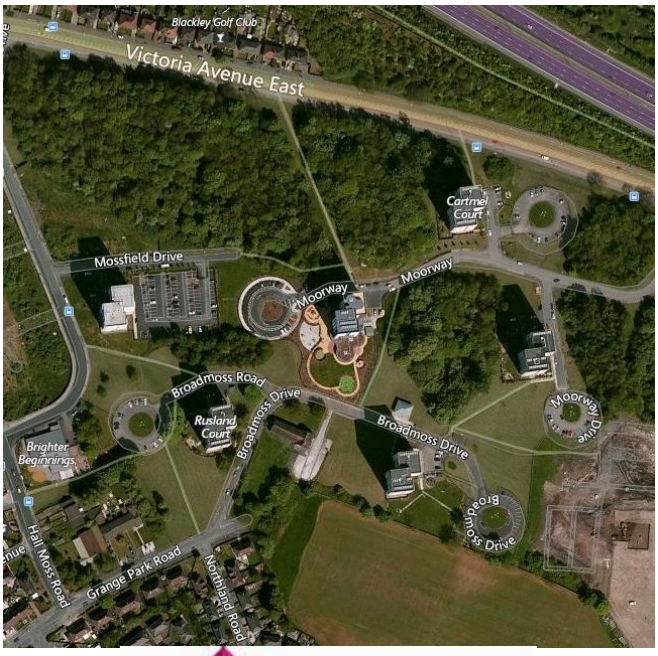
Construction Phase Plan

Window Replacement, Fire Works, internal works and Sprinklers
At

Charlstown Multi's to Include Kentmere,Cartmel, Rusland, Somerton, and Deepdale Courts



Northwards Housing
North Manchester's Council Homes

PRINCIPAL CONTRACTORS DUTIES AND RESPONSIBILITIES IN COMPLIANCE WITH

THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 & ACOP L153

(1) The Principal Contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety;

(2) In fulfilling the duties in paragraph (1), and in particular when—
(a) Design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and

(b) Estimating the period of time required to complete the work or work stages; the Principal Contractor must take into account the general principles of prevention.

(3) The Principal Contractor must—

(a) Organise cooperation between contractors (including successive contractors on the same construction site):

(b) Coordinate implementation by the contractors of applicable legal requirements for health and safety; and

(c) Ensure that employers and, if necessary for the protection of workers, self-employed persons— (i) Apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4;

(ii) Where required, follow the construction phase plan.

(4) The Principal Contractor must ensure that—

(a) A suitable site induction is provided;

(b) The necessary steps are taken to prevent access by unauthorised persons to the construction site; and

(c) Facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.

(5) The principal contractor must liaise with the Principal Designer for the duration of the Principal Designer's appointment and share with the Principal Designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

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HEALTH AND SAFETY REVIEW PROGRAMME

Construction Phase Plan Initial review by the SHE Manager: Steve West	
Signed: S West	Date:24/09/2018
Construction Phase Plan Initial review by the Client or Principal Designer (PD):	
Signed:	Date:
Person Responsible For Periodic Review & Updating Of This CPP Is:	
Signed:	Date:

Date of Review	Issue No	Reviewed By		
		Project Manager	Safety Advisor	Client / PD

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SECTION 1

1. Introduction

This Construction Phase Plan (CCP) has been created by taking in to consideration the pre-construction information provided by the client Northwards Housing Principal Designer (PD), Designers. Also information available in the form of surveys and risk assessment of the environment by the operations management team responsible for this project.

The Construction Phase Plan complies with Construction (Design & Management) Regulations 2015 and Mears Group plc Safety Procedures.

The Company's Safety, Health and Environmental Procedures contain the core arrangements for managing health and safety in all our operations. In addition, a management system has been compiled for assisting the project's operations team in the planning; management of; recording and communicating of relevant health and safety information. To provide a safe place of work; safe systems of work and to provide uniformity and consistency in the management of health and safety.

The scope of the project Charlestown Mufti's to the building/s owned by Manchester City Council.

The objectives of this document are to enable Mears Group PLC to develop the Pre-Construction Information produced by the Construction (Design and Management) Principal Designer (PD), into a document that will adequately cover all of the various elements of the construction operation. Any variation to the project can be easily incorporated into this dynamic document.

In order for this plan to be effective, care has been taken to ensure all risks have been considered together with the requirements of the Mears Group Health & Safety Policy, the requirements of the Construction (Design & Management) Regulations 2015 and any other relevant legislation.

Records will be maintained on site to include the following, where applicable:

- The Company Health & Safety Policy Organisation and Arrangements
- The Project Construction Phase Plan (this document)
- Emergency Information
- The Project Risk Assessments
- The Project Safety Method Statements
- Records of Training
- Relevant Test Certification

SECTION 2

2. Project Overview

2.1 Description of the Project

The project comprises of various upgrades and planned maintenance work in the Charlestown area Work may consist of the following:

- Replacement windows;
- Curtain walling
- Concrete repairs
- Waterproofing and pointing
- Kitchen and bathroom replacement
- Rewires
- Alteration to cylinder overflow
- Sprinkler systems to habitable rooms to all flats
- Disconnection of gas supply to flats
- Fire upgrades

2.2 Scope of the Works

The work generally consists of the replacement of window frames & curtain walling to balconies, concrete repairs and associated works, waterproofing & repointing external brickwork, external repairs, some kitchen and bathroom replacements and rewires, alteration to cylinder overflow pipes, sprinkler system installation to habitable rooms to all flats, disconnection of gas supply to flats and fire upgrade/ repairs to five 16 Storey blocks of social Housing flats.

A full detailed schedule of de-construction works, rebuilding, repairs and decorations has been produced by specialist subcontractors.

- Temporary structures (Welfare) and security fencing to be constructed at site.
- Specifications and schedule of works based on a pre-works investigation survey. Methods of repair and subsequent safe systems of work have been discussed and developed by the project team following the findings of the survey.
- Construct scaffold to design specification
- Construction, and use of mast climbers.
- Rewire
- Window replacement
- Sprinkler system
- Roofing modification
- Commissioning

2.3 Objectives

The objectives of Mears Group for the Charlestown Multi's at this location are:

- Meet the Clients (Northwards) objectives.
- Provide an efficient and effective delivery of works and services that provide good value for money and high quality outputs based on partnering principles and the development of partnership working and partnership forms of contracting.
- Provide high, and ever increasing, levels of resident satisfaction.
- Provide / develop the capacity to deliver work / services in a holistic and planned way.
- To identify and provide clarity to the relationship between Mears Group Plc and the Client / PD documented Health and Safety requirements.
- To confirm and ensure that the delivery of Health and Safety by Mears Group, contributes to creating a Quality Building Environment with consideration to all utilities and services.
- To ensure that safe systems of work are adopted, implemented, operated and reviewed to the benefit of all.
- Ensure that best practice is followed by all employees'; contractors.
- A high quality; standard and pro-active Internal Refurbishment and damage repair improvements, with minimum disruption and inconvenience for other adjacent residents.
- To provide all employees with the information, instruction, training and supervision to enable them to carry out their tasks safely. Including the provision for all employees' adequate and suitable facilities for their health and welfare.
- Not to endanger employees or other persons as a result of our work activities. This develops a culture which encourages staff and operatives to work in a manner that will prevent accident.
- To provide Contractors, and others, who may be affected by the work activity, with the necessary information, instruction and supervision and, to check their training / suitability for the works to be carried out.

2.4 Programme

Design Start Date	21st September 2018
Project Start Date	FEB 2018
Project Completion Date	
Project Duration	96 Weeks

2.5 Project Team

Client	Northwards Housing Kevin Burke	Tel: Fax: Email:	0161203293 Kevin.burke@northwardshousing.co.uk.
Quality Surveyor		Tel: Fax: Email:	
Client Project Manager		Tel: Fax: Email:	Neil Bowyer Neil.bowyer@northwatdshousing.co.uk
Principal Contractor		Tel: Fax:	Mears Group
Principal Designer		Tel: Email:	Northwards Housing Neil.bowyer@northwatdshousing.co.uk
Designer Building		Tel: Email:	
Designer M+E		Tel: Email:	

2.6 Occupiers Of The Site

Residents	Kentmere Court, Moorway Drive, Manchester M9 7HU. Cartmel Court, Moorway Drive, Blackley, Manchester M9 7HT Rusland Court, Broadmoss Drive, Blackley, Manchester, M9 7HP Somerton Court, Broadmoss Dr, Manchester M9 7HS Deepdale Court, Northwold Drive, Blackley, Manchester, M9 7HX	POC: Tel: Mobile: Email:	

As Required		POC: Tel: Mobile: Email:	

SECTION 3

3. Management / Responsibility

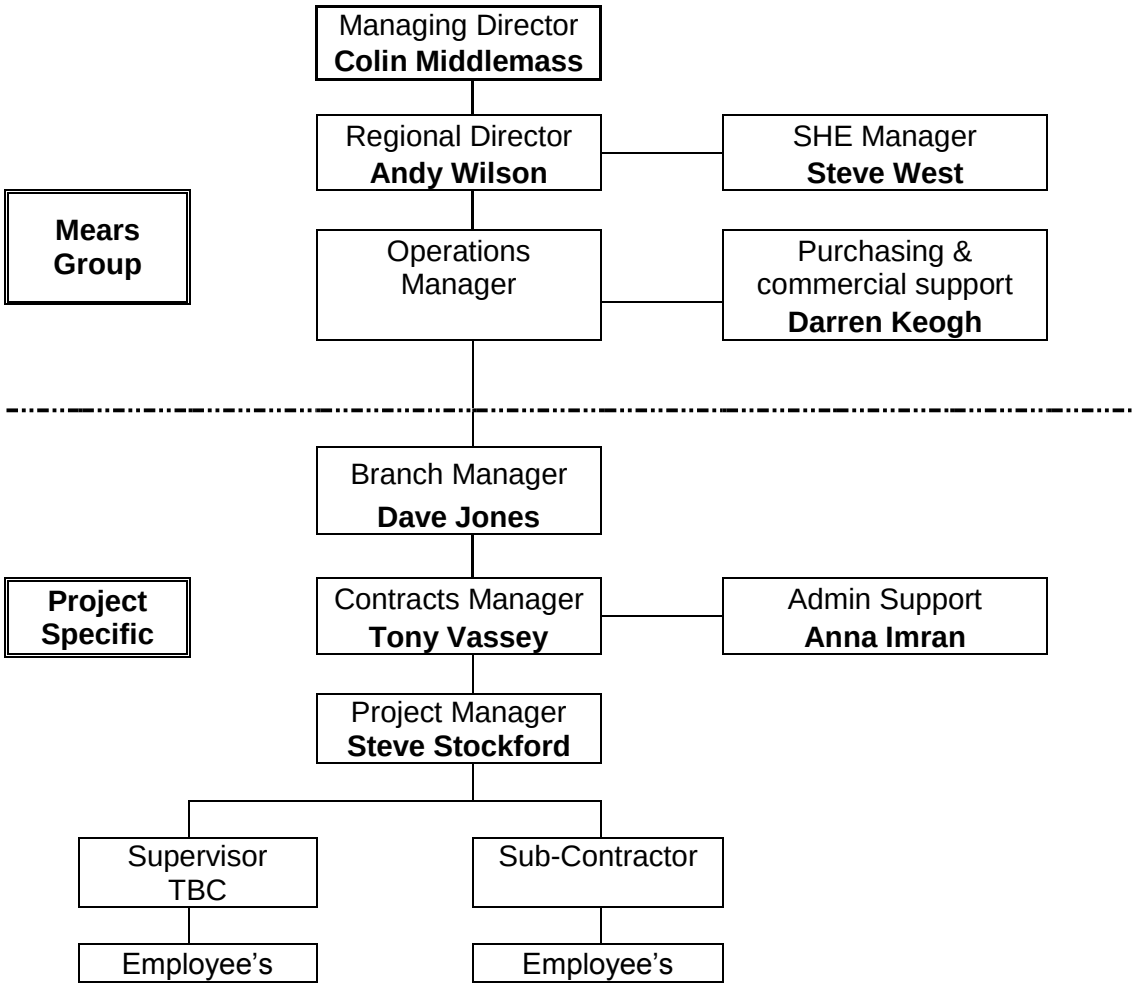
The management of health and safety in the construction phase will be by the implementation of the:

- Company Health and Safety Policy
- Project Construction Phase Plan (This document)
- Project Risk Assessments
- Project Method Statements

The following persons are identified as having specific duties and responsibilities for the implementation of health and safety during the construction phase.

3.1 Organisation Chart

The responsibility of the Group named positions can be found within the SHE Mears Group policy and is available on request.



3.2 Responsibility of Principal Staff

Job Title: Contracts Manager

The Contracts Manager is responsible for:

- Implementing the company Health and Safety Policy at all sites.
- Ensuring that all subordinate levels of management and employees understand the requirements placed on them by the company Health and Safety Policy and this plan.
- Ensuring all subordinate levels of management and employees receive adequate and appropriate training for their role on sites.
- Ensuring the relevant legislation is complied with during the course of the company's undertakings on this project.
- Identifying risks to health and safety and ensuring that Risk Assessments are carried out and that appropriate control measures are put into place to reduce such risks to an acceptable level.
- Ensuring that appropriate remedial action is taken against any person not complying with the requirements of either the company policy or this plan.
- Ensuring that the appropriate insurance covers are maintained.
- Ensuring that a high personal example is exhibited at all times and uses the appropriate PPE when visiting the site.
- Updates the construction phase plan as required.

Job Title: Project / Site Manager

The Project / Site Managers role is fundamental to the safe running of the sites. He will be the prime mover for health and safety issues and will provide the example in setting the tone and attitude for the works. At Mears Group we expect the Site Manager to maintain the highest standards reasonably practicable at all times. He will act as the site focal point for all health and safety issues. In addition the Site Managers responsibilities will include the following:

- Health and Safety Training and Induction
- First Aider.
- Accident / incident investigation and reporting.
- Responsible Person for RIDDOR.
- Fire Safety Co-ordinator.
- Liaison with all parties.
- All project documentation is available and current. Further to this, the Site Manager is responsible for ensuring:
- Recording all statutory inspections as required.
- That the site is operated in accordance with the requirements of the company Health and Safety Policy and this plan.
- That all risks to health and safety are identified, Risk Assessments are carried out and that appropriate control measures are put in place to reduce such risks to an acceptable level.
- Sound working practices are observed.
- Adequate welfare facilities are maintained at all times.
- All accidents and incidents are correctly reported and recorded, and that appropriate action is taken to prevent a reoccurrence.
- The implementation of appropriate remedial action against any person not complying with the requirements of either the company Health and Safety Policy or this plan.
- All site records are initiated and then kept updated.
- That all the appropriate PPE is available and worn by both employees and visitors.
- Ensuring that a high personal example is exhibited at all times and uses the appropriate PPE when visiting the site.
- A diary is kept, logging the work day's events and visitors to site.
- Ensure all contractors on site have received induction and their SSW (RA / MS) have been checked to ensure suitable and sufficient.

Job Title: Employees

The Employee is responsible for

- Complying with the requirements of the company Health and Safety Policy or this plan.
- Taking reasonable care for the health and safety of themselves and others.
- Reporting any hazards they encounter which they believe has not been previously addressed.
- Not interfering with anything provided in the interests of health, safety or welfare.
- Use the PPE provided.
- Maintain the standard of responsibility expected by Mears Group and if in doubt they should ask.

Job Title: Sub-Contractors

The Sub-Contractors are responsible for:

- Complying with the requirements of the company Health and Safety Policy and this plan.
- Providing information for the Principal Contractor on any potentially hazardous operations they may need to undertake or potentially hazardous materials they may need to use.
- Providing Risk Assessments and Method Statements to cover any potentially hazardous works that they will be carrying out.
- Taking reasonable care for the health and safety of themselves and others.
- Co-operate with Principal Contractor so that he can discharge his statutory duties.
- Reporting any hazards they encounter which they believe has not been previously addressed.
- Not interfering with anything provided in the interests of health, safety or welfare.
- Use the PPE provided.

3.3 Co-Operation between Contractors

The company Project / Site Manager will ensure co-operation between the different contractor organisations and Mears Group employee's that are all working within the same site to meet its objectives by the implementation of progress and review meetings as required. These meetings will provide contractors with the opportunity to provide Mears Group with any information which may have relevance or bearing on the safety plan.

Mears Group shall ensure that all accidents and dangerous occurrences that occur to the contractors employees are reported to the appropriate authority.

Any changes in scope of work due to unforeseen reasons will immediately be brought to the attention of the client / PD and the works associated contractor organisation prior to any commencement / variation of the work. This variation can be discussed, designs amended and approved.

SECTION 4

4. Health And Safety Standards

The principal control document for the control of health, safety and welfare standards during this contract is the Mears Group PLC, Health and Safety policy. Copies of relevant statements are contained within Appendix E of this Construction Phase Plan. A full copy of the Mears Group H&S Policy is available in the site office or on request.

This Construction Phase Plan will supplement the company Health & Safety Policy and provides the site specific information for this project. Mears have reviewed all of the relevant SHE legislation associated with the project and its elements to produce day to day procedures for maintaining health and safety standards on the project.

Mears Group would emphasise that whilst these documents have not been listed, they are an integral part of the planning. These are all available on the Mears Database (IMSS001).

The requirements of the Construction (Design & Management) Regulations 2015, and all other relevant legislation has been followed in the development of this plan. Specific consideration has also been given to requirements contained in the Industry Guidance published documents.

SECTION 5

5. Selection Procedures

5.1 Contractors

CDM regulations, require that the Principal Contractor make reasonable enquires to establish the competence and commitment to Health and Safety and demonstrate the ability and resources to manage the H&S of the contractors.

All contractors, the self-employed and designers appointed by Mears Group will have an established acceptable working history with us and the extent of their competency and resources will be known. Should it be necessary to appoint a party who has no working history with us, they will be subject to Mears Group company health and safety competency checks procedure before they are allowed on site.

All nominated sub-contractors will be subject to the company's health and safety Pre Qualifying Questionnaire procedure. If a nominated sub-contractor is a cause of concern on health and safety grounds the matter will be discussed with the Client and the Project Manager to resolve any concerns before the nominated sub-contractor is allowed or suspended from site.

The Mears Group, health and safety competency confirmation procedure involves sending out a questionnaire and confirming any details outlined in the return completed document including any references provided. A copy of the questionnaire can be obtained on request. Any queries on the contractors used within this project can be directed to the Project Manager.

5.2 Suppliers of Materials

All suppliers of materials will be required to provide the necessary information in the form of hazard safety data sheets and the like for all materials supplied. No supplier will be used who cannot provide the relevant information on materials being procured.

Delivery vehicles will be under the direction and control of the site manager / supervisor to ensure safe parking and manoeuvring. Any specific Risk Assessments and Method statements required for the safe unloading of materials will be provided by the delivery company and abided by.

Due to the nature of the location the delivery point and times of delivery will be promulgated and controlled by the site manager to ensure that the delivery minimises the disruption to the pedestrian public; traffic. No emergency access route will be blocked

Any Material Safety Data Sheet (MSDS) will be collected by the site manager for production of Control Of Substances Hazardous to Health (COSHH) assessments and incorporated into the H&S file if applicable.

5.3 Suppliers of Machinery and Plant

All machinery used on site will comply with The Provision and Use of Work Equipment Regulations. All portable electrical equipment used on site will be either battery operated or 110 volt via a transformer.

No equipment will be allowed on site that is deemed by the Site Manager / Supervisors to be unserviceable or unsafe.

Where required a copy of any test certification for any machinery and plant used on site will be retained with this plan at Appendix F.

Note: All plant and equipment provided to the works shall be tested and / or certified as required under current regulations, and checked as appropriate. Operators of any plant or equipment shall provide a certificate of training / competence where required.

SECTION 6

6. Communications, Coordination and Co-Operation

6.1 Information for Subcontractors

Arrangements for providing health and safety information to approved contractors on site will be as follows::

- Providing the contractor organisation with access to the tender documents (Pre-Construction Information) and an opportunity to view the information pack prepared by the PD. As well documents produced by the project team that identify potential hazards and perceived H & S risks.
- Allowing Contractors to attend site meetings dictated by the specifics and nature of the contractors work.
- Make copies of this plan available to all on site. Along with all risk assessments, method statements and policy documents referred to. Site safety information, warnings and orders will be displayed as required in appropriate areas.

Contractor first arrival on site

- Initially information will be provided in the project specific induction training given to each and every person by the Site Manager / Supervisor before they are allowed onto the site.

Thereafter, by:

- Daily contact with all contractors' representatives on site by the Site Managers / Supervisors.
- Updating the Construction Phase Plan and informing those who need to know about any new information, by the Supervisors.
- Most information will be passed on verbally but where there is a serious health and safety implication the information will be written e.g. where a risk assessments or method statements are required.

Risk Assessments and method statements supplied by or appertaining to contractors will be inserted in the safety plan as an appendix and circulated to the relevant operatives / contractors as applicable using a distribution or circulation list. Details of distribution lists and records shall be retained within the site safety management system. All persons will be expected to acknowledge the documents by completion of name and signature in the appropriate box.

6.2 Information for Client Employees / Staff

Information will be communicated with the any other persons that the project will effect by the construction project.

All relevant project information, documentation and procedures will be made available to the client prior to the start of any works. Communications will be held with the client and site manager where any items of concern can be raised or discussed.

The client management team will be given opportunity to attend all site meetings throughout the duration of the works and will be kept fully informed of any changes or further developments to this plan that may impact on the stores trading.

6.3 Communication

Primary communication for the Project team will be by Progress Meetings, which will be chaired by the Project Manager and the minutes of all meetings will be distributed to all parties.

Progress Meetings are scheduled to take place monthly at dates agreed with the Project Manager in advance.

Primary communication for project and those working on / or affected by the site will be by Contractors Meetings every week.

6.3.1 Communication with the Public (Compound, Site)

Mears site management team understand the importance of communicating within the communities we are working. Mears employ resident liaison officers (RLO'S) who are responsible for day to day communication with anyone who may be affected by our work. The RLO's will carry out a series of letter drops, events, and are onsite at all stages of the project, to deal with any issues or answer any questions raised.

6.4 Co-operation and Co-ordination

Primary co-operation for contractors will be secured by Contractors Meetings, chaired by the Project Manager or in his absence, a nominated Supervisor. Any issues arising will be discussed and the Supervisors will monitor that actions agreed are adhered to.

Further to this, the Supervisors will ensure that all contractors co-operate with each other on a day to day basis and abide by:

- Working to site rules.
- Proper use of shared facilities.
- Care for own and others Safety Advisers.
- Reporting of hazards.
- General health and safety comments / discussions.
- Their SSW.

6.5 Meeting Agendas

All meetings will be to set agendas, which will include Health and Safety as a mandatory item of discussion. The minutes of the meeting will be distributed to the relevant parties for action as required.

The review of contractor's safety performance will be at the Contractors Meeting by the Site Manager and / or a nominated Supervisor, the agenda will cover the following:

- Reporting of accidents, dangerous occurrences and near misses together with any health and safety complaints.
- Review of health and safety reports
- Pre-planning of future work prior to the next meeting to include an update of the Health & Safety Plan.
- H&S Initiatives
- High Risk Evolutions
- Safe Systems Of Work
- Emergency Procedures
- Welfare facilities
- Traffic management
- Public Safety, Security & Access
- Training Requirements
- Environmental Issues

The frequency of the Contractors Meetings will be agreed with the Client / PD / PC in advance of the start on site, initially every week on site, minutes taken by contractor administrator in accordance with contract preliminaries document.

6.7 Design Changes

All Construction Phase design changes will be assessed for health and safety implications by the designer and the PD where significant risks are identified, if this effects the risk levels the associated Risk Assessments will be amended appended to the Construction Phase Plan and the relevant parties informed.

The Project Manager will then consider, in conjunction with the site team, the implications and establish a safe system of work.

Where changes in design, require a review of this Construction Phase Plan, the changes to this information will be provided for inclusion in this document.

These, together with issues identified by the Principal Contractor / Contractors, will be reviewed. Any amendment to a specific safe system of work due to design change will be documented agreed and communicated, prior to commencement of any changed operation / activity.

All significant design change issues will be discussed in advanced with the PD.

6.8 Consultation with People on Site

The Consulting Workers on Health and Safety Regulations requires Mears Group to consult with their employees on matters which could affect their health and safety. Such consultation must take place soon enough for employees to express their views and for these views to be considered.

The consultation process is additional to the requirements of legislation such as the Management of Health and Safety at Work Regulations in seeking the advice and views of persons at work.

At Mears Group we actively encourage all employees at the site induction training to approach the Supervisors or their line management if they have a concern over health, safety and welfare. This is also the case with sub-contractors and the self-employed.

Any significant item, that can wait, will be put on the agenda for discussion at the next Progress or Contractors Meeting (as appropriate) and the remedial action will be disseminated to all. If it is considered that an action to a point raised requires immediate attention the Supervisors will initiate the appropriate action and inform all of his actions at the next relevant meeting(s).

The Safety Representatives and Safety Committees Regulations put further requirements on the employer where there are representatives of a recognised trade union employed.

Mears Group does not have any safety representatives (as defined) and should a sub-contractor's employees fall into this category the sub-contractor should inform Mears Group of this, so appropriate liaison arrangements can be established.

SECTION 7

7. Hazards / Restrictions and Controls

All Safe Systems of Work (SSW) produced by Mears Group will be written by a competent person and recorded on the organisations published forms. All risk assessments and method statements are implemented in line with the relevant support documents for issue to staff as appropriate.

The risks, hazards, restrictions and control measures identified in this section of the plan will form an integral part of the projects SSW and all items will be included and described in full at the site induction. Any amendments or alterations to any SSW will be distributed to operatives as required.

High risk tasks as identified by risk assessments, in addition to those of a specific nature or identified from

the pre-construction information, will need method statements.

Contractors will be required to submit their SSW and the controls comply with the information available within this plan. Upon receipt of these, the PC, Mears Group will take the following action:

a. Site Manager will inspect the RA for suitability of content and consult with HSM (as req).
b. Any amendments will be requested by the Site / Project Manager.
c. Once authorised for use, the contractor will communicate the SSW to all their operatives (Communication of these will be recorded).
d. A copy of the SSW will be placed in the construction phase plan.
e. The Site / Project manager will monitor the work procedures of the contractor to ensure compliance.
f. Any variation to the work tasks, will require a review of the SSW to incorporate additional hazards.
g. Additional inspection will be undertaken by the HSM.

Project Specific Hazards / Restrictions presenting a Significant Risk to Health and Safety and Control measures to be used.

Project Specific Hazards / Restrictions presenting a Significant Risk to Health and Safety and Control measures to be used.

Detailed below are hazards and restrictions that are considered a significant risk to health and safety and are specific in nature to this particular project. Control measures described are to be used at all times by all contractors. These in accordance with procedures detailed above form part of the safe system of works for this project and are to be monitored and reviewed in line with procedure detailed in Mears Group SHE policy and Mears New Homes safety procedures.

Hours of working

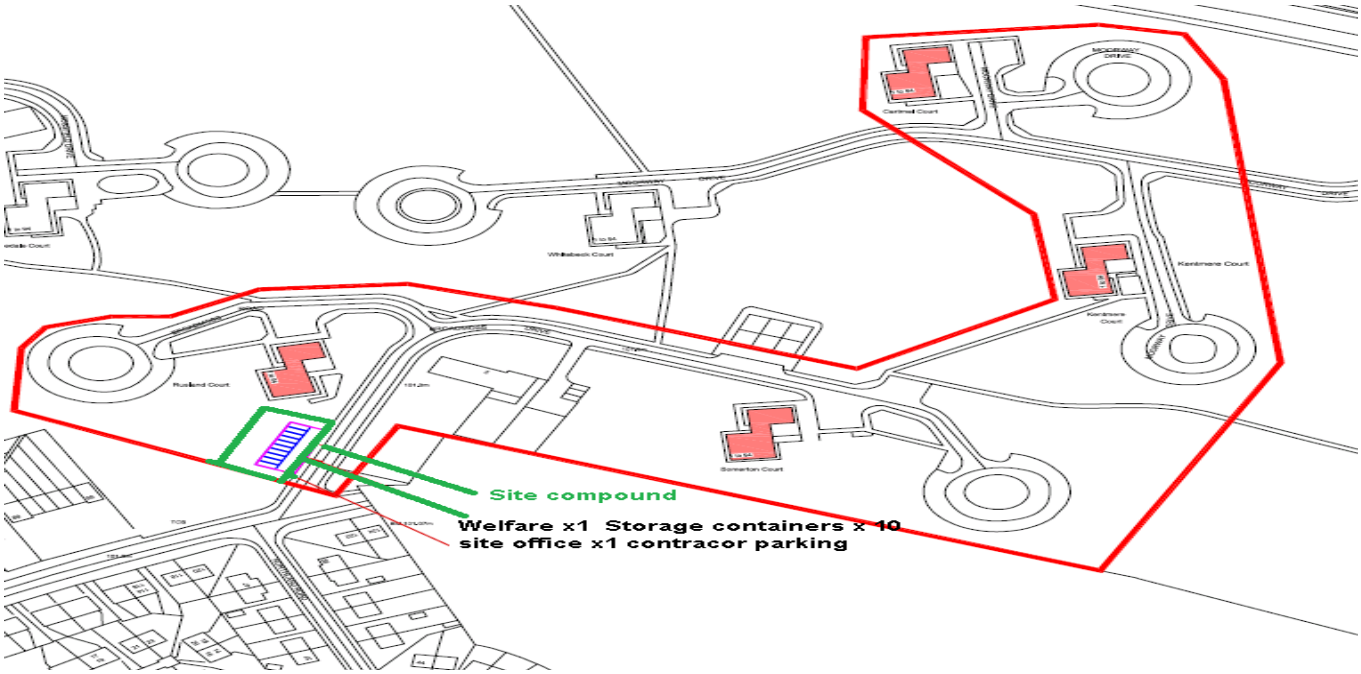
Site hours are limited to:

Site Working Hours	Weekdays	08:00-17:00
	Saturday (If required)	09:00-13:00 will be agreed by the client

Appropriate breaks are to be taken in the middle of the day as a minimum requirement and this is to be in addition to any safe system of work in place for a particular activity.

Any works undertaken outside of these hours or at the weekends are only to be instructed after prior consultation with the project team, and other all parties concerned and they must be subject to prior approval by the PD; Client.

General Pedestrian Access / Egress



Access to the project for employees and contractors is:

Pedestrian Access / Egress	Site set up and enabling phase Victoria Avenue East via Moorway and Northwold Drives and Colemore and Hall Moss Road via Grangepark Road and Broadmoss Drive.
	Construction Phase onwards Victoria Avenue East via Moorway and Northwold Drives and Colemore and Hall Moss Road via Grangepark Road and Broadmoss Drive.

Due to the nature of the project location all areas outside the project site will be accessible by pedestrians public, therefore these areas will be kept clear at all times and no part of the construction project will encroach into these walk ways.

All entrances and exits will be kept maintained at all times. If any of these cannot be physically used by pedestrians then an alternative will be provided.

Site Security and Unauthorised Access

Employee access to the actual work area will be via Grange Park Road.

All reasonable and practical efforts will be made to stop unauthorised persons from entering the site and associated welfare, areas.

The Site Manager, contractors and all operatives are responsible for security in the areas they are working, to deter thieves and vandals they will ensure that attractive building materials and personnel property are stored out of sight / locked away. This will be briefed at induction.

The site is to be secured at all reasonable times and when not occupied. The access door to the project will always be locked shut when left unattended to prevent any unauthorised access.

The site manager will be responsible for opening the site in the mornings and securing it at night, this includes supervising the removal of all tools, equipment and materials of value from work areas and locking them inside the designated area in the site office.

On entrance to the project all personnel are to complete the signing in / out, site diary.

Keys for various rooms within the project location may be required these will be issued by the client and kept in a suitable location:

Key No	Locked Location / Name Of Room	No Of Keys	Room Owner	Location Of Key - Held At

Visitors

All Mears Group visitors to site are to report to the Site project office & sign in the visitor's book.

On entrance to the project location the site diary visitors section is to be completed.

The Site Manager is to make all visitors aware of the emergency procedures on site, the existing hazards that may affect them & the site rules, this is in the format of a site induction.

Note:
a. All visitors are to be accompanied at all times by a member of the site team.
b. All visitors are to wear the appropriate PPE when on site, this includes the clients representatives.
c. Visitors without PPE will either be supplied PPE by Mears Group or denied access to site.

Emergency Access / Egress From
Emergency access and escape routes from Victoria Avenue East via Moorway and Northwold Drives and Colemore and Hall Moss Road via Grangepark Road and Broadmoss Drive. will be affected by the construction work. Where any emergency routes are to be blocked then an alternative method will be designed into the project and this will be agreed / approved with the Client; PD.

Areas of access and emergency egress are to be clearly marked, signed, and protected as required.

Such areas will be subject to a daily check by the site manager to ensure that no obstructions are present, routes are clearly marked and signed, no operations or works are interfering with the safety of escape routes.

Emergency Egress	Existing Buildings – No access required to any of the existing buildings as demolition undertaken by mechanical digger
	Contractors Vehicles / Plant - During the later stages of the construction phase some of the contractors may be able to park their vehicles on the centre area of the project. Egress for vehicle will be through the gate directly onto the road.
	Construction Site – In the event of an emergency all Construction workers will leave site by the safest route and leave the area by the main gate, they will evacuate to the dedicated emergency assembly point.
	New Constructed Buildings – Emergency egress will be from openings in the building direct to open spaces, then to the assembly point.
	At Height Areas – Specific emergency rescue plans will be required for contractors constructing the scaffold. Other emergency egress from at height areas are to be down the fitted ladders or access staircases. Then to the assembly point
	Excavations – Specific emergency rescue plans will be required for contractors digging any deep excavations. Other emergency egress from excavations will be via a ladders up to ground level. Then to the assembly point. Note excavations will only be approx. 1.1m

All emergency doors are fitted with standard fire exit furniture and these will be checked for operation and security before works start and throughout the project by the

Movement of Vehicles / Traffic Plan

Wherever practical the layout of the site will include separate routes for vehicular traffic and pedestrians / public traffic with priority given to safe access and egress to pedestrians and emergency vehicles. This principle will include for the elimination of reversing vehicles wherever possible. A traffic plan is to be made available to all suppliers and contractors working on site where applicable.

Vehicle Access Route:	Victoria Avenue East via Moorway and Northwold Drives and Colemore and Hall Moss Road via Grangepark Road and Broadmoss Drive.
Unloading Area:	Site Compound
Contractors Parking Area:	TBC
Restriction Times	07:30-18:00
Emergency vehicle access req	Yes

Liaison will be carried out with a representative from the client regarding delivery timings and any abnormal loads.

Delivery times have been agreed with the client as:

No Deliveries Before: Mon to Fri 09.30	No Deliveries Before: Mon to Fri 09.30
No Deliveries After: Mon to Fri 16.00	No Deliveries After: Mon to Fri 16.00
Delivery Restriction Times No deliveries at weekends	Delivery Restriction Times No deliveries at weekends
No Deliveries On Day None	No Deliveries On Day None specified

specified	
Daily Restriction Times Not before 09.30 and not after 16.00	Daily Restriction Times Not before 09.30 and not after 16.00

Adequate signage will be displayed directing traffic to / from site and traffic movements into / out of site will be controlled by a traffic marshal, If required.

Audible warning devices will be fitted to vehicles that need to reverse, and they will be supervised by a banks man.

All vehicles will be moved safely around the surrounding location and parked in a safe position so as not to disrupt the local traffic, due regard will be given to the requirements of Road Traffic Act and Local Authority Regulations.

Parking	There are a number of schools within the vicinity of the scheme: • Manchester Creative & Media Academy, Victoria Avenue East. • Charlestown Community Primary School, Pilkington Road. • St John Bosco RC Primary Scheme, Hall Moss Road. • Crosslee Community Primary School, Crosslee Road. • Sure start Children's Centre on Colemore Drive. Careful consideration will be given by the Principal Contractor due to the likelihood of potentially large numbers of children, students and pedestrians in general being in the locality of the works, particularly at school/college opening and closing times and School Holidays periods. And especially around lunch times, in close proximity to shops and bus stops. The roads immediately around the site are quite narrow and are generally busy as well as being heavily congested by parked cars Additionally some traffic calming measures around the area will be encountered, such as Speed Humps and Chicanes, it should be noted that access and parking maybe difficult at times, further restrictions may be encountered. Careful consideration will be given by the Principal Contractor with regards to "Resident's Only, Emergency and Disabled Badge Holders Parking Only" restrictions that are signed around and close to the site.

Any problems encountered will be brought to the attention of the Project Manager and an agreed solution will be established.

Vehicles arriving and / or exiting site will use the established routes designated with adequate signage.

Control of Waste

Construction projects generate many environmental matters that require control measures. To ensure that these matters are controlled Environmental impacts and aspects will be communicated at induction and tool box talks initiated as required.

Review of the waste management systems will be monitored by the Site Manager at Safety Inspectors inspections regime.

An approved waste disposal company will remove all waste from site. Dependant on the individual projects areas waste streams will be segregated and contained the disposal of these items will be as directed by the controlling branch.

Hazardous Consignment Notes and Waste Transfer Notes will be collected and checked by the site

manager and kept on record for the auditing.

Waste generated by this project will be transferred to an appropriate skip / container located at the following areas.

Waste Stream Location Of Container Type Of Container Restriction On Removal	Waste Stream Location Of Container Type Of Container Restriction On Removal	Waste Stream Location Of Container Type Of Container Restriction On Removal	Waste Stream Location Of Container Type Of Container Restriction On Removal
TBC on site setup			

Temporary Works - Services / Office Accommodation / Fencing

The project will not be occupied by any members of the public or clients employees during the construction phase. Management will ensure that a suitable temporary supplies will be available for the construction phase. The main incoming power supply is placed TBC

TAU - Electrical Supplies Generator (Supplied with Install cert)	TAU - Electrical Supplies Generator (Supplied with Install cert)
TAU - Water Mains supply to be provided by Mears from sub-gound existing supplies	TAU - Water Mains supply to be provided by Mears from sub-ground existing supplies

Any additional utilities required for site will be installed by competent trade's persons and checked in accordance with current standards. At this stage of the project it is not known where supplies will be taken from or too. Amendments to the CPP will be made as required.

If an operative needs a temporary service to be installed in a specific area of the project they are to bring it to the attention of the site manager who will make the necessary arrangements. Only competent tradesmen will install all temporary services.

All Temporary Accommodation Units (TAU) must be non-combustible and comply with 30 minute fire resistance (integrity) to BS 476 Parts.

- All TAU's shall be provided with a means for raising the alarm and individual smoke detectors and adequate escape routes shall be provided.
- Each TAU shall contain fire fighting equipment.
- Stacked TAU's will have the correct standard of access steps these shall be inspected (3 monthly) and tagged.

Only competent tradesmen will install any temporary structures ie: office cabins. A structural engineer may need to be consulted to check the structural stability in some instances, they are to design and detail requirements as necessary for competent persons to carry out the work.

Hoarding (TBC)

External hoardings are to be constructed from external quality plywood or wood particleboard on a suitable framework. Posts or scaffold tube to suit The Risk Assessment shall take account of the following:

Construction of hoarding Question	Site Specifics	Risk
The number of building occupants (including all employers) and the occupation density		Low
The number of contractor's employees on site		None
The location where the work is being undertaken		Low
The presence of any flammable materials		None
Emergency evacuation routes		Med
Work generated noise impacting on people adjacent to the work areas where such work is being undertaken		None
Work generated dust impacting on people adjacent to the work areas where such work is being undertaken		None

Hoardings shall meet a minimum half hour fire protection rating. One hour fire protection may be required as dictated by a specific Risk Assessment.

Signage to be provided to the entry side of each set of doors which will include the following statutory signs:

- Construction Site Area "No Unauthorised Access is Permitted"
- Hard Hats
- Hi Visibility Vests (with agreed Contractor's)
- No Smoking
- Safety Footwear
- Fire Exit (Internally only)
- Considerate Contractor information
- Other sign's where required e.g. gloves, eye protection, etc.

Fencing

'Heras' (or similar) fencing with anti-climb systems may be appropriate for some external hoardings. This needs to be agreed by the client and Mears Group on a site-by-site basis. Where only external accommodation has to be fenced off in localities with no history of extensive vandalism and the use 'Heras type' fencing is approved, it is to be properly clipped (Double) and supported.

Fencing	North	
	East	
	West	
	South	

Storage of Material (TBC)

All materials used in the Charlestown Multi's will be stored, so as not to create a hazard to any person.

COSHH items – Such as paint / solvents / sealant / adhesives will be stored in an area of the site that will be dedicated to the storage of these type of materials and will be completely controlled the site manager. All COSHH items will be assessed.

Hazardous Substances Storage Areas	TBC

When not in use the substances used by the mobile operatives will be placed in the suitable secure location (See Above) or on their vehicles.

Non hazardous material will be stored in a suitable location as the project dictates.

Non Hazardous Material Storage Areas	TBC

As the project progresses the area of storage will be adapted or moved to ensure that the material does not encroach on to the project work this will be as directed by the Site Manager.

Manual Handling

Designers have a duty under CDM to design out high-risk activities wherever possible, which should include the 'weight' implications of materials specified. All 'heavy' materials will be mechanically off-loaded and whenever possible transported around site by mechanical means, i.e. fork lift trucks, pallet trucks, sack trucks, wheelbarrows, etc.

The nature of construction requires the personnel on site to manual handle varied / different types of loads throughout their time at site. For normal activities a Generic Manual Handling Risk Assessment (MHRA) will be sufficient.

For unusual items careful consideration will be given to safe methods of moving these items and the site manager may require a specific MHRA demonstrating the method of moving these items controls will be used to reduce the potential for injury from manual handling operations. Lifting shall be mechanised as far as reasonably practicable and provide appropriate training.

MHRA's are to take into consideration the task, load, individual, environment and any other factors which may affect safe lifting and carrying (for example the use of Personal Protective Equipment).

Assessments will be required to be reviewed when there is a significant change including:

- The activity or process.
- The working environment.
- The number of personnel available and/or the physical ability of personnel to manually handle loads.
- The nature of the load(s) to be handled.
- Where accident / absence statistics show that the original control measures were insufficiently effective, Mears Group shall ensure that operations reduce the risks from manual handling so far as is reasonably practicable. The general hierarchy of control measures to achieve this include:
    - Elimination of the need for lifting, e.g. delivery company could off-load / deliver to place of use / storage, use of fork lift / crane to move the load, etc
    - Provision of automated or mechanical aids such as trolleys, chutes and purpose designed lifters

- Changing the layout of the job to reduce the distances loads are carried
- Reducing the number of times a job has to be done

Working at Height

Working at height is defined as “Work at any height where there is a possibility of a fall that will cause an injury”. Therefore any access to any part of building structure that is at height or where access is required to the roof or where there is necessity to use at height platforms such as mobile towers / independent tied scaffold. This evolution will be correctly planned and assessed to provide any person accessing these areas a safe place of working.

The Mears Group working at Height policy and safe system of works must be applied exercising the hierarchy of control for Working at Height as required for the different scenarios encountered.

Work At Height Hierarchy for managing and selecting equipment for work at height.

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where they cannot avoid working at height
- Use work equipment or other measures to minimise the distance and consequence of a fall (should one occur) where the risk of a fall cannot be eliminate
- The safe ladder use procedure must be applied to prevent fall and selection of adequate and sufficient access equipment to prevent fall

Additional:

- Access ladders are to be of single construction rather than the extendable type this will be secured to prevent movement.
- Mobile Towers will be erected by an approved competent contractor or competent trained employee (PASMA or equivalent). All ladders / steps and hop up will conform to EN 131 (Class 1 construction) and be inspected on a 3 monthly basis.
- Edge protection is to be provided where work is intended near unguarded edge, or within two metres of fragile material including skylights.
- The edge protection (barriers, guard-rails or parapet) must be in good condition and constructed to protect persons and materials from falling. Guard-rails (950mm) should be in place with a second rail (Intermediate) fixed so no gap in the edge protection is greater than 470mm. A toe board (150mm) must be fitted.
- All fragile materials e.g. asbestos cement sheets, roof lights, must be marked with hazard warning signs and protected by guard-rails or demarcated.
- Other means of preventing falls, e.g. fall restraint and fall arrest, are only considered as a last resort.
- Fall restraint / arrest equipment is only to be used by properly trained persons.
- There must also be adequate arrangements in place to provide a swift means of rescue.
- There must be safe access to roof, e.g. ladders are fixed and provided with back safety hoops.
- Weather conditions must be considered and suitable for the type of work planned.
- Walkways must be made free from obstructions and trip hazards.
- There must be a safe method provided for handling materials.
- If lifting appliances are used to handle loads, e.g. hoist, gin wheel, these lifting appliances must be are securely anchored and protected by guard rails and toe boards when mounted on the roof edge, tested and maintained in good working order.
- Warning signs conforming to the Health and Safety (Safety Signs and Signals) Regulations must identify overhead power lines which may be reached by ladders, scaffold poles, roof sheets.

Where contractors intend carrying out works at height, they must provide a safe system of work before being allowed on to the at height area. This will detail the work, and safety precautions to safeguard their employees and others affected by their work.

Flat Roof Edge Protection and Access

Any flat roof that requires access must have adequate edge protection as described above. This will be constructed by a competent organisation nominated by Mears Group. This temporary edge protection will meet the requirements of the Work at Height Regulations 2005, and be inspected at the correct periodicity.

Mast Climbers Information to be added on instruction of contractor

Scaffolding

Will be designed and constructed in accordance with the correct standards and by a competent organisation authorised by Mears Group.

As well as the measures already described above general provisions will be made to ensure the safety and integrity of structures on site.

- All scaffolding on site (including internal propping) will be subject to a daily visual inspection by the Site Manager, any defects will be noted and addressed as required.
- Should any serious defects be present which present an immediate danger to users or members of the public then works involving that scaffold will be immediately suspended and the appropriate action taken.
- Scaffold structures will be subject to a weekly statutory inspection and the details recorded in accordance with current practice and regulatory requirements and be available for review at site as required.
- No persons other than the appointed scaffolders for the site will be allowed to alter adjust or interfere with the structure of the scaffold.
- All contractors on site are encouraged to look out for and report any signs of defects appearing in the scaffold to the Site Manager
- Maximum safe working loads have been obtained for various parts of the scaffold, these are to be clearly marked on the scaffold in all appropriate areas and SWL's are NOT to be exceeded. When calculating loads account must be taken of all persons, materials and tools on a particular level or area and the total amount present on the scaffold in all areas at any one time. It is the responsibility of all persons using the site to monitor this correctly.

Mobile Towers

Prior to any construction of mobile towers the Site Manager will ensure that the area and task the tower is required for, is suitable for the type of tower available.

Any mobile towers constructed at site will only be erected and dismantled by competent persons with an in date PASMA certification.

Any tower only partially constructed will display a sign with "Do not use".

Mobile towers ready for use will be constructed in accordance with the "Manufacturers Instruction Manual" (MIM) and have an inspection tag placed on it to indicate to users that the mobile tower has inspected.

Protection of the Public: Risk from Falling Materials, Tools and Debris

Any areas below or underneath the scaffold that is accessible to the public and pedestrians will be protected from falling material.

- Toe boards are fitted to all levels of the scaffold and are to be checked daily before works take place from any part of the scaffold.
- The working lift of the scaffold will have a suitable method to prevent items falling through the gaps of the edge protection ie: Netting, brick guards.
- Where the public has pedestrian access below the scaffold these. The first lift of these areas of scaffold will be covered with extra protective sheeting to seal and prevent debris and dust passing through. This area will be subject to daily cleaning and inspections and maintained as required.
- Extra protection has been afforded by means of a protective “fan” fitted to the first lift. This is to be inspected daily before works start and maintained in the normal way through weekly scaffold inspections.

Crash Decks

Crash decks are not required on this project.

Windows

The as the external skin of the house rises the openings for windows will be left open awaiting the fit of the window frames and glazing. To prevent anyone on the scaffold falling through to the inside of the house edge protection will be placed across the window opening.

Excavations

No excavations are to be left unattended and in accordance with The Construction (Design and Management) Regulations 2015 and Working at Height Regulations 2005. Guard rails should be provided around excavations.

For all proposed excavation works testing / inspection will be used to accurately locate and identify existing underground services prior to any excavation taking place. These steps will include:

- Referral to all relevant statutory authority drawings.
- Communication with the relevant authorities in order to accurately locate services on site.
- Cable Avoidance Tool (CAT) and Genny surveys of all areas prior to excavation work.
- Issue of a Permit to Dig by the Site Manager.
- Where necessary a non-intrusive radar survey will be completed
- Ground Conditions (subsidence, contamination etc) should be given consideration where necessary.
- There is no known contamination of ground areas and no subsidence is evident to any scheme.

There should be safe systems of work in place and shoring with excavation and all ground works undertaken by competent operatives backed my adequate and sufficient risk assessment / method statement to execute works.

Authorisation of this work may be required from the local authority and police if the task involves work in streets or public areas.

Construction work shall not be carried out in an excavation where any supports or battering have been provided, unless:

The excavation and any work equipment and materials which affect its safety, have been inspected by a competent person:

- At the start of the shift in which the work is to be carried out.
- After any event likely to have affected the strength or stability of the excavation.
- After any material unintentionally falls or is dislodged; and the person who carried out the inspection is satisfied that the work can be carried out there safely.

Type	Fence post locations
Depth	1M
Ground Support	N/A
Protection against collapse	N/A

Asbestos

The Site Manager will ensure that there is an Asbestos Management Plan for the CDM project / site where foreseeable. The initial register will be supplied by the client and should provide sufficient information about the location and type of ACMs in order to allow effective management of the risks during any refurbishment or maintenance work.

Asbestos was widely incorporated into buildings until the nineteen eighties after which time its use declined. However, the use of all forms of asbestos in buildings was not prohibited until 1999. Even then, some asbestos held in stock may have continued to be used after this date.

Given this, it is not possible to judge by the age of building stock alone whether asbestos is absent. Consequently, you must assume that asbestos is present in areas to be refurbished unless you have appropriate information to confirm that it is not.

Survey Type

A “Refurbishment / Demolition” survey is necessary before carrying out any work that may disturb the fabric of a building. The purpose of this survey is to locate ACMs so that they can be removed before the refurbishment work starts. This type of survey is likely to be intrusive and destructive. Intrusive inspection techniques are employed where appropriate to lift carpets and tiles, and break through walls, ceilings, cladding and partitions. Mears Group authorised asbestos surveyors will complete a survey in accordance with HSG264.

These intrusive techniques mean that surveys need to be conducted in unoccupied areas to minimise any risks to personnel. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furniture and furnishings should be removed as far as possible or protected using sheeting.

Provision of Information

The value and usefulness of a survey can be seriously undermined where either the client or surveyor imposes restrictions on the scope or techniques / method used. It is crucial that, so far as is reasonably practicable, that information is provided on the location of all ACMs within the project location.

Both the form of the survey records and final report format should therefore be agreed before starting a survey. When agreeing this format consideration should be given to how it is going to be supplied, shared and updated by those that need it. Not only is this important for the current scope of work but it can also save time and money on future projects.

Even when a suitable survey has been undertaken, it is still foreseeable that unknown ACMs may be encountered when construction work begins. It is, therefore, important that contractors undertaking the work know what to look for and the precautions that they should adopt.

Any asbestos removal will be completed prior to construction start and this will be undertaken by a competent contractor having the correct insurance and procedures. If the removal is under a specific licence this will affect the program as a 2 week notification period is required. Any removal of ACM's will be noted and a record kept and forwarded to the Client / PD for inclusion in the H&S File.

Date Of R&D Survey	TBC by client
Complied By: Name of organisation	
Asbestos Survey Available	
Project Asbestos Removal	
Asbestos removed by	
All ACM's removed from project	

Lifting Operations

Positioning, erection, use and dismantling of cranes on site must be strictly controlled at all times. All lifting operations shall be overseen by a competent Crane Coordinator, Crane Operator, Slinger and Banks person at all times.

All lifting equipment and accessories must have a valid current test certificate, be maintained in good condition and be inspected in accordance with statutory requirements.

Lifting equipment and beams shall be designed and checked by competent engineers and shall facilitate the safe attachment and detachment of loads. Webbing slings must be replaced at least six monthly or where there is damage.

Before a mobile crane may be used on site, the operator must complete a safety check which identifies that the unit is free from apparent defects and is fit for the purpose for which it is to be used, e.g. right capacity for load / reach, etc.

Crane Size Not required apart from vehicle mounted lifting arm for container	Crane Size Not required apart from vehicle mounted lifting arm for container
offloading and placing	offloading and placing
Types Loads Containers and containerised cabins	Types Loads Containers and containerised cabins
Max SWL N/A – vehicle cranes	Max SWL N/A – vehicle cranes
Ground Conditions Fair, variable. Site manager and delivery companies to assess for specific	Ground Conditions Fair, variable. Site manager and delivery companies to assess for specific

Hoists

The following Hoist(s) insert type of hoist have been constructed at site for the duration of specific elements of the project. The hoist is designed and constructed by a competent contractor and all documentation on handover will be available at the Site Office.

- All Hoists will be clearly marked with their SWL
- No Hoist is to be overloaded at any time.
- All operators of the hoist will have on site training and an induction in their operation and safety procedures from a qualifed instructor, this will be recorded and documented in the H&S file.
- Persons not trained or inducted in the use of the hoist are not to operate the hoist at any time.
- All hoists will be inspected daily by the Site Manager as a competent and qualified person for safety and operational integrity. Any defects will be reported to the hoist contractor and that hoist will be taken out of operation until the defect is resolved.
- All hoists will be isolated and disconnected from the power supply at the end of each working day.
- No hoist is to be used to transport persons.

Sharps / Infection / Biological

Although considered to be a low risk in the majority of Mears Group projects, care must be exercised when disturbing radiators, work tops and other fixtures where used hypodermic needles could be hidden. Sharps may be expected in:

- Chairs / cushions
- Ceiling voids
- Behind radiators
- Behind toilet cisterns
- In cupboards
- Behind access panels.

Mears Group shall ensure that a specific survey is carried out to identify any potential areas where these may have been hidden within areas of the buildings,

There is a risk that in certain areas of the building and surrounding grounds, the following hazards exist:

- Exposure to Leptospirosis (Weil's Disease) from rat's urine - drainage, basements, standing water, etc. Adequate washing facilities should be provided.
- Exposure to the Legionella bacteria - plumbing system, tanks, etc. redundant pipe work and areas where exposure to the water molecules could be a cause the project manager will assess and take reasonable action.
- General dust and soils containing harmful spores and bacteria. Will be assessed on a task by task basis any controls will be documented.
- Arsenic in soil

Employment Of Non English Speaking Personnel

As a minimum should personnel be employed on site who's English may be their second language and / or is either very limited or non-existent.

The services of a translator who is technically competent to speak and write in English and the person's or personnel's language must be employed and be available at all times to translate, mentor and where possible assist the individual or individuals in their safety and health / wellbeing whilst working on the site.

- In general, migrant workers will need to meet the same skill standards as the rest of the workforce, both in terms of their competence and health and safety training and knowledge.
- Provide where necessary aid memoires.
- Information leaflets and cards on the critical safety factors to ensure they understand their legal obligations.
- Able to report as minimum any unsafe acts or observations to their translator / mentor.

Drugs and Alcohol

At discretion of the Mears Group Management, staff may be tested for drugs & alcohol if they are involved in a serious accident or incident or appear to be under the influence of either drugs or alcohol.

Any Worker found to have tested positive after any drug or alcohol test will be immediately suspended from the workplace in which they are engaged, pending a full investigation.

Workers testing positive for drugs or excess alcohol, or refusing to take a test, can face sanctions up to and including termination of contract, pending an investigation.

Confined Spaces

Although working in confined spaces will be avoided whenever possible, if it cannot be avoided it must be planned, controlled and carried out by competent persons in accordance with the Working in Confined Spaces Regulations.

Where operatives are engaged to perform hazardous tasks, satisfactory written safe systems of work or method statements will be required, prior to work starting. A formal permit to work procedure will be required

Electrical

The domestic supply of 240v can kill or badly injure any person who comes into contact with it. In many workplaces, higher voltages including 415v and 1000v are present. Whenever any work is being carried out involving electricity special care must be taken to avoid the risk of electrocution

To reduce the possibility of electrical shock Mears Group will ensure that:

- All electrical systems and equipment are properly designed, installed, used and maintained.
- Competent persons carry out all repairs, modification and maintenance works.
- An inspection and testing regime is established for electrical systems and equipment.
- The Site Manager will ensure that work with electricity is only undertaken by Competent Employees of Approved Contractors

Fixed Electrical Installations – Inspection and Testing

The fixed electrical installation can be defined as: “All equipment which is electrically connected to a common source of power, e.g. wiring, fuse boxes and associated controls”.

The Site Manager will ensure that:

- The fixed electrical system is inspected and tested in accordance with the current IEE (Institution of Electrical Engineers) periodicity will be as directed by the client for tenant occupied properties and be at the least every five years.
- A Written report is provided on the result of the inspection and test.
- Any defects identified in the report are actioned without delay.
- A copy of the report, and evidence of any remedial work, is kept.
-

Electrical Isolation

All electrical supplies to work areas of the site have been taken from TBC

Drawings are available and form part of the pre-construction information.

Mears Group will ensure not “Live Work”. Prior to any electrical work it must be ensured that any isolation will not affect any surrounding area critical electrical supplies.

Site welfare and office has a supply from an independent DB.

Portable Appliance Testing

The Site Manager will ensure that all operatives and contractors portable electrical appliances and extension leads belonging to them and used on site are maintained in a safe condition.

This includes PAT with a legible sticker (Pass) or a note made on contractors induction form

Part of the Operatives responsibility is to inspect their work equipment prior to use. Any operatives work equipment found to be defective or have out of date portable appliance testing will be removed from the project site.

Gas Servicing & Installation

Only gas engineers are certified through the ‘Gas Safe Register’ scheme and competent to undertake the different types of work as documented on their individual Gas Safe register cards.

All gas appliances must be inspected / maintained and installed by a competent person. Mears Group will ensure through dedicated training and contractor selection that all competency skills are applicable to the task been undertaken.

On completion of any invasive works the gas engineer will undertake tests and inspections in accordance with current legalisation. Documents will be submitted on the condition of the gas system as part of the H&S File.

Inclement Weather Conditions

Due to the nature of these works being external or from height and scaffold particular attention will be paid to weather conditions:

- Weather checks will be made at the start of each working day and the weather will be monitored at all times.
- HSE guidance on safe wind speeds and weather conditions relating to these types of work will be taken into account and no works are to take place if conditions are too wet, windy or cold.
- No works on scaffold are to take place during storms.
- The site manager will have overall responsibility for stopping works should weather conditions turn unfavourable.
- Use of slat / sand will be used in pedestrian areas if weather conditions icy.

Hot Works

Any hot works will be controlled by the use of a Permit to Work and must be documented prior to the hot work evolution by the Site Manager or appointed Mears Group representative.

A serviceable portable fire extinguisher must be adjacent to the area of hot work at all time. On completion there must be at least a cool down period of 40mins before the permit is closed.

Fire Precautions

The Project fire safety strategy will remain the primary method for fire precautions at site and a fire risk assessment has been developed for this project and is submitted as part of this plan. This document will form the fire strategy for this project and will be part of the site induction. A copy will be displayed in the site office along with plans detailing escape routes and assembly points

- As detailed in the accompanying Fire Risk Assessment submitted as part of this plan
- No works will obstruct any access for emergency vehicles at any time
- Means of escape and methods to maintain and monitor such are contained in the FRA
- No works are anticipated that would require the isolation of the fire alarm. If this situation changes Mears Group would notify the owner and seek approval. Controls would also need to be in place to ensure that fire detection and alarms can be maintained throughout the project.

Noise

Noise from the compound will be monitored and kept to a minimum, there will be no operational activities other than storage, welfare and the site office.
Delivery times have been restricted.

No Deliveries Before: Mon to Fri 09.30	No Deliveries Before: Mon to Fri 09.30
No Deliveries After: Mon to Fri 16.00	No Deliveries After: Mon to Fri 16.00
Delivery Restriction Times No deliveries at weekends	Delivery Restriction Times No deliveries at weekends
No Deliveries On Day None specified	No Deliveries On Day None specified
Daily Restriction Times Not before 09.30 and not after 16.00	Daily Restriction Times Not before 09.30 and not after 16.00

Most building operations are inherently noisy due to the operation of machinery and their interaction with material.

Mears Group will monitor the noise levels at site to ensure that the correct PPE is worn for noise levels that exceed the limit value but do not reach the action values.

Hearing protection zones will be incorporated into the project as required to inform other trades of the noise levels and restrict access where appropriate.

In the environment noise may affect the public in adjacent rooms to the project. To reduce the impact of noise and the potential for noise increasing public anxiety and stress, Mears Group shall ensure suitable noise Risk Assessments are completed and controls implemented where elimination is not possible. Mears will also provide respite flats for anyone who wishes to use them. Information will be sent out to tenants by the RLO's.

Generally, the following will apply:

- Noise will be monitored on a regular basis by competent persons using suitable measuring equipment.
- Noise will be kept to a minimum by implementing 'Best Practical means' / methods to control the noise at source, e.g. silencers, mufflers, barriers.
- Any specified or agreed restricted working hours for noisy operations will be strictly observed.

No Noise Before:	08:00
No Noise After:	17:00
Daily Noise Restriction Times:	No noise at weekends, no weekend works planned
Maximum Trigger Time Any Single Evolution:	Information on trigger times in Noise RA

Any process or equipment that due to the length of operation / trigger times where the noise exceeds any regulation action value then a dedicated noise assessment will be undertaken on this activity and specific controls will be instigated

Dust

Different elements of the project will cause the release of dust into the atmosphere. To minimise the effects of this on site and within the compound Mears Group will monitor the processes and reduce the dust caused by work equipment by a variety of different methods as directed:

- Local Exhaust Ventilation (LEV).
- Localised water suppression.
- Damping Down.
- Covering of furniture and equipment.
- Airlocks
- Forced ventilation
- Negative pressure systems

Operatives and contractors on site will wear Respiratory Personal Equipment (RPE – Dust Masks) as directed in the risk assessments. If their work involves the production of dust. FFP3 as standard.

Vibration

Vibration on site will be managed by the site manager and contractors RAMS will be checked and monitored to ensure action values are not exceeded. Vibration from the compound is not anticipated this will be monitored and kept to a minimum.

Permits To Work

Permits to work will be required for the following activities

- Hot work
- Electrical Isolations
- Water treatment
- At height activity
- Breaking Ground (Excavation)
- Confined space

All permits will be issued by the Site Manager and checks will be made of the environment each permit is associated with. The Site Manager will also ensure that each permit is closed off with the correct measures to ensure area security and safety.

No permit will be left open at over night

Personnel Protective Equipment (PPE)

The requirements of the Personal Protective Equipment at Work Regulations 1992 will be strictly adhered to by all personnel working on Mears Group Project, The site rules will document the mandatory PPE requirements for site.

The following PPE must be worn at all times whilst on site:-

- Steel toe-capped boots – EN 345
- Hi-Vi jacket / vest - EN 471 (Marked with Contractors ID/ Name).
- Safety Hard Hat - EN 397

Additional PPE will be identified through risk assessment and must be worn as necessary.

All personnel will receive adequate training with regard to the correct use of PPE by their managers. The training will usually be in the form of a toolbox talk or will be provided by the manufacturer in the case of specialist equipment.

Replacement PPE will be issued where required due to defects, wear / tear and damage.

Structural Demolition

This project requires the demolition and/or stripping out, and or opening-up of:

- Potentially areas of fencing
- Breaking out areas of structure for repairs
- Removal of existing windows and doors
- Removal of existing balustrades
- Removal of existing floor finishes in specified locations
- Removal of existing roof coverings
- Removal of existing glazed and blockwork walls in specified locations

The demolition and/or stripping out will be undertaken by contractors using 110v breakers, associated power tools and hand tools. Any utilities and building services to affected areas will be isolated and capped prior to any item being demolished, stripped out, or opened up.

All items for demolition or for stripping out and/or opening up will be assessed for asbestos content before the specified
works commence.

Contractors will assess and plan the demolition/stripping-out/opening-up works and will document their methodology,risk assessments and control measures in their SSW.

.
Reclaim bricks
The contractors will be reclaiming some of the bricks to the small shed and will be cleaned and stacked for ready for recycling.

Contractors will assess and plan the demolition of the house and wall and document their methodology of demolition in their SSW.

Radon

Radon is a radioactive gas, we can't see, smell or taste it. Special equipment is required to detect it. Radon is everywhere; formed from the uranium in all rocks and soils. Outdoors everywhere and indoors in many areas the radon levels are low and the risk to health is small.

High levels of radon can cause lung cancer, particularly for smokers and ex-smokers. Radon produces tiny radioactive particles in the air we breathe. Radiation from these particles damages our lung tissue, and over a long period may cause lung cancer. The higher the level and the longer the period of exposure, the greater the risk will be

If the result is at or above the UK Action Level of 200 Bq m^{-3}, action is to be taken.

Radon Level At Project	
Method To Reduce Effect Of Radon	

Tree Felling

We do not expect to remove any trees, however should there be a need the following will apply in agreement with the client and local authority.

None of these trees have preservation orders on them, and they are to a height of approx. 4m. The removal of these trees will be:

- Keeping the public clear of the operation..
- Placing signage at either end of the public path to inform the public of tree felling.
- Keeping the path clear at all times allowing transit as required.
- As the external security of the site is compromised fencing will be erected.
- When cutting branches members of the contractors will be required to marshal the public and to check safety.
- Lower branches will be cut down exposing the trunk.
- Tree felled to drop into the project site.
- Branches removed and trunk cut up.
- Roots dug out using excavator, holes back filled.

Contractors undertaking this task will provide the appropriate SSW documenting the safe procedure and competencies to do this task.

Work Equipment - Nail Guns

These items will be used in the construction and fabrication of the new properties. These are high velocity ejection tools and can be operated on gas / cartridge / compressed air.

Use of these will be controlled and operated by the contractors following their SSW.

The site manager will ensure that

- Other trades are kept clear of the area of use.
- All PPE is worn by the operators.
- No nail gun will be left unattended in case of unauthorised use.
- Nail guns when not in use must have safety applied or isolated.
- Inappropriate use of these tools will not be tolerated.
- Nail guns to be stored away securely at the end of the day or removed from site.

Contamination

Excavations are to be carried out during the project. Due to the residential nature of the site and former construction works for the original tower blocks is it unlikely that ground contamination will be present, however trial holes are to be excavated before main excavations commence, and the arisings will be inspected by the Principal Contractor and Structural Engineer.

Infection

Infection of the workforce is potentially possible from antisocial debris around the site, from rat urine, and from foul water during excavations, drainage works, and enabling works to SVP's.
Infection of residents and the public is potentially possible from antisocial debris around the site and from rat urine around the site. Mears is not responsible for control and/or clearance of antisocial debris or rat urine, and these responsibilities will remain with the Client.

Mears will take reasonable steps to prevent infection of the residents, the general public, and the workforce from foul water during excavations, drainage works, and enabling works to SVP's. IMSF029C01 Revision 3: 3rd May 2018 Page 37 of 64 Project: Highways Towers Site Setup Infection of residents, the public and the workforce from legionella is potentially possible. Mears will take reasonable steps to prevent infection caused by building systems upon which they are working.

Prevention of infection from legionella to residents and the public from building systems upon which Mears are not working remains the responsibility of the Client.

Party Walls
There are no party walls on the properties. Party fence walls exist at boundaries to adjoining owners land. It is the
Client's responsibility to arrange suitable Party Wall Agreements at boundaries to adjoining owners land where Mears are required to work or to alter boundary fences/walls.

Basements
There are no basements within the working areas for this project.

Bats
Bat roosts have not been identified on this project.

Archaeological Digs
There are no requirements for archaeological digs on the site.

SECTION 8

8. Emergency Procedures

8.1 General

The Project Manager will confirm that arrangements are in place and appropriate to the local circumstances to deal with any emergency situation in the way of accidents / incidents, fire, explosion, spillage contamination.

In the event of an accident / incident / near miss / emergency one of the following should be contacted:

Principal Contractor's Site Manager	Dave Connor
	Insert telephone number
PC Project Manager	Steve Stockford
	Insert telephone number
SHE Manager	Steve West
	Insert telephone number
Client	Northwards Housing
	Insert telephone number
At Height Rescue	Site Manager
	Insert telephone number
HV Cable Strike	Insert Name
	Insert telephone number
Gas main Strike	Insert Name
	Insert telephone number
Water Main Breech	Insert Name
	Insert telephone number
Electrical Cable Strike	Insert Name
	Insert telephone number
Asbestos Fibre Release	Insert Name
	Insert telephone number

Notices on first aiders will be discussed at the induction and details of who is the first aider will be placed in the site pack. This is to include the emergency assembly points and fire precautions and first-aid details.

8.2 Accident Reporting

The accident reporting procedure is defined in Mears Group Health & Safety Policy and will comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) and are summarised as follows:-

- The Site Manager will act as the Responsible Person for RIDDOR and initiate the required reporting procedure in the event of one of the incidents listed in the regulations.
- Mears Group Management shall notify the PD and Client of any notifiable accidents or dangerous occurrences under RIDDOR 1995 (As Amended 2012). A copy of the F2508 notification form must be submitted.
- In addition to the requirements to report accidents under RIDDOR there is also a requirement to maintain an accident book on site to record any personal injuries Accident Book (IMSF032A - will to comply with the Data Protection Act. Copies of completed forms are to be kept in a secure place). .
- All accidents are to be reported to the Site Manager / H&S Manager on the appropriate forms. All accidents are to be investigated in accordance with organisation policy (IMSP032), especially those that are reportable. A written report is to be sent to the H&S Manager, who can be contacted for assistance when necessary.
- Injuries to Contractors / Sub Contractors are to be reported as above by the contractor supervising person, a full copy of the investigation and associated evidence is to be provided to the Mears Group Manager. This is to be logged on the accident database in accordance with IMSP032.

8.2 First-Aid

The site will employee it's own systems for first aid and first aiders. First-aid equipment will consist of First Aid Box's the content of which is to comply with The Health and Safety (First Aid) Regulations 1981. Justification on numbers of first aiders are contained in the welfare plan Appendix

The qualified first-aider or appointed person will be indicated on the site notices in the document pack. They will, prior to the commencement of site operations, establish emergency procedures to be followed in the event of an injury to include:-

- Emergency procedure and telephone number, this is to be available in the site pack.
- The location of first-aid arrangements will be indicated by adequate signage, together with notification to all site personnel on induction training.

8.3 Evacuation

Prior to any work commencing access, escape routes and assembly points will be reviewed for the project. Evacuation routes will be maintained at all times..

The emergency procedures for evacuating the site will be explained at the site induction and will include a local muster point The Site Manager will confirm that arrangements are in place and appropriate to the local circumstances to deal with any emergency situation in the way of accidents / incidents, fire, explosion, spillage contamination.

The Site Manager will:

- Appoint a deputy to take charge in their absence.
- Keep a record of persons on site or premises.
- Carry out a survey, assess risks, confirm or amend the standard company arrangements. (Eg: Specific Fire risk assessment for project, vulnerable people)
- Obtain all equipment necessary to deal with foreseeable emergencies
- Ensure sufficient emergency exits and escape routes are provided, and kept clear, lighted and properly marked.
- Designate an assembly area in the event of an evacuation; appoint a person and deputy to account for the persons known to be on site.
- Appoint a person and deputy to summon assistance and where appropriate sound the alarm system.
- Ensure all persons affected are aware of the arrangements made, instructed in the use of equipment provided and procedures established and carry out drills and rehearsals.
- Complete the emergency notice(s).

On arrival on site all persons will be made familiar with the procedure to be followed in the event of an emergency such as an evacuation in the event of a fire. This will be included as part of the site induction training.

Notices will be clearly displayed on the site. This is to include the emergency assembly points and fire precautions and first-aid details. A copy of the notices can be found appended to this document.

8.4 Fire Plan

The fire plan will be explained to all personnel at the site inductions. Fire escape routes will be those already in place within the building and Mears Group will use any of these to aid escape in the event of an emergency.

The Mears Group Site Manager will act as Fire Warden & will be responsible for regular checks of equipment.

The site will be ‘No Smoking’ except in the designated area which will be signed and identified at the site induction.

Smoking in any other area is considered a Gross misconduct offence.

(A copy of the Fire Risk Assessment can be found in Appendix C)

8.5 Emergency Contacts and Isolations

Emergency contact details for this project and isolation locations are contained in Appendix B of this construction Phase plan.

SECTION 9

9. Workplace Welfare

Mears Group Management will make every reasonable and practical effort to provide all the welfare facilities required by current Health and Safety legislation. Site welfare will be in the self-contained unit that is placed by the perimeter boundary fence. As a minimum the following will be provided:

- First aid facilities.
- Sanitary conveniences.
- Washing facilities (Hot Water).
- Drinking water.
- Accommodation for clothing.
- Facilities for changing clothing.
- Facilities for rest.

A review of welfare facilities shall be carried out by Site Manager / Supervisor on a regular basis at various

stages of the project. This is to ensure that all reasonably practicable facilities are at a standard to ensure the welfare of the Operatives are not compromised.

All staff are responsible for the cleanliness, upkeep and maintenance of both and welfare and toilet facilities. Toilets, washrooms, rest room / changing room, basic catering and drying room facilities are made available in conjunction with an office establishment.

Specific and / or additional inspections for project workplace safety are subject to the introduction of a Works Method Statement. Works Method Statement 'Site Set Up and Welfare' refers for control.

An inspection and report programme for the project will be implemented and consist of direct visual inspections of tasks and processes to be undertaken at designated times. The reports on these inspections will be available from the office by the Client / PD.

All considerations will be brought to the attention of the Site Manager and associated deliberations where required will be informed to the client.

	Phase	Facilities	Location
Welfare	Site Setup & Enabling	Oasis Unit x1 toilet, x2 sinks	TBC with compound location
	Construction phase	Office, Canteen, Toilet Block	TBC with compound location

Justification for the welfare facilities can be found in appendix D.

SECTION 10

10. Information and Training

10.1 Health and Safety Information

Health and safety information will be passed onto Employees / Contractors / Visitors on site by the most appropriate method including both verbal and written instructions. The Project Manager and Site Manager are responsible for ensuring that information is passed onto those needing it to ensure safe working conditions are maintained.

10.2 Induction Training

Initial health and safety training will be in the form of a site induction for all persons working on or visiting the site and will be given by the Site Managers and this will be recorded.

The Site Induction includes but is not restricted to the following.

- Site Rules
- Project Overview
- Welfare Facilities
- Asbestos Awareness /Identification
- General Site Safety Hazards
- Emergency and Fire Procedures
- PPE Requirements

A copy of the site induction presentation and full checklist of the items to be covered within the induction training is appended to this document in Appendix I.

10.3 Project Information

Project specific information will be passed onto people on site by the most appropriate method including both verbal and written instructions. The Site Manager is responsible for ensuring that information is passed onto those needing it to ensure safe working conditions are maintained.

10.4 Tool-Box Talks

Project and site Managers will arrange for tool box talks to be given as required throughout the project. Records will be maintained this will include subjects discussed and attendance.

If appropriate sub-contractors will be expected to attend any PC presented toolbox talks. will be short but intensive sessions aimed at providing practical guidance on H&S issues.

Safe Start Briefs will be carried out on a daily basis to inform operatives of the safety issues for that day and to verbally check that all personnel have the correct H&S resources to undertake their work. The PC will distribute any site wide H&S information to the managers as required.

10.5 Statutory Notices

The following notices will be available in the Site pack:

- F10 - HSE Notification.
- Health and Safety Law (Leaflet)
- Insurance certificates
- First Aider nominated person contact details
- Policy Statements
- Waste carriers licence
- Accrediations

- Fire Evacuation Poster
- Mandatory PPE Poster
- Site Plan
- Site Fire Plan
- Site Rules

In addition to the notices mentioned above the Site Manager is encouraged to display any information poster he feels will contribute towards site safety.

SECTION 11

11 Site Rules

11.1 General

All persons working on or visiting the site are required to comply with the project site rules which will be brought to their attention by the Site Manager normally at their site induction.

The site rules are Appended to this document.

Note: These documented rules may change during the project to include additional specific rules due to the dynamics / nature of the project. If this is the case then any new rule will be communicated to all site operatives and contractors at a tool box talk.

11.2 Signing in Procedures

All Visitors and contractors to site will be required to sign in and off site for each and every visit. The signing procedures are to be followed at all times and will be recorded as part of the site diary. Example copies of the site diary are appended to this Construction Phase Plan (Appendix F).

There are additional pages to record the attendance of visitors and delivery of plant equipment.

11.3 Client Rules

Mears Group shall comply with all Client requirements as detailed in the Employer's Requirements document, the specification, schedules of works and associated contract documents

SECTION 12

12. Health and Safety File

The purpose of a Health & Safety File is to create a permanent record of information relevant to health and safety which will be used after completion of the project. The file should therefore record issues relating to hazards inherent in the materials, maintenance or use of the building which might affect the health and safety of any person carrying out future construction, maintenance, cleaning or demolition work; or any person occupying the building who may be affected by those carrying out work upon it.

Information will be collated by the Contract Manager and passed to the Principal Designer at agreed intervals for inclusion in the project Health & Safety File.

The information will include: Delete and amend as required

- Details of construction methods used
- Record or as-built drawings.
- The design criteria
- Details of materials / Substances used.
- Details of the structures equipment and maintenance facilities.
- Maintenance procedures and requirements for the structure including risk assessments.
- Operation / maintenance / schedules / programmes manuals whether supplied or installed in house or by specialist subcontractors forming part of the construction / installation or systems Utility information including location and nature with reference to type i.e. emergency and fire fighting systems.
- Asbestos survey including removal of.
- Electrical inspections / Gas installation certificates.

12.1 Arrangements for the collection of information

As Principal Contractor Mears Group will comply with our duties under the CDM Regulations and obligations set out in the contract documents to ensure that the PD receives all the information required to complete the Health and Safety File. Where applicable Operation and Maintenance Manuals will be available before the building is handed over to the Client.

12.2 Storage Of information

Health and Safety File information can be requested and collected in both hard copy and electronic (pdf or word) format by the project manager (or a nominated administrator) kept centrally in the contract office for handing over to the PD prior to the hand over of the project and in good time for the PD to be able to compile the Health and safety File for issue to the Client.

SECTION 13

13. Arrangements For Monitoring

The general arrangements for monitoring the site are as follows:

- On a **Daily** basis; the Site Manager Contractors and employees will inspect all aspects of the work and work areas to ensure that all are complying with the company health and safety rules and regulations. As well provisions described earlier in this plan this will include the recording of:
  a. Start new site diary.
  b. Visual inspection of any Work at height access equipment ie:- scaffold.
  c. Visual Inspection of any excavation.
  c. Visual inspection of fire fighting arrangements.
  d. Visual check of welfare facilities.
  e. Visual check of site security.

- On a **Weekly** basis; the Site Manager will formally inspect all aspects of the work and work areas to ensure that all are complying with the company health and safety requirements and record on the inspection form, any non-conformances will be actioned within an appropriate time frame. A competent scaffold inspector will inspect all aspects of the scaffold and record in the register.

- On an **Ad-hoc** basis; the Health and Safety Manager will inspect all aspects of the work and work areas to ensure that all are complying with the company health and safety requirements and produce a written report. Assistance will be provided when necessary to address any non-conformance recommendations.

- On an **As required** basis; the Health and Safety Manager will carry out any required accident / incident investigation and produce a report with his recommendations for the Project Manager.

- As required all operatives on site will actively encouraged to report unsafe conditions acts Near Misses.

Appendices

A	**Amendments**
B	**Contract program**
C	**Emergency Procedures – Accidents / Hospital**
D	**Fire Plan / Isolations Of Utilities**
E	**Site rules / Welfare Plan**
F	**Site Specific Documentation F10 / H&S Policy**
G	**Site Diary /Visitors Log In / Plant On Site**
H	**Sub Contractor List**
I	**SSW / RA / MS / CA**
J	**Site Induction list**
K	**Meeting Minutes / Workplace Inspections**
L	**Pre construction Information**

Appendix A – CPP Amendments

Date Of Amendment	21/12/2018				
Author Of Amendment	Steve West				
Relevant Section / Page Changed	Timings and general updates				
Reason For Change	Planning				
Initials Of Duty Holder	**PC**	**PD**	**CM**	**HSM**	**Client**
				X	

Amendment:
Times added and some extra information regards noise, due to there being two CPP's and the documents being live and are subject to daily review and change. Some of the information missing will be determined on the site compound location was approved.

Date Of Amendment					
Author Of Amendment					
Relevant Section / Page Changed					
Reason For Change					
Initials Of Duty Holder	**PC**	**PD**	**CM**	**HSM**	**Client**

Amendment:

Date Of Amendment					
Author Of Amendment					
Relevant Section / Page Changed					
Reason For Change					
Initials Of Duty Holder	**PC**	**PD**	**CM**	**HSM**	**Client**

Amendment:

Date Of Amendment					
Author Of Amendment					
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Reason For Change					
Initials Of Duty Holder	**PC**	**PD**	**CM**	**HSM**	**Client**
Amendment:					

Date Of Amendment					
Author Of Amendment					
Relevant Section / Page Changed					
Reason For Change					
Initials Of Duty Holder	**PC**	**PD**	**CM**	**HSM**	**Client**
Amendment:					

Date Of Amendment					
Author Of Amendment					
Relevant Section / Page Changed					
Reason For Change					
Initials Of Duty Holder	**PC**	**PD**	**CM**	**HSM**	**Client**

Amendment:

Appendix B - Contract program

See attached draft programme

Appendix C - Emergency Procedures

Accident Reporting

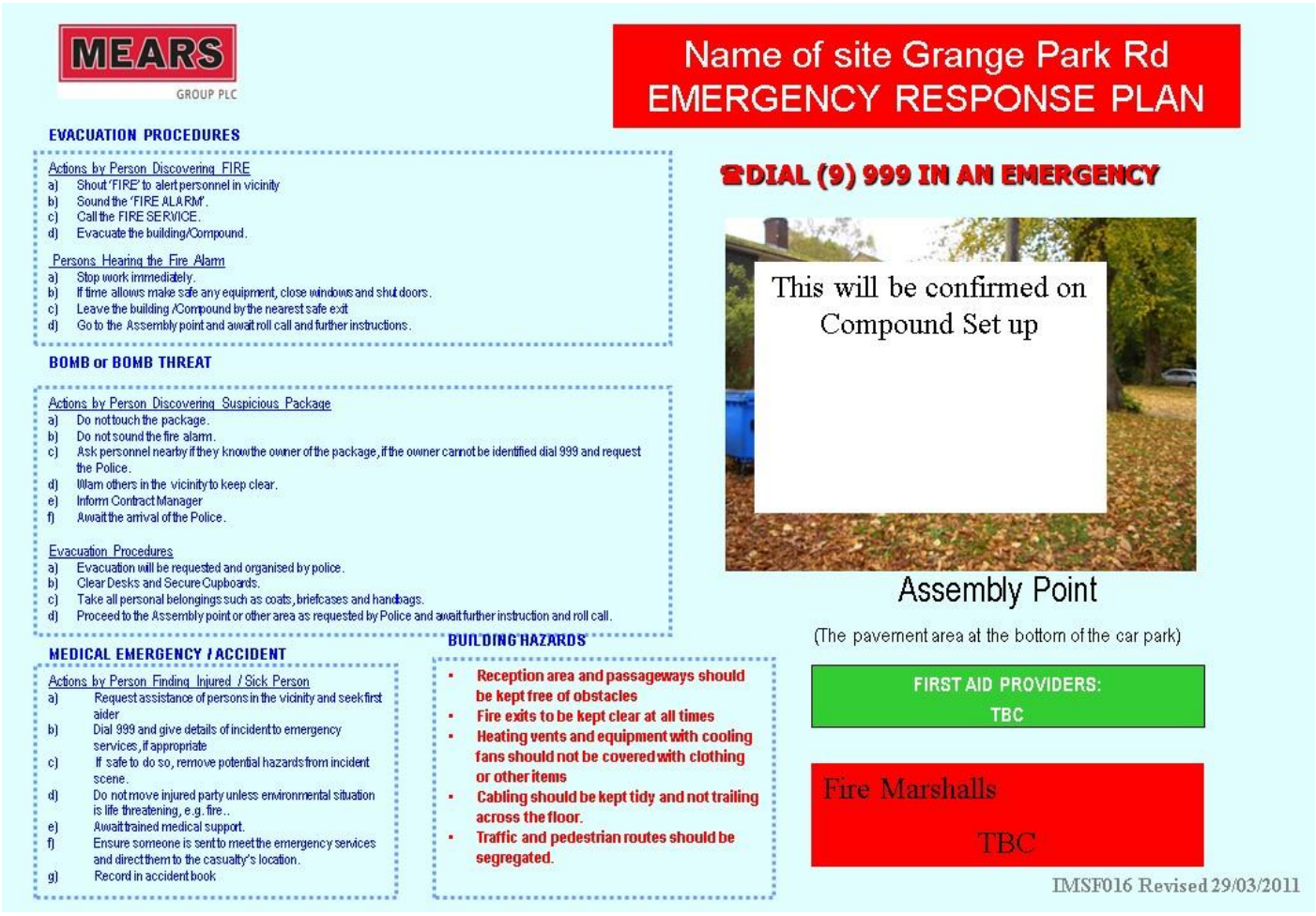
Accident Record Book	Mears Protect
Witness statement	IMSF032D
Incident investigation	IMSF032B
Near Miss Reporting From	IMSF032E

These are all available to download on Mears Connect/Policies and procedures

Riddor Form	The F2508 Copy available on line.

NEAREST HOSPITAL

Address	Telephone No:



MEARS GROUP PLC

Name of site Grange Park Rd
EMERGENCY RESPONSE PLAN

EVACUATION PROCEDURES

Actions by Person Discovering FIRE
a) Shout 'FIRE' to alert personnel in vicinity
b) Sound the 'FIRE ALARM'.
c) Call the FIRE SERVICE.
d) Evacuate the building/Compound.

Persons Hearing the Fire Alarm
a) Stop work immediately.
b) If time allows make safe any equipment, close windows and shut doors.
c) Leave the building /Compound by the nearest safe exit
d) Go to the Assembly point and await roll call and further instructions.

BOMB or BOMB THREAT

Actions by Person Discovering Suspicious Package
a) Do not touch the package.
b) Do not sound the fire alarm.
c) Ask personnel nearby if they know the owner of the package, if the owner cannot be identified dial 999 and request the Police.
d) Warn others in the vicinity to keep clear.
e) Inform Contract Manager
f) Await the arrival of the Police.

Evacuation Procedures
a) Evacuation will be requested and organised by police.
b) Clear Desks and Secure Cupboards.
c) Take all personal belongings such as coats, briefcases and handbags.
d) Proceed to the Assembly point or other area as requested by Police and await further instruction and roll call.

MEDICAL EMERGENCY / ACCIDENT

Actions by Person Finding Injured / Sick Person
a) Request assistance of persons in the vicinity and seek first aider
b) Dial 999 and give details of incident to emergency services, if appropriate
c) If safe to do so, remove potential hazards from incident scene.
d) Do not move injured party unless environmental situation is life threatening, e.g. fire..
e) Await trained medical support.
f) Ensure someone is sent to meet the emergency services and direct them to the casualty's location.
g) Record in accident book

BUILDING HAZARDS

- Reception area and passageways should be kept free of obstacles
- Fire exits to be kept clear at all times
- Heating vents and equipment with cooling fans should not be covered with clothing or other items
- Cabling should be kept tidy and not trailing across the floor.
- Traffic and pedestrian routes should be segregated.

DIAL (9) 999 IN AN EMERGENCY

This will be confirmed on Compound Set up

Assembly Point

(The pavement area at the bottom of the car park)

FIRST AID PROVIDERS:
TBC

Fire Marshalls
TBC

IMSF016 Revised 29/03/2011

The above should be completed and posted in prominent areas around site. The details of the above are also to be included induction.

Charlestown Multi's Grange Park Compund	**Site Safety Rules**	MEARS

All mandatory PPE as indicated by the Contracts Manager is to be worn – Delete signs below as appropriate





	No person will be allowed on site if it is believed they are under the influence of alcohol or drugs		Comply with the safety requirements of the project, outlined at the site induction and the information within the Safe System of Work
	Smoking is only allowed in the designated area(s) **Smoking Area: Outside compound**		Housekeeping - Keep your work areas clean and tidy at all times, to minimise trip hazard
	Horseplay, in any form, will not be tolerated on site		Bring to the attention of management any hazards you encounter which you feel may have been missed
	No unauthorised persons are allowed on site. Take reasonable precautions e.g. Lock doors, use barriers / signage. Report any suspected unauthorised persons observed on the number below. **Security: TBC**		Waste and arisings will only be disposed of in accordance with the official agreed procedure, no dumping of waste or tipping of liquids down drains etc. is acceptable **Waste Containers: Compound waste area**
	Materials and equipment should not be stored in such a way as to create an unacceptable hazard		All portable electrical equipment used on site will be either battery operated or 110 volt
	Work wear should be worn at all times **- No Shorts** **- T-shirts should be worn**		Use only designated access and egress routes **First Aid Box: Site office/Site Welfare/on-site**
	Do not abuse the health, safety and welfare facilities provided. Keep Clean **Toilets:Compound welfare unit**		Parking – All construction vehicles are to be parked in designated areas **Parking Area: Compound and surrounding streets where applicable**
.	Make yourself familiar and comply with the project emergency procedures **Emergency Number: 999**		Only operate plant and equipment for which you are authorised – Competency Cards for plant will be requested prior to equipment use.
    		Asbestos Water Electrical Gas Spillage	For any questions or issues relating to these services / situations. Contact the Project Manager (See Below)

Points Of Contact	Name	Telephone Number
Project Manager	Steve Stockford	**07810 756627**
Office	Unit 2 Hendham Vale Manchester	**07810 756627**
Supervisors	Dave Conner	
First Aider	Dave Conner	

Appendix F – Site Specific Documentation

General Information

Health & Safety Policy -	Copy held by Site manager Copy available on Mears Group intranet
SHE Policy statement -	Copies displayed on project notice board / held on site in documentation pack
F10	To be provided by the Client

Appendix G - Site Diary

Site Diary

Appendix H - Sub Contractor Register

Please Note: The Mears Group Plc PQQ has been devised internally by the SHE Dept, using best practise and various guidance, on completion of evaluation these are stored electronically on a Mears Database. A copy of this can be obtained by the PD and Client on request.

To be completed as required.

Date	Organisation	PQQ documentation obtained	Authorised	Start Date	Completion Date

Appendix I - Safe Systems Work

Risk Assessments

Risk Assessments held in another folder If this statement is correct state where

Date	Risk Assessment Title	Originator (Contractors name)	Authorised by PM (Initial)	Communicated to the Site operatives	End Date
A full list of project Risk Assessments are to be appended within this table. The actual documents will be available on site and either be part of this document or placed in a separate folder					
EG: Today	*Work in a hazardous place*	*A&B Builders*	*Yes*	*Yes*	*Next month*

Method Statement - Register

Methods Statements held in another folder If this statement is correct state where

Date	Method Statement Title	Originator (Contractors name)	Authorised by PM (Initial)	Communicated to the Site operatives	End Date
A full list of project Method Statements are to be appended within this table. The actual documents will be available on site and either be part of this document or placed in a separate folder					
EG: Today	*Work in a hazardous place*	*A&B Builders*	*Yes*	*Yes*	*Next month*

COSHH Assessments - Register

COSHH Assessments held in another folder If this statement is correct state where

Date	COSHH Assessment Title - Substance	Originator (Contractors name)	MSDS Available	Authorised by PM (Initial)	Communicated to the Site operatives	End Date
A full list of project COSHH Assessments are to be appended within this table. The actual documents will be available on site and either be part of this document or placed in a separate folder						
EG: Today	*Work in a hazardous place*	*A&B Builders*	*Yes*	*Yes*	*Yes*	*Next month*

Appendix J – Site Induction Checklist

Induction Training Check-List

The Sites Manager is responsible for ensuring that all new starters working on the project and visitors to site are given instruction and information relevant to site safety and any information relating to the hazards particular on the site. A record of attendance of induction training will be maintained by Site Manager a copy of the form is included in this Section.

CHECKLIST

The following will be covered and explained to all attendees:

- Site details
- Personalities
- Address
- Telephone and fax numbers
- Brief scope of works
- Safety responsibilities of management team
- Safety responsibilities of employees
- Emergency Procedures
- Fire procedures:
- Escape routes
- Exits
- Assembly point
- Location and type of fire extinguishers.
- First aid
- Location of first aid equipment
- Name of trained first aider or appointed person
- Site security arrangements
- Access and egress arrangements
- Welfare location
- Arrangements for toilet and washing facilities
- Disciplinary procedures
- Risk and hazards on site
- Explain the site safety rules
- Incorrect or faulty tools must not be used and must be reported to site management
- The company reserves the right to evict or refuse entry to any person for any reason which it considers prejudicial to safety or good conduct.

Appendix K – Site Forms

IMSF Number	Form Title	Notes
IMSF015	Permits To Work	
IMSF015B	Permit To Dig	
IMSF015C	Confined Space	
IMSF015F	Gas Alterations Permit	
IMSF026	Work Place Inspections	
IMSF030A-2	Scaffold Inspection	
IMSF030A-3	Scaffold register	
IMSF030D	Ladder / Step ladder inspection Form	
IMSF050	Noise vibration Monitoring	
All IMSF documents are to be downloaded from Mears Connect and placed in CPP folder as applicable		

Appendix L - Pre Construction Information

Asbestos Register
Site Services
Drawings
Previous H&S File