trueform

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Date: Feb 19
Rev : 02

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

GREATER MANCHESTER CONNECTED WAYFINDING PROJECT - PHASE 1 AREA

PRINCIPAL CONTRACTOR
CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

Status:	3rd Issue
Date Revised	10/04/2019

Document Control Sheet

Issue No.	Prepared By:	Signed:	Checked By:	Signed By	Date:
1	David Gowans		Trevor Moore		03/01/2019
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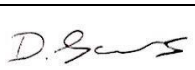
3	David Gowans		Trevor Moore		10/04/2019
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Revision History

Revision	Description
1	First Issue
2	Second Issue
3	Third Issue
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Distribution List

Revision	Description	Recipient	Company
1	First Issue	Rene Guenther	TfGM
2	Second Issue	Edrms.tfgm.com	TfGM
3	Third Issue	Edrms.tfgm.com	TfGM
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Amendments to Document

Section	Details of Change	Date
3.1.10	Site surveys have been completed at all locations and traffic management and lifting arrangements are including in the Lifting Plan – HS/7/2/A1_46 issue 2 (15115-HS-MET-000003)	13/03/2019
11.0	Waste management plan added	13/03/2019
Page 4/5	Dates and duration updated	13/03/2019
2.1	Installations manager removed, contract manager added	13/03/2019
2.3.9/3.1/1/13 PG 20	Changed to nearest hospital, Shudehill removed	10/04/2019

This Health and Safety Plan is prepared in accordance with the Construction (Design and Management) Regulations 2015 'Managing Health & Safety in Construction (L153). It is a working document which will evolve during the course of the construction phase. The Company Health and Safety Policy forms part of the plan and all construction work will take account of its contents. It is the Principal Contractors intention that the project is constructed in such a way that the hazards to the health and safety of all persons either during the construction phase or during the use of the building are eliminated or reduced as far as reasonably practical. All those involved in the project have a duty to comply with the Health and Safety Plan

Section	Contents
1.0	Description of Project
2.0	Management of the Work
2.1	Management structure and responsibilities
2.2	Health and safety goals for the project and arrangements for monitoring and review of health and safety performance
2.3	Arrangements for:
2.3.1	Regular liaison between parties on site
2.3.2	Consultation with workforce
2.3.3	The exchange of design information between client, designer, principal designer and contractors on site
2.3.4	Handling design changes during the project
2.3.5	The selection and control of contractors
2.3.6	Exchange of health & safety information between contractors
2.3.7	Site security
2.3.8	Site induction and on-site training
2.3.9	Welfare facilities and first aid
2.3.10	The reporting and investigation of accidents and incidents including near misses
2.3.11	The production & approval of risk assessments/ method statements
2.4	Site rules
2.5	Fire and emergency procedures
2.6	Health and Safety Goals
2.7	Pre- Construction Information
3.0	Arrangements for controlling Significant Site Risks
3.1	Site Safety Risks
3.1.1	Site delivery and removal of materials, including storage
3.1.2	Buried services
3.1.3	Deal with existing unstable structures.
3.1.4	Prevention of falls
3.1.5	Work with or near fragile materials
3.1.6	Control of lifting operations
3.1.7	Maintenance of plant and equipment
3.1.8	Excavations
3.1.9	Confined spaces
3.1.10	Traffic routes and segregation of vehicles and pedestrians
3.1.11	Storage of hazardous materials and work equipment.
3.1.12	Any other significant site risks
3.1.13	Procedure For New Residual Risks
3.2	Health Risks
3.2.1	Removal of asbestos
3.2.2	Dealing with contaminated land
3.2.3	Manual handling
3.2.4	COSHH
3.2.5	Reducing noise and vibration
3.2.6	Exposure to UV radiation
3.2.7	Any other significant health risks: dust, hot works
3.2.8	Storage of hazardous materials
4.0	Health and Safety File
4.1	Layout and format
4.2	Arrangements for collection and gathering of information
4.3	Arrangements for As- built drawings
5.0	Traffic Management plans
6.0	Method Statement, Risk Assessments, Programme of Work
7.0	Standard Forms, Induction, F10 etc.
8.0	Site contact names and telephone numbers
9.0	Other relevant project information
10.0	Training Matrix
11.0	Waste Management Plan

1.0 Description of project

1 (a) Project description

The project involves the installation of 29 freestanding on-street wayfinding totems.

Trueform Engineering Ltd have been appointed by the Client as the Principal Contractor for the project.

The site areas will be closed to the general public during the works. The Trueform Engineering Ltd Site Supervisor will ensure that segregation is maintained and all health and safety issues are addressed.

For a detailed description of works, please refer to the Pre-Construction Information document complied by Weston Williamson & Partners. (Contained in Appendix 2)

1(b) Minimum Time for Principal Contractor (PC) preparation

The minimum time to be allowed between appointment of the principal contractor and instruction to commence work on site will be, 3 weeks.

1(c) Use of Structure as a Workplace

The final structure will not form part of a workplace.

1(d) Programme and Working Hours

It is proposed a pilot is to be undertaken early Jan 2019 as a prototype with the main scheme to commence mid-January 2019 to March 2019.

Update – the main scheme is due to commence from the beginning of May 2019 for the duration of 4 weeks.

The Trueform Engineering Ltd working hours are Monday to Friday: 08:00 to 18:00. These could be subject to change depending on each of the work locations and any local restrictions they may be in place upon the time of installation.

CDM DUTY HOLDER CONTACT DETAILS

Project Reference	**Greater Manchester** **Connected Wayfinding Project - Phase 1 Area**
Project Title	Greater Manchester Connected Wayfinding Project
Project Address	Various sites as detailed on the Project Site Plan
Project Duration	w/c 11th of February for Proto-type. The main scheme schedule to start from the beginning of May 2019 for the duration of 4 weeks
Client	TfGM
Address	Transport for Greater Manchester 2 Piccadilly Place Manchester M1 3BG
Contact	Contact Name: Rene Guenther Tel: 0161 244 1953 E-mail: rene.guenther@tfgm.com Contact Name: James Howarth-Rogers (Client H & S Consultant) Tel: 0161 200 9818 E-mail: James.Howarth-Rogers@wsp.com
Designer	Spaceagency
Address	Dog & Duck Yard Princeton Street London WC1R 4BH
Contact	Contact Name: Sarah Manning Tel: 020 7404 7968 E-mail: sarah@spaceagency-design.com
Principal Designer	Weston Williamson & Partners
Address	12 Valentine Place London SE1 8QH
Contact	Contact Name: Kirsten Galea Tel: 020 7401 8877 E-mail: Kirsten.galea@westonwilliamson.com
Principal Contractor	Trueform Engineering Limited.

Address	Unit 12, Trading Estate, Pasadena Close, Hayes, Middlesex, UB3 3NQ
Contact	Contact Name: David Gowans Tel: 07723 457 540 E-mail: david.gowans@trueform.co.uk
Contacts relevant for the Piccadilly Type Scheme.	Matthew Jump - Shift & Deputy Station Manager Piccadilly Rail Station Tel: 0161 228 4179/ 07730362820 E-mail: Matthew.Jump@networkrail.co.uk Facilities Management Reactive Maintenance Surveyor: John Fay Tel: 07717 467 239 E-mail: John.Fay@tfgm.com

2.0 Management of the work

2.1 Management Structure and Responsibilities

Ref document HS/1/10 H&S Manual

The Company's Contracts Manager, Health and Safety Manager and Site Team Leader will co-ordinate activities on site ensuring compliance with health and safety procedures. They will on visiting site, check safe working procedures are adhered to. The Managing Director has ultimate responsibility for all health, safety and environmental aspects applicable to the company's undertakings.

The Contracts Manager will be responsible for all day-to-day operations on site, for supervising the work of tradesmen, operatives and contractors and will be competent through knowledge, experience and training to safely manage the site. The Contracts Manager will closely monitor compliance with the construction health and safety plan and ensure company procedures are being followed.

In the event of any unforeseen circumstances or project design changes arising or becoming necessary, or if accidents, incidents, damage to services or property occur, the Contracts Manager will notify The Company's office, the Managing Director and the H&S Manager. Should an investigation be required this will be conducted by the H&S Manager. The results of which will be discussed during monthly management meetings and appropriate action will be taken

Installation Operatives - are encouraged to bring matters that concern them to the attention of the appropriate manager and it shall be the duty of every employee whilst at work:
To take reasonable care for the health and safety of themselves and that of others who may be affected by their acts and omissions at work.
To refrain from intentional or reckless interference with anything provided in the interest of health, safety or welfare in pursuance of any relevant statutory provisions or to misuse anything similarly provided. To co-operate with the Company, in order to ensure that the Company's policy for health and safety and the organisation and arrangements for carrying it out are complied with. To use all safeguards, protective clothing and equipment provided for a risk-controlled environment in accordance with the training and instruction they have received. To adhere to any risk assessment, method statement and safety procedures provided for securing a risk-controlled environment and to comply with any relevant information provided by the assessment.

Design changes will be dealt with directly with the project designer and changes will be confirmed in writing. The Client will normally liaise direct with the Designer and not the Contractor unless it is a serious health and safety concern.

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

This plan is site specific in terms of the work operations detailed within the Pre-Construction Information plan and is based on information available at this stage of the project supplied by

the designer. The Construction Phase Plan will continue to evolve as work progresses and will provide a focus for the co-ordination of health and safety throughout the life of the project. The Plan will be developed as required throughout the project in liaison with the project designer, the client and contractors on site. This will be managed through version control.

The objective of the plan is to ensure that all potential and foreseeable health and safety hazards and risks associated with the project are assessed as early as is practicable in order to minimise adverse effects and to identify opportunities for improvement.

H&S Policy 2019

Trueform Engineering Limited regards occupational health and safety to be an integral part of its business activities and is committed to achieving a high level of occupational health and safety performance. To this end, the management of health, safety and welfare is to be considered as a prime responsibility by managers at all levels within the Company. The company is accredited with an approved H&S standard – OHSAS18001:2007

The company is accredited with an approved quality assurance standard – ISO 9001:2015. It has established and continues to maintain a quality management system which focuses and sets goals for continued improvements throughout the organisation. A key commitment of this process is ensuring that the Client's needs and expectations are fulfilled with the aim of achieving client satisfaction.

The Companies overall performance is monitored, evaluated and measured through a series of Key performance indicators (KPI) including; near miss reporting, service strikes, accident frequency rates, right 1st time (Defect rate), NRSWA / HAUC compliance and site audit scores.

The Company have arrangements in place for active and reactive monitoring systems which will help to ensure the project is carried out safely, accurately and within the agreed time frames. Monitoring will provide a continuous link between all parties and will allow appropriate action to be taken should an issue of non-conformance be raised or an accident/ incident occur. Such issues can be addressed promptly and appropriate action can be taken. This is a core objective of the quality management system.

Site inspections and regular site meetings will form the basis of active and on-going monitoring systems. Site inspections provide the company with accurate and timely data and compliance to agreed standards and legal requirements. Inspection procedures allow for photographic evidence to be recorded and stored electronically as well as recording site data in written document. Audit trails are thus established right from the inception of the scheme through to completion.

Reactive monitoring normally occurs after an event has taken place which has then resulted in damage, loss or injury. The company have procedures in place to investigate, record and feedback on action taken.

All incidents and performance data in relation to health and safety and environmental must be reported by the contractor to the PC in a written format that includes the following:

- Accident / Incident statistics and details as appropriate
- Accident / Incident investigation details and actions
- Near miss statistics and analysis data
- Training & Induction information (training matrix)

Site Inspections

Responsible	Frequency	Inspection Type
Team Leader	Daily	On Site
Site Supervisor	Twice a week	Site Visit
HSQE Manager	Twice a Month	Site Visit

INTEGRATED MANAGEMENT SYSTEM - SITE SAFETY AUDIT SCHEDULE
ISO 9001 ISO 14001 OHSAS18001

Audit Number	Auditor	System Processes	2019 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		Site Audits on Installation Ref:CPP												
SA01	TM/CM	Location - TBA												
SA02	TM/CM	Location - TBA												
SA03	TM/CM	Location - TBA												
SA04	TM/CM	Location - TBA												

Auditors	Trevor Moore	STATUS KEY:	S Scheduled
	Christina Munnelly		C Complete (No non-conformances)
			NC Non Conformance reported
			Audited as part of other audits

2.3 Arrangements for:

2.3.1 Regular liaison between parties on site

Information on health and safety for the project will be conveyed to all employees and subcontractors. This will be achieved prior to work commencing and will be shared with all parties during pre-site meetings, induction training and on-going site meetings. Site meetings will be held at least weekly throughout the life of the project. All design changes will be agreed

in writing via an email or site instruction.

A copy of the Construction Phase Health and Safety Plan, along with any available site design drawings, statutory undertakers' drawings, traffic management plans will be available and held on site at all times.

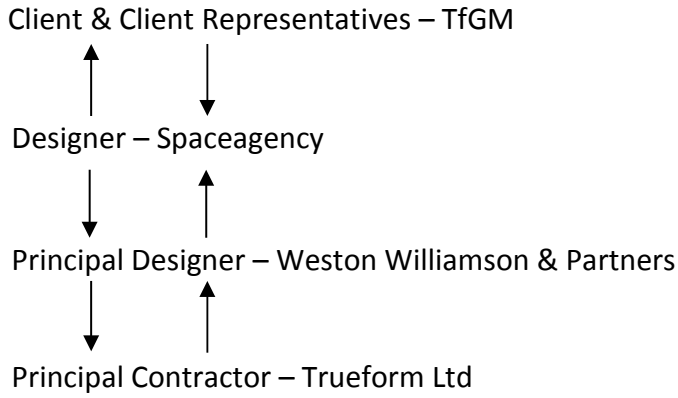
2.3.2 Consultation with workforce

This plan including method statements and risk assessments, will be bought to the attention of all operatives engaged in the works as part of induction training and will be readily available for authorised persons to read on site. Daily contact with the workforce will be made by the Company's Installation Manager and/ or Senior Contracts and Construction Manager.

Non-union member employees have consultation rights which are governed by a set of regulations known as the Health and Safety (Consultation with Employees) Regulations 1996. These regulations necessitate the employer has to consult with all employees in good time on all aspects of health and safety either by direct consultation or by consultation with elected staff representatives, known as Representatives of Employee Safety (ROES). The company undertakes to consult with safety representatives over issues related to health, safety and welfare in various formats such as on-going health and safety training, staff briefings, tool box talks and the company's H&S newsletter.

2.3.3 The exchange of design information between Client, Designer, Principal Designer and Principal Contractor on site

The typical hierarchy and reporting structure would be:



The Principal Contractor (PC) would always contact the Client Project Manager with exchanges of information and any site/ design issues. The PC and the Designer would normally confirm any verbal instructions for the project including design amendments via a written email or site instruction. A copy of all written documents would be kept on the project file and form part of the audit trail.

2.3.4 Handling design changes during the project

Ref: document QF001/A/5 Change Request

In all cases the PC will liaise directly with the Client Project Manager / Designer regarding any design amendments or additional works which may affect the management of the project or any health and safety issues. In all cases the project designer must seek the full approval of the client. On Approval a change request will be raised

2.3.5 The selection and control of contractors

Ref document QF002/A7 Supplier/Sub Contract Questionnaire

All contractors including material suppliers of materials, machinery and other plant will be selected in accordance with the Company's procurement & quality management procedures. These procedures include the completion and the verification of health and safety data taking into account a contractors safety performance and knowledge as well as their work performance. References will be obtained and verified to ascertain previous work performance. In some instances the Client will nominate a specialist sub-contractor and as such the selection procedure will not apply.

2.3.6 The Exchange of Health and Safety information between Contractors

The company requires all contractors and suppliers of plant and material to provide detail of any significant hazards which may affect the health and safety of its own employees or others involved in the work. The exchange of information and project data is a two way process and as such the PC will exchange project information and details with all personnel involved as necessary, based on the information received.

The Company will convey site information through site inductions, site briefings and electronically such as emails. The Contractor may need to supplement this information with the production of risk assessments and or method statements. Copies will be kept on site. All works to be planned, managed and undertaken in compliance with current statutory requirement.

2.3.7 Site security

In accordance with the New Roads and Street Works Act 1991 (NRSWA) and HSG151, Trueform sites will be completely protected by the use of interlocking barriers, cones and the placing out of advance warning signs. Site compound and material storage areas will also be enclosed using interlocking barriers, where necessary close mesh wire fence panels (Heras) will be utilised.

Site operatives will at all times wear hi-visibility jackets with the Company's name printed on the reverse. All signage and barriers will display the Company's name and an information sign placed detailing the contact number and out of hours emergency contact details.

All persons entering a Trueform site must sign in and out using the Site signing in /out book which will be held on site

2.3.8 Site induction and on-site training

Site induction and any site training will take place on the first day the site is set up and where any new activity takes place. This will be repeated for new starters who may join the project at a later date and is an on-going process. Site induction will be carried out by the company's representative and a written record will be kept. All company employees have undertaken health and safety and task specific training and as such will be suitably qualified. Contractors will have been scrutinised for similar procedures and must take part in and co- operate with company site inductions and procedures. Any visitors attending operational sites will be required to have a site safety induction, sign into site and wear the appropriate PPE. Consideration will be given to those whose English is poor to ensure they understand the induction. No one is permitted access onto a Trueform site without first undertaking a Site Safety Induction.

Ref: document HS1/7/A9 Induction Checklist

The scope of site induction is covered in section 7.0
Training records covered in section 10 – ref: Site Specific Training Matrix

2.3.9 Welfare facilities and First Aid

Welfare facilities and arrangements will be in accordance with schedule 2 of the Construction (Design and Management) Regulations 2015 and H.S.E. guidance sheets – Provision of Welfare Facilities at Transient Construction Sites – CIS 46.

Due to the nature and timescales for each of the sites the Supervisor will identify local public toilets in close proximity of each site along with welfare facilities for operatives to use.

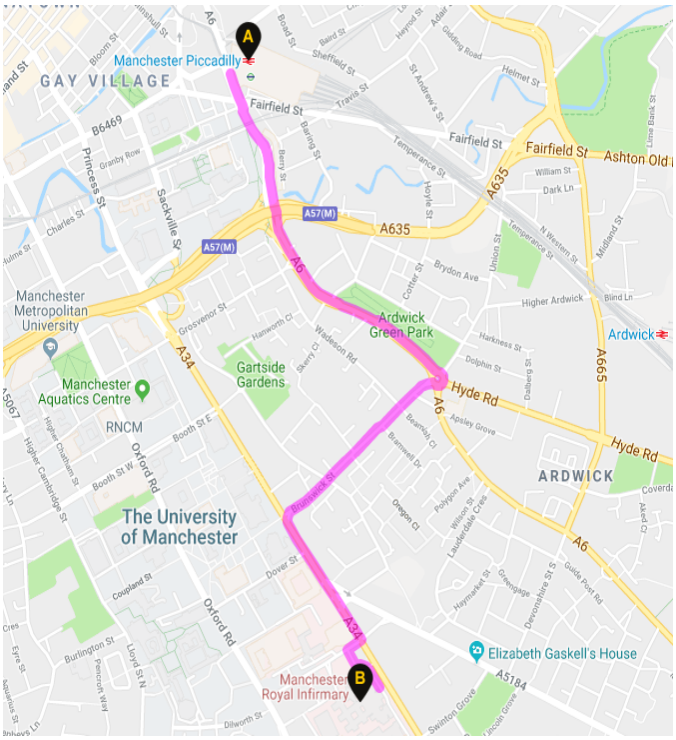
N.B For installations at various locations use the nearest hospital.

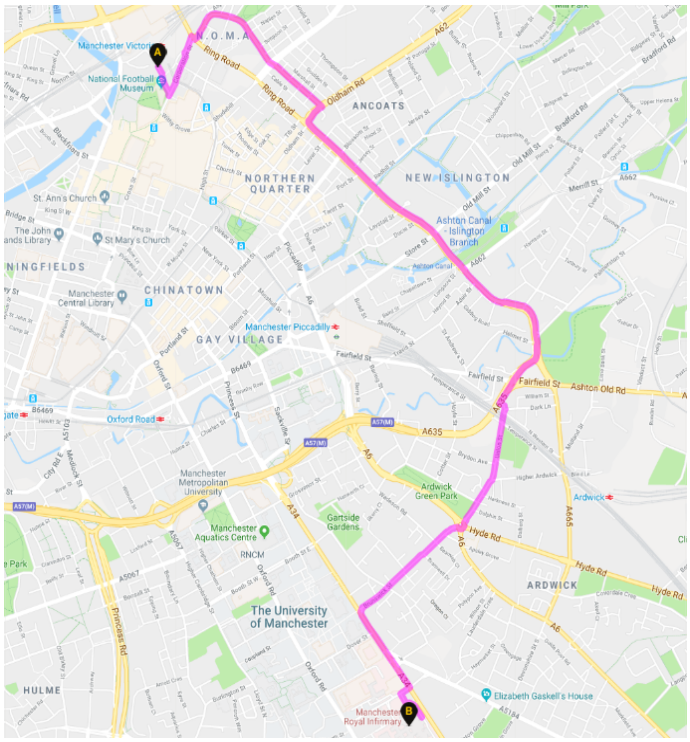
First Aider / Appointed Person and First Aid Kit
A certificated first aider or appointed person, suitably trained, is to be on site at all times that work is in progress.

A suitably equipped first aid kit will be maintained on site in accordance with the First Aid Regulations 1981. The first aider or appointed person will be responsible for ensuring the kit is kept stocked with appropriate materials and will record any treatment given.

Nearest A&E Hospital:
Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL
Tel: 0161 276 1234

Location Map





2.3.10 The reporting and investigation of accidents & incidents incl. near misses

Ref: document HS/5/1 Near Miss & Accident Reporting

Reference should be made to the company's incident and accident procedure in the event of accidents, incidents and near misses. All major injuries, reportable accidents and occurrences are to be reported to the H.S.E., the client and the designer as soon as possible by telephone or online. Form 2508 will be completed as soon as possible and at least within 10 days, as required by RIDDOR 1995. Accident and incident information can be directly communicated either by telephone or via the internet.

The company H&S Manager will carry out an investigation and report the findings on behalf of the company. In all cases where an injury is sustained the appointed person will arrange for the safety of the injured person by either contacting the certificated first aider to treat on site or the emergency services. Where it is safe to do so the accident/ incident scene will be made safe and the Site Manager will contact and make a report to the main office

Reporting Communications

Name	Company	Telephone	Email
Rene Guenther	TfGM	0161 244 1953	rene.guenther@tfgm.com
Warren Sumner	TfGM	07717810299	Warren.Sumner@tfgm.com
David Gowans	Trueform	07723457540	David.gowans@trueform.co.uk
Trevor Moore	Trueform	07912620094	Trevor.moore@trueform.co.uk

2.3.11 The production and approval of Risk Assessments & Method Statements

Ref: document HS/6/1 Risk Management

Specific works conducted by Trueform employees and operatives will be subject to a specific risk assessment and method statement developed by the Trueform Contract Manager using company specified risk assessment and method statement forms. Such information will be conveyed to the operatives prior to the works, who will be required to read and sign the risk assessments and method statements

The Company (where applicable) will contact all Contractors requesting them to submit their Method Statements (MS) and applicable Risk Assessments (RA) in relation to the work they will be undertaking within the project. The Company will provide them with as much information and adequate time to enable them to prepare the relevant information.
All information received will be checked and assessed by the H&S Manager. Additional or supplementary information required will be requested for submission prior to work commencing or when design changes are made during the project. The company will not permit work to start until they are satisfied that all significant risks have been addressed and adequate control measures have been identified.

All applicable MS, RA's and Traffic Management (TM) plans will be attached and brought to the attention of the Site Manager prior to project commencement. This information will then be consulted and passed onto to all other site personnel through site briefings and induction training. Compliance with the MS and safe systems of work will be checked throughout the life of the project. Contractors will be monitored by the Company to ensure activities are carried out without risks to health & safety and they understand and co- operate with instructions given by the PC.

2.4 Site Rules

The Installation Manager, Senior Contracts and Construction Manager and/ or H&S Manager will ensure that they:

- Are in possession of and understand the project documentation, drawings, H&S Plans and current location drawings of Statutory Undertakers equipment.
- All operatives to undergo a site induction
- Visit site and conduct an assessment/ preliminary survey to establish the nature and condition of the site, its surroundings, the works to be undertaken and the associated risks.
- produce outline proposals and liaise with the Designer, Client (and others if necessary e.g. Schools, Police) to discuss and agree traffic management, location of site set-up facilities, materials and spoil together with a proposed sequence of operations/ programme of works for the project and any site specific arrangements which need to be put in place.
- Finalise any additional site specific Risk Assessments necessary for the project.
- Plan and monitor the provision of Site Safety Induction training including Site Rules for all operatives.
- Surveys the condition of adjacent properties, walls, fences and hedges.

- Notifies residents wherever works may affect them directly or as directed by the Client.
- Arranges for a CAT scan and undertakes trial holes if necessary to locate the position of Statutory Undertakers equipment and marks these on the footway surface.
- Plans and organises site set-up, welfare facilities, materials deliveries and waste collection.
- All necessary H&S (i.e. F10 Form, Accident Forms) and other documents are on site and are displayed as necessary.
- An adequately stocked first aid kit and serviceable fire extinguisher are on site.
- Adequate stocks of Personal Protective Equipment (PPE) are available and that PPE in the possession of operatives is in serviceable condition.
- All operatives and sub-contractors have Company Identification badges.
- No damaged / defective tools or equipment will be used for work purposes.
- Adequate signs, cones, lamps and barriers are available, are in serviceable condition and will be erected in accordance with the Safety at Street Works and Road Works – A Code of Practice 2013 and HSG151.
- All waste materials are removed by a licensed carrier and disposed of at an authorized waste site.
- No smoking on site
- All Clients site rules and restrictions as detailed in the Pre-Construction Information.

The Contract Manager, throughout the duration of works, will ensure that they:

- Monitor activities on site to ensure compliance with all company health and safety procedures and safe systems of work by operatives.
- Safe provision is made for the access of all residents to properties at all times.
- Safe provision is made for pedestrians, vehicles and any other persons who may be affected by the works.
- All necessary barriers, signing, lamping and guarding is in place at all times in accordance with the Safety at Street Works and Road Works – A Code of Practice 2013 and HSG151.
- The site is maintained in a clean, tidy and safe condition.
- Tools are used correctly and are in good condition and that no damaged tools or equipment are used for work purposes.
- All operatives comply with the Site Rules.
- Spoil is removed regularly and is never permitted to obstruct works areas or the pedestrian and vehicle routes around the works site.
- Materials are stored safely and are never permitted to obstruct works areas or the pedestrian and vehicle routes around the works site.
- All operatives are provided with site induction training and necessary safety information. All vehicle movements are supervised and times of delivery carefully planned to avoid any obstruction.
- No vehicle movement is permitted whilst other persons (public, children) are present in any nearby areas.
- Operatives are in possession of company identification cards.
- No unauthorised persons are permitted within work areas.

- Personal protective equipment is used as appropriate to the works, in accordance with the company PPE, noise, COSHH and Risk Assessments and is maintained in good condition. PPE to be worn will include high visibility waistcoats or jackets, protective boots, overalls, gloves, ear defenders, head protection and other protective equipment when necessary.
- All operatives are competent and capable of undertaking the work tasks.
- All waste is transported from site as excavated or if possible on the day of excavation and that waste is removed form site as work progresses.

All operatives will ensure that they:

- Understand and comply with company health and safety procedures and safe systems of work and take all necessary measures to safeguard themselves, other employees and any other person who may be affected by the works.

2.5 Fire and Emergency Procedures

- Site Fire Plan - The Site Supervisor will act as Site Fire Safety Co-ordinator. In event of a fire the site Fire Safety Co-ordinator is to call the fire brigade and to have available the names of all persons on site. The assembly point to be used in the event of a fire will be identified to the employees at site induction training. He will marshal all operatives to the assembly point.
- Fire Extinguisher - A dry powder type fire extinguisher will be located within the site area during the works. This will be checked periodically (minimum annually) to ensure it is in good working order.
- Fire Alarm - A shouted alarm is to be employed on this project.
- The site foreman will provide information on the point for assembly in the event of an emergency.

Emergency Procedures

- Evacuation routes from site are to be identified and kept clear of obstruction.
- Any trip hazards through a site are to be reduced as far as is reasonably practicable.
- All traffic routes must be kept clear of materials and debris.
- An Accident Book is to be kept on site. The site supervisor will ensure that all site accidents are recorded.
- A First Aid kit appropriate to the type of work and number of people on site will be provided.
- Where it is practical to do so, protect and enclose accident/ incident scene with barriers or cones.
- Accident/ incident report to be completed and witness statements taken.
- Revision of method statement/ update risk assessment.
- Where it is practical to do so, protect and enclose accident/ incident scene with barriers or cones.
- Accident/ incident report to be completed and witness statements taken.
- Revision of method statement/ update risk assessment

2.6 Health and Safety Goals

- To carry out the works with due regards to the health and safety of persons at work or those who may be affected by construction activities.
- To minimize the effect of construction activity on the public and businesses.

2.7 Pre- Construction Information

The Client has provided the following pre- construction information:

Pre-construction Information ref: 15115-HS-HAS-000010
Signage Schedule ref: 15115-12-ITT-000002
Final Location Plan (29 Sites) ref: 15115-MD-PPP-000005
Risk Register ref: 15115-HS-HAS-000009
Site Specific Location and Decluttering Plans ref: 15115-HW-PER-000003

3.0 Arrangements for controlling significant site risks

3.1 Site Safety Risks

Throughout the construction period traffic will be managed using Chapter 8 signing and guarding. All sites will be set up and maintained in accordance with the New Road and Streetworks Act 1991 / Safety at Streetworks and Road Works: a code of practice 2013.

No work will commence on site until the method statement, risk assessments, COSHH assessments, site rules, site induction and construction phase plan has been communicated to all on site and signed to confirm agreement to the company's safe system of works.

All tools, plant and equipment will be inspected prior to work commencing for any damages, faults and to insure statutory inspections have been carried out. Only trained and competent operatives will operate plant/ machinery.

The company's Health & Safety Manager, Contract Director, and Senior Contracts and Construction Manager will on a regular basis carry out site safety inspections to ensure company procedures are adhered to.

Site Specific Risk Register
Ref: document 15115-12-ITT-000002 GM Connected Wayfinding Phase 1 Area Signage Schedule

Doc Ref	Title	Date of Review
TL002	Manual Handing Risk Assessment	Dec-18
TL003	Use of Ladders Risk Assessment	Dec-18
TL004	Work at Height Risk Assessment	Dec-18
TL005	Excavation Work Risk Assessment	Dec-18
TL007	Public Safety Risk Assessment	Dec-18
TL008	Working on Live Roads & Footpaths Risk Assessment	Dec-18
TL009	Working Adjacent to Live Underground Services Risk Assessment	Dec-18
TL013	Lifting Operations Risk Assessments	Dec-18
TL015	Use of Plate Compactors Risk Assessment	Dec-18
TL016	Transport on Site Risk Assessment	Dec-18
TL017	Abrasive Wheels Risk Assessment	Dec-18
TL020	Loading and Unloading Vehicles Risk Assessment	Dec-18
TL022	Working with Compressed Air Tools Risk Assessment	Dec-18
TL023	Hand Operated Power Tools Risk Assessment	Dec-18
TL024	Hand Tools Risk Assessment	Dec-18
TL036	Slips Trips and Falls Risk Assessment	Dec-18
TL043	Overhead Cables Risk Assessment	Dec-18
TL044	Use of Mobile towers- podiums-platforms	Dec-18
TL1039	Site Specific Risk Assessment	Dec-18
COSHH78	COSHH Assessment Ultracrete Cement QC10	Dec-18

Trueform Site specific schedule

trueform

TfGM - GM Connected Wayfinding - TT6593

Sign ID	Phase	Status	Sign Type	Location	Area	Reinstatement Material	Expected Foundation Type	Remove existing signs?	Existing sign removal date	Planned Foundation Date	Planned Install Date
PI.01	Phase 1	Pending	900mm wide	London Road / Fairfield Street, M1 2BN	Manchester	Concrete Pavers	Standard	2	20/05/2019	06/05/2019	20/05/2019
PI.05	Phase 1	Pending	900mm wide	Piccadilly Station Approach / Picadilly Station, M1 2GH	Manchester	Concrete Pavers	Shallow	2	20/05/2019	06/05/2019	20/05/2019
PI.06	Phase 1	Pending	900mm wide	Chorlton Street / Major Street, M1 3HW	Manchester	Concrete Pavers	Standard	1	20/05/2019	06/05/2019	20/05/2019
PI.07	Phase 1	Pending	900mm wide	Parker Street / Picadilly Gardens Metrolink stop, M1 4AJ	Manchester	Asphalt	Standard	0		07/05/2019	20/05/2019
PI.11	Phase 1	Complete	900mm wide	Shudehill / Baloon Street, M4 1EX	Manchester	Concrete Pavers	Shallow	1		14/02/2019	18/02/2019
PE.01	Phase 1	Pending	650mm wide	Whitworth Street / Aytoun Street, M1 3GH	Manchester	Concrete Pavers	Shallow	1	21/05/2019	07/05/2019	21/05/2019
PE.03	Phase 1	Pending	650mm wide	Portland Street / Piccadilly Street, M1 1RN	Manchester	Concrete Pavers	Standard	1	21/05/2019	07/05/2019	21/05/2019
PE.04	Phase 1	Pending	650mm wide	Piccadilly Street / Lever Street, M1 1RG	Manchester	10x10 Granite Sets	Standard	0		08/05/2019	21/05/2019
PE.05	Phase 1	Pending	650mm wide	Piccadilly Gardens / Parker Street, M60 1AY	Manchester	Concrete Pavers	Standard	0		08/05/2019	21/05/2019
PE.06	Phase 1	Pending	650mm wide	Market Street / High Street, M1 1WR	Manchester	Cobblestone	Shallow	1	22/05/2019	08/05/2019	22/05/2019
PE.07	Phase 1	Pending	650mm wide	St Mary's Gate / Corporation Street, M1 1WT	Manchester	Yorkstone Paving	Standard	0		09/05/2019	22/05/2019
PE.08	Phase 1	Pending	650mm wide	St Mary's Gate / Deansgate, M1 1PX	Manchester	Yorkstone Paving	Shallow	1	22/05/2019	09/05/2019	22/05/2019
PE.09	Phase 1	Pending	400mm wide	Cateaton Street / Victoria Street, M3 1SQ	Manchester	Stone	Standard	1	22/05/2019	09/05/2019	22/05/2019
PE.10	Phase 1	Pending	650mm wide	Withy Grove / Corporation Street, M4 2BS	Manchester	Yorkstone Paving	Standard	0		10/05/2019	23/05/2019
SE.01	Phase 1	Pending	400mm wide	Chorlton Street / Canal Street, M1 3GG	Manchester	Concrete Pavers	Shallow	1	23/05/2019	10/05/2019	23/05/2019
SE.02	Phase 1	Pending	400mm wide	Aytoun Street / Auburn Street, M1 3BG	Manchester	Concrete Pavers	Standard	1	23/05/2019	10/05/2019	23/05/2019
SE.03	Phase 1	Pending	400mm wide	Piccadilly Street / Ducie Street, M60 7LP	Manchester	Herringbone patter Brick	Standard	1	23/05/2019	13/05/2019	23/05/2019
SE.04	Phase 1	Pending	400mm wide	Portland Street / Chorlton Street, M1 3LA	Manchester	Concrete Pavers	Standard	1	24/05/2019	13/05/2019	24/05/2019
SE.05	Phase 1	Pending	400mm wide	Portland Street / Parker Street, M1 4AJ	Manchester	Concrete Pavers	Standard	0		13/05/2019	24/05/2019
SE.07	Phase 1	Pending	400mm wide	Piccadilly Street / Oldham Street, M60 1AY	Manchester	Yorkstone Paving	Shallow	1	24/05/2019	14/05/2019	24/05/2019
SE.08	Phase 1	Pending	400mm wide	High Street / Church Streeet, M4 1AZ	Manchester	Yorkstone Paving	Standard	0		14/05/2019	24/05/2019
SE.10	Phase 1	Pending	400mm wide	Baloon Street / Dantzic Street, M4 2AE	Manchester	Yorkstone Paving	Standard	0		14/05/2019	27/05/2019
SE.11	Phase 1	Pending	400mm wide	St Mary's Gate / New Cathedral Street, M1 1PX	Manchester	Yorkstone Paving	Standard	1	27/05/2019	15/05/2019	27/05/2019
SE.17	Phase 1	Pending	400mm wide	Corporation Street / Baloon Street, M3 1NX	Manchester	Yorkstone Paving	Shallow	0		15/05/2019	27/05/2019
SE.18	Phase 1	Pending	400mm wide	Long Millgate / Corporation Street, M3 1WY	Manchester	Concrete Pavers	Standard	0		15/05/2019	27/05/2019
SD.02	Phase 1	Pending	400mm wide	Corporation Street / Exchange Square, M4 3AJ	Manchester	Yorkstone Paving	Shallow	0		16/05/2019	28/05/2019
SD.03	Phase 1	Pending	400mm wide	Dantzic Street / Withy Grove, M4 2AD	Manchester	Concrete Pavers	Standard	1	28/05/2019	16/05/2019	28/05/2019
PH.01	Phase 1	Pending	650mm wide	Cathedral Street / Long Millgate, M4 3DU	Manchester	Slate Paving	Standard	1	28/05/2019	16/05/2019	28/05/2019
PH.02	Phase 1	Pending	900mm wide	Long Millgate / Todd Street, M4 3BG	Manchester	Yorkstone Paving	Standard	1	28/05/2019	17/05/2019	28/05/2019

3.1.1 Site delivery and removal of materials, including storage

Note: irrelevant control that may be needed at other sites, but are not yet significant

Site plant and vehicles making deliveries/ collecting muck away will at all time employ an amber rotating beacon. Vehicles will not be permitted to park on the footway unless prior agreement is given by the client due to site access restrictions. At no time will delivery vehicles stop in the live traffic lane. A stop and go system will be established. Waste material and muck away vehicles will be co-ordinated to avoid peak times. In all cases a competent banksman will be in attendance to supervise all reversing/ loading/ unloading activities to the site giving consideration to overhead services as well as pedestrian movement. Heavy materials will be delivered to site and offloaded using a mechanical crane. It will be essential to deliver material as close as possible to the work area to avoid the need for double handling and unnecessary manual movement. Storage areas will be secured and segregated from pedestrians and vehicular traffic by use of barriers. No materials will compromise pedestrian walkways and cycle lanes. All identified hazardous material such as cement will be secured in a lockable storage container.

3.1.2 Buried services

Ref: document 15115-12-ITT-000002 GM Connected Wayfinding Phase 1 Area Signage Schedule

The Site Supervisor will be issued with statutory undertakers drawings for each location requiring excavation, these plans will for part of the site specific job pack. These plans will not be assumed to be accurate. In accordance to HSG47, the sites will be visually surveyed prior to excavation and relevant statutory drawings referred to. The contractor will use cable and metal locating equipment, duly calibrated and in good working order by trained personnel to locate services. Services will be marked on the ground using paint. All services will be assumed to be live until proven otherwise. Trial holes will be dug, using hand digging to confirm locations, taking account of physical indications such as junction boxes and manholes. Safe digging practice should be practiced by all operatives when hand digging in the proximity of an electrical service i.e. spades/ shovels should be used, not picks or power tools, and horizontal digging should be used to locate the exact position of a cable to avoid fracturing it. Services crossing excavations will be supported. Services in concrete will be isolated before breaking operations begin. Before excavating close to identified services, the safe digging distance from existing pipe work should be confirmed with the relevant service owner, especially in the case of gas. In the event of damage to underground services the relevant emergency procedures will be followed and contact with the relevant parties made immediately

3.1.3 Deal with existing unstable structures.

N/A No existing unstable structures

3.1.4 Prevention of falls

There are no additional risks of a significant nature to consider within the scope of works for this scheme regarding the prevention of falls. All work is at or close to ground level. Everyday slips, trips and falls will be dealt by observing good housekeeping i.e. maintaining a tidy site, material storage, etc.

For information, a generic risk assessment has been produced to cover relevant activities and these have been included in Section 6 of this plan.

3.1.5 Work with or near fragile materials

The design information provided to the contractor has not indicated any fragile materials for this scheme.

3.1.6 Control of lifting operations

Ref: document HS/7/2/A1_46

A lifting plan will be in place for lifting of heavy loads using mechanical equipment. In most cases this will be achieved using a crane with the appropriate lifting attachment from a grab lorry. However where the Hiab cannot be used due to overhead structures or overhead services then a genie lift will be utilised for the lift.

Driver/ operators have been trained and are competent in the use of all lifting operations.
All lifting equipment is thoroughly tested and inspected in accordance with LOLER 1998.

3.1.7 Maintenance of plant and equipment

All items of plant and equipment are to be regularly maintained as part of a planned maintenance programme and in accordance with manufacturers and suppliers instructions. Plant and equipment will be inspected before use. Any faulty item is to be taken out of use and placed where it cannot be used until repaired or replaced. Plant and equipment must be stored safely and securely when not in use. Operators are to be aware of the risks, control measures and the rules for safe use of plant, equipment and machinery and must comply with these. Only authorised correctly qualified and properly trained operators over the age of 18 are to use plant and equipment.

3.1.8 Excavations

Existing ground type and conditions are to be established. Location of underground services is to be determined by the use of the service owner drawings and services detection equipment. Support excavation when required, methods and materials are to be identified and provided for. Provisions are to be made to prevent persons, spoil, materials, plant or equipment falling into excavations. Atmosphere tests using a gas monitor are to be undertaken should any indication of toxic or flammable gas be found or if ventilation is restricted. If necessary, ventilation equipment will be provided. Where excavations are over 2 metres deep or a risk of falls of persons, vehicles or plant, suitable, stable and substantial fencing and/ or timber baulks suitably anchored are to be provided. Access arrangements in the form of ladders or ramps are to be provided. Where there is risk of a significant amount of water entering the excavation preventative arrangements are to be made by removing water by the use of pumping equipment. Wherever ground water is present, ground is “made-up” or ground type and condition is soft or unstable consideration is to be given to suitable support for the excavation.

3.1.9 Confined Spaces

This activity is considered to be unlikely. In the event of confined spaces works a permit to entry will be required and works carried out in accordance with the codes of practice and by competent / trained teams.

3.1.10 Traffic routes and segregation of vehicles and pedestrians

In accordance with HSG151 Traffic management and control will be planned in liaison with the Highway Authority, Police and other parties. If required a traffic management plan and method statement will be prepared where disruption to normal traffic conditions will result from the works. Safe Pedestrian routes that are clean and without trip or slip hazard will be assessed and planned. The plan will take into account all significant factors involved in undertaking the works and the effects of the works on traffic and surrounding areas. The plan will determine the control measures necessary to safely guide and direct vehicular and pedestrian traffic around the works. Designed traffic routes will be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and be of sufficient size. Vehicle and pedestrian routes will be sufficiently separated to ensure safety.

Site surveys have been completed at all locations and traffic management and lifting arrangements are including in the Lifting Plan – HS/7/2/A1_46 issue 2 (15115-HS-MET-000003)

3.1.11 Storage of hazardous materials and work equipment.

Note: irrelevant control that may be needed at other sites, but are not yet significant

All substances will be stored as stated in the relevant COSHH assessment. Work equipment will be stored safely within the works area and will be noted within the permit / model conditions.

3.1.12 Any other significant safety risks

Hot Works – Information on hot works (bitumen sealing/ line marking). Details of how hot works are managed and controlled are contained within individual method statements and risk assessments from specialist subcontractors.

3.1.13 Procedure for New Residual Risks

Risk assessment of any activity is essential before work is proceeds and must be carried out by a competent person. A competent person is defined as one who has sufficient training, knowledge, experience and other necessary qualities to enable that person to properly evaluate the risk and adequately advise as to the appropriate control measures.

3.2 Health Risks

3.2.1 The removal of asbestos on site

N/A for the project

3.2.2 Dealing with contaminated land

N / A for the project

3.2.3 Manual handling

Manual handling will be minimised where possible and all heavy lifting will be undertaken by mechanical means. The Company will be able to establish how many slabs or kerbs will be needed by referring to the project scope. From this information it will be possible to estimate how many loads will be needed. Larger quantities, will come in sealed/ banded packs, and will be delivered to site and offloaded mechanically using the crane on the grab lorry or an attachment on the excavator. By unloading and locating the materials as close to the work area as possible, will help to reduce the need to move loads manually and repetitively. Where it is not possible to totally mechanise the handling procedure partial mechanisation will be used as well as good handling techniques. Vacuum powered lifting equipment will be used to assist with any areas of re-paving.

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

Relevant COSHH assessments will be included in schedule 6.0

3.2.5 Reducing noise and vibration

Plant and equipment will be regularly serviced and maintained and this will assist with the reduction of noise and vibration and the hazards associated with them. Steps will be taken to reduce noise exposure, so far as is reasonably practicable, by means other than hearing protection. Manufacturers and suppliers information will be consulted to establish noise levels likely to be generated from all plant, equipment, tools and machinery. Engineering controls will be used wherever possible to reduce noise levels. The Company will select plant and equipment with the lowest noise and vibration output ratings. Vibrating equipment will be colour coded which will depict safe usage times. Operatives will take regular breaks and rotate jobs/ tasks that generate noise or vibration.

3.2.6 Exposure to UV radiation

Operatives who work outside in direct sunlight for long periods are at greater risk from skin cancer which is caused by UV radiation.
The company's policy is to keep covered up and not to allow operatives to wear shorts or to remove their tops. Breaks are to be taken in shaded areas where possible and sunscreen should be applied to parts of the body that cannot be protected by clothing.
Operatives are also advised to check their skin on a regular basis.

3.2.7 Any other significant health risks

Dust generated from cutting and breaking out materials will be suppressed by the use of water connected to cutting equipment. Operatives will employ the use of a dust mask when cutting kerbs/ paving and the likes.

3.2.8 Storage of hazardous materials

At any time hazardous materials are to be used within the works, COSHH data sheets will be acquired prior to arrival on site.

Instructions for safe storage will be procured either from supplier or contractor using the material and provision will be made for storage in line with these instructions, to include a creation of safe zones and signage (if required)

4.0 Health and Safety File

4.1 Layout and format

The format of the Health and Safety File will be as specified by the Client and in accordance with The Construction (Design and Management) Regulations 2015.

4.2 Arrangements for collection and gathering of information

The Principal Designer (notifiable projects only)/ and the company's health and safety Manager will be responsible for collecting all information required to be included in the Health and Safety File.

The Principal Designer (notifiable projects only)/ and the company's health and safety Manager will be responsible for the production of the Health and Safety File.

All significant health and safety risks identified throughout the project will be submitted to the Principal Designer along with the Construction Phase Plan.

4.3 Arrangements for As- Built Drawing Production

Records will be kept throughout the works detailing all as- built records of physical construction.

All records will be passed to the Principal Designer on the completion of as-built drawings.

5.0 Traffic Management Plans

All traffic signing and guarding will be managed using road layouts as shown in Chapter 8 Traffic Signs Manual/ Safety at Street Works and Road Works – A code of practice 2013.

Where appropriate site specific traffic management plans will be produced at survey stage. Where carriageway incursion is required WAF drawings will be produced, for approval at Permit application stage, in order to allow the works to proceed.

6.0 Method Statements, Risk Assessments, COSHH, Programme of Work

Method Statement & Programme of Works

Refer to method statement (appendix 1).
Programme of works issued under separate cover

Risk Assessment

All significant site risks associated with the design are highlighted in section 3 of CPP. This will also be addressed in the method statement.

7.0 Standard Forms, F10, Inductions, Inspections

HS1/7/A10 issue 02

Induction Checklist

All site personnel shall be provided with information contained within the 'General' section and then those topics which are specific to the work activities or the tasks they are carrying out

General			
Site Management Structure		Drugs and Alcohol Policy	
SHEQ Contact Information		Time Keeping	
Trueform Health and Safety Policy		Personal Protective Equipment	
Trueform Environmental Policy		Disciplinary Procedure	
Site Inspections		Reporting Medical Conditions	
Safe Dig Policy		Welfare Facilities	
Site Specific Topics			
Trueform Site Rules / Client Specific Rules		Programme of Works	
Site Specific Emergency Procedure/ Assembly Point		Site Layout	
Fire Prevention / Detection/ Fighting		Construction Phase Health & Safety Plan	
Access and Egress		Accident Reporting Procedure	
Use of Vehicles / Plant		Site Specific COSHH Assessments	
Reversing Vehicles		Tree Protection	
First Aid		Site Ins	
Site Specific Risk Assessments		Access to Private Properties	
Site Specific Method Statements		Nuisance - Noise & Dust	
Site Security		Deliveries Loading & unloading	
Manual Handling		Storage of Materials	
Inspections and Use of Site Vehicles & Plant		Site speed Limit	
Register for Site Plant & Equipment		Vehicle Parking	
Vibration		COSHH	
Noise		Use of Mobile Phone	
Site working Hours		Emergency Assembly Points	
Welfare Facilities		Permit To Work Systems	
Traffic Management		Training/ Competency	
Manual Handling		Site Tidiness	
Responding to Public enquiry or complaints		Dealing with Spillage	
Lone Working Policy		Waste Disposal Policy & Licenses	

Site Induction Register		
Record of Attendance		
Attendees Name (Print)	Signature	Date of Attendance
Induction Presented By	Signature	Date

8.0 Site Contacts and Telephone Numbers

CONTRACT MANAGER	D. GOWANS	07723457540
CONTRACTS DIRECTOR	D VEALE	(020) 8561 4959
MANAGING DIRECTOR	J. MORLEY	(020) 8561 4959
SHEQ MANAGER	T. MOORE	(020) 8561 4959
FIRST AIDER	Site Supervisor	
PRINCIPAL DESIGNER	Weston Williamson + Partners	020 7401 8877
HEALTH & SAFETY EXECUTIVE		0845 345 0055
POLICE		0161 872 5050
GAS		0800 111 999
ELECTRICITY (EMERGENCY)		0800 40 40 90
UNITED UTILITIES		0345 672 3723
FIRE BRIGADE AMBULANCE		999 or 112 999 or 112
LOCAL HOSPITAL MANCHESTER ROYAL INFIRMARY		0161 1234

9.0 Other Relevant Project Information

N/A

10.0 Training Record

Ref: document HS/1/7 SHEQ Training and Competencies

Trueform		Construction Skills Certification Scheme (CSCS) Operative/ Supervisor/ MAPS	Fire Marshall	First Aid (Appointed Person or Full)or EFAW(Emergency First Aid at Work)	Hiab (Lorry Loading)	Manual Handling (CIEH)	NRSWA (Supervisor level)	SSSTS	SMSTS
NAME	Job Title	Renewal	Renewal	Renewal	Renewal	Renewal	Renewal	Renewal	Renewal
David Gowans	Contracts Manager	Jan 2023							Aug-2022
Tam Sinclair	Site Supervisor	July-2021	Sept-2021	Aug 2019	Feb-2021	June-2019	Jan-2022	Dec-2022	
Ryan McCarthy	Site Operative	Dec-2023				June-2019			

11.0 Waste Management Plan

A waste management plan must be produced to cover the removal from site. The plan will ensure that all construction waste produced on site is disposed of correctly in line with the Environmental Protection 'Duty of Care Regulations 1991.

Waste Produced at Site *(with EWC, if known)*	Where does the waste go?	Waste Hierarchy (see Defra Guidance)	Is it being stored correctly on site/lorry? Date of last check	Waste Carrier/Waste Management/ hazardous Waste Carrier licences	Comments
General Waste sent to Landfill EWC 20 03 01	Landfill Service provider is LSS Waste Management Ltd	Disposal	Checked on: Daily By: Tam Sinclair	Waste Transfer Note: Waste Carrier Licence: CBDU176121	Records to be kept H&S file
Mixed recycling EWC 15 01 06	Service provider is LSS Waste Management Ltd	Recycle	Checked on: Daily By: Tam Sinclair	Waste Transfer Note: Waste Carrier Licence: CBDU176121	Records to be kept H&S file
Scrap metal EWC 12 01 01 12 01 03	Service provider is Premier Metals	Recycle	Checked on: Daily By: Tam Sinclair	Waste Transfer Note: Waste Carrier Licence: CBD149192	Records to be kept H&S file
Glass EWC 17.09.04	Service provider is LSS Waste Management Ltd	Recycle	Checked on: Daily By: Tam Sinclair	Waste Transfer Note: Waste Carrier Licence: CBDU176121	Records to be kept H&S file
Polycarbonate EWC 17 02 03	Service provider is LSS Waste Management Ltd	Recycle	Checked on: Daily By: Tam Sinclair	Waste Transfer Note: Waste Carrier Licence: CBDU176121	Records to be kept H&S file