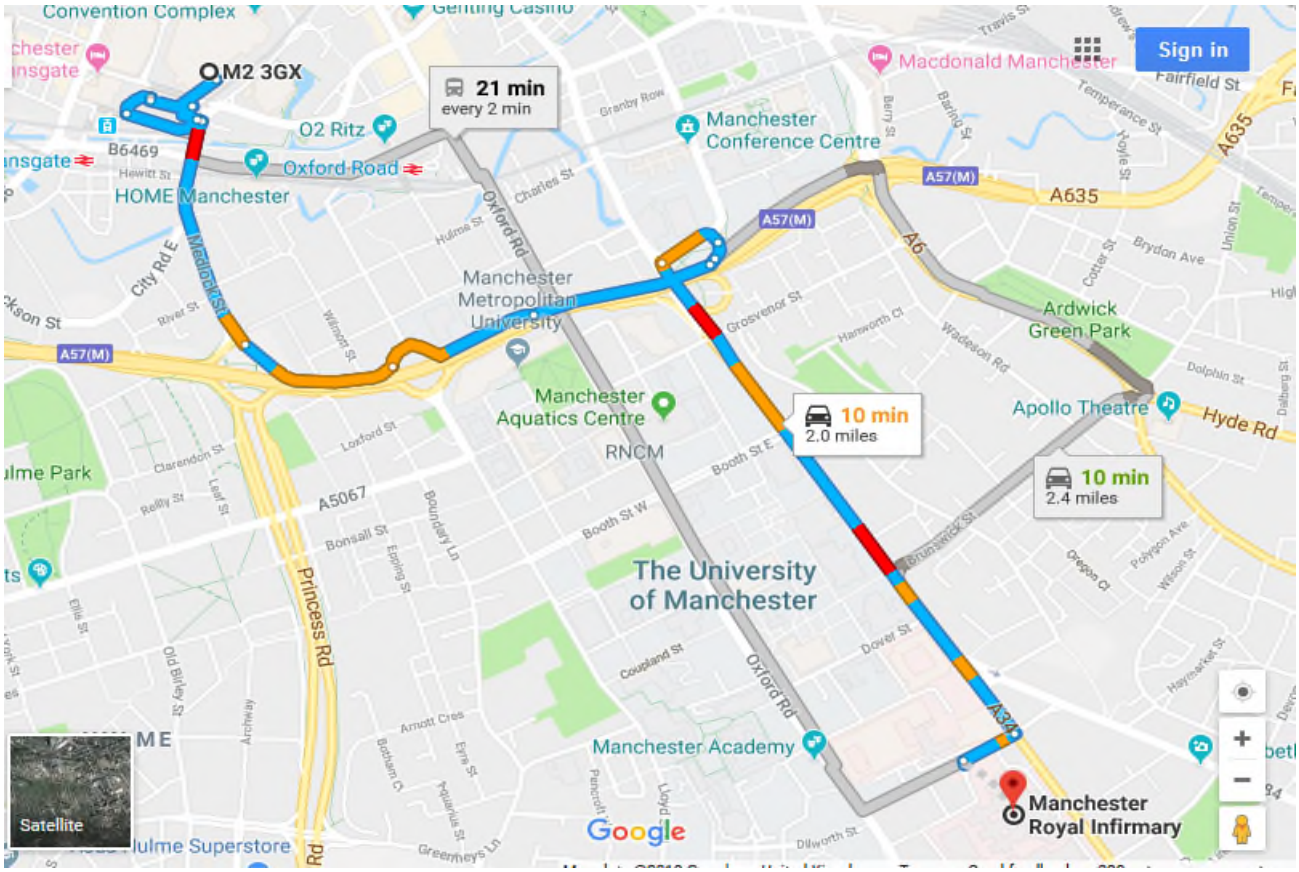
Appendix 3

Site Induction Training Manual

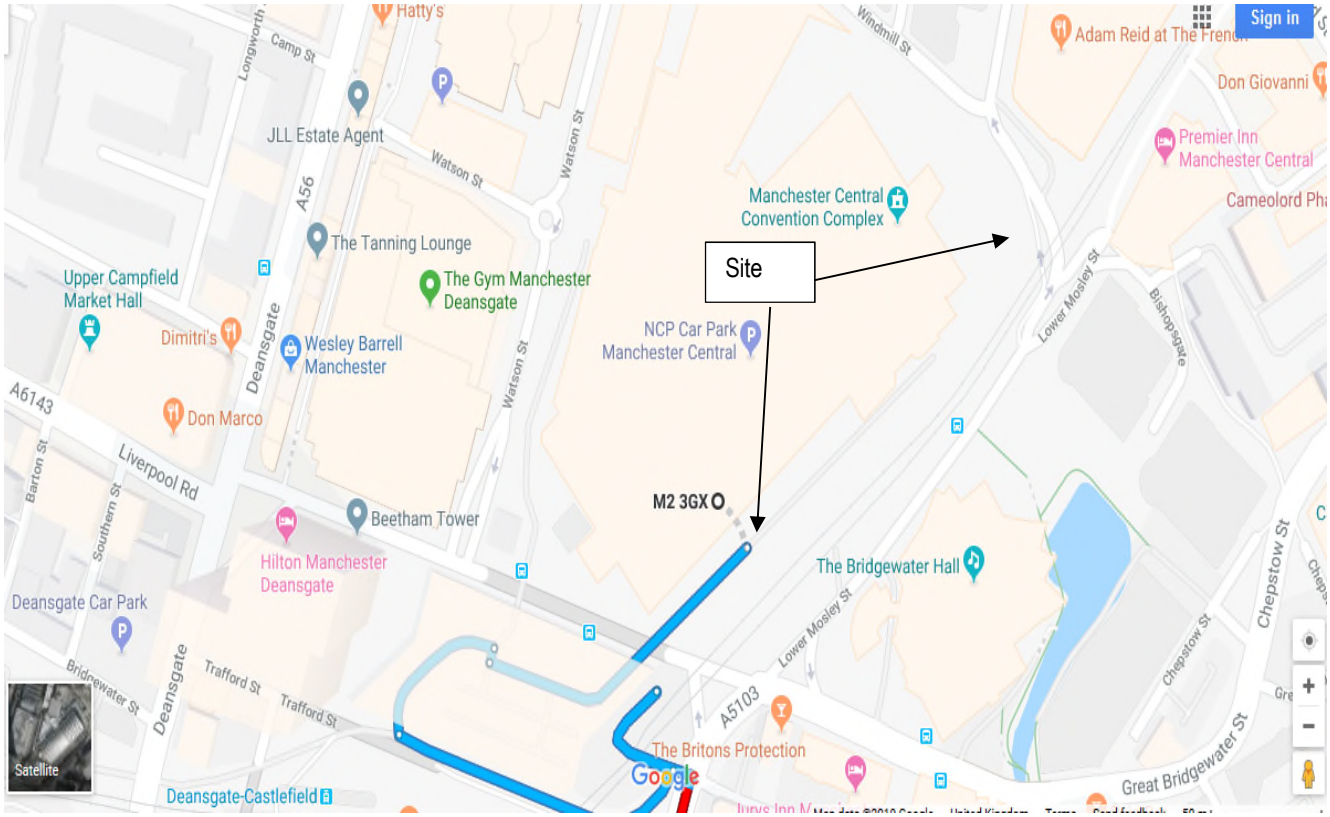
This is a training video delivered at the site induction.

Appendix 4

Hospital Location Map



Appendix 5
Site Location Map



Appendix 6

Emergency Action Notice

Follow the Manchester Central Convention Centre Emergency Action Plan.