KIER
CONSTRUCTION PHASE PLAN

Project Name/Number: York Street, Manchester.

Location: 11 York Street, Manchester

Construction Phase Plan Sign Off			
Title	**Name**	**Signature**	**Date**
Contracts Manager	Dave Ledwidge		
Project Manager	Lee Williams		
Senior Site Manager	TBC		
Construction Site Manager	TBC		
Senior Site Engineer	TBC		
Assistant Site Manager	TBC		
Senior Quantity Surveyor	TBC		
Assistant Quantity Surveyor	TBC		
Design & Build Coordinator	TBC		
SHE Advisor	TBC		
Logistics Plan Sign Off – Revision			
Title	**Name**	**Signature**	**Date**
Operations Director	Phillip Chadwick		

Revision Number	Description of Change	Updated by	Date of update
DRAFT	DRAFT Issue.	DL	18/05/17
D1	Draft Issue revised	DL	28/06/17
D2	Draft Issue revised to accommodate Deloitte comments	LW	14/07/17
D3	Updated to include Kier Minimum Standards	LW	27/07/2017

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Contact List

Job Title	Name	Location	Contact Number
BU/BS M D. BU/Regional Director	Phillip Chadwick	11 Mercury Park, Mercury Way, Trafford Park, Manchester	07876 576995
Major Incident Manager	Steven Henry	11 Mercury Park, Mercury Way, Trafford Park, Manchester	0779 1719240
Premises/Depot Manager	Phillip Chadwick	11 Mercury Park, Mercury Way, Trafford Park, Manchester	07876 576995
BU SHE Manager	Steven Henry	11 Mercury Park, Mercury Way, Trafford Park, Manchester	07791 719240
BU SHE Advisor	Darrell Winstanley	11 Mercury Park, Mercury Way, Trafford Park, Manchester	07791 718329
Environment Manager	Hannah Aston	Estuary Business Park, Kier House, Windward Dr, Speke, Liverpool	0797 3978168
Emergency Services Local Hospital Local Fire Station Local Police	 • Manchester Royal Infirmary • Manchester Central Community Station • Greenheys Police Station	 • Upper Brook Street, M13 9WL • Thompson Street, M4 5FP • Charles Halle Road, M15 6NP	999 • 0161 276 1234 • 0161 608 5302 • 0161 872 5050
Emergency Spill Response	OEHS		0333 333 1123
Major Incident Response Major Incident Controller	Major Incident Team John Edwards	Tempsford (24/7)	01767 355 903 07800 587 391
Environment Agency			08708 506 506
Utility providers - Gas Water Electricity Landline telephone Mobile telephone	• National Grid • United Utilities • Electricity N West • BT	• LS15 8TU • WA5 3LP • WA3 6XG • BL6 6PE	• 0800 111 999 • 0845 746 2200 • 0800 195 4141 • 0870 429 3010
Fire Marshal First Aider personnel Security personnel	TBC		
Alarms-Premises Security Fire Emergency Lighting	TBC TBC TBC TBC	• • •	• • •
CCTV in site	TBC		
Insurance Group Communications	Nigel Hitchborn Press Office		07973 978299 01767 355903
Human Resources	Access to HR records 24/7		
IT Helpdesk Support 24/7 Emergency	IT Service desk Jim Griffiths Dayna Ziegner		0845 505 2456 07779 439542 07701 387842

Premises Key holders Client Key contact Landlord's agent	1. Project Manager 2. N/A 3. N/A		
Major Incident and Business Continuity Team	1. John Edwards 2. Nicola Marsden 3. Hayden Mursell	Tempsford	01767 355903 07800 587391
Sales Office	Trafford Park	11 Mercury Park, Mercury Way, Trafford Park, Manchester	0161 8648888

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Part 1 – Introduction

1.1 Introduction

This Plan is a dynamic document demonstrating how Kier will plan and construct the works, with due regard to safety, health and environmental matters.

The identification of project specific SHE issues and the manner in which the construction phase will be managed must be set out within the Construction Phase Plan. This plan must set out the organisation and arrangements that have been put in place to manage risk and co-ordinate the work on site. Kier Group Safety, Health and Environmental Considerations must be used when determining project specific requirements; this document must be retained in the Construction Phase SHE Plan and be focused, clear and easy for contractors and others to understand, emphasising key points and avoiding irrelevant material.

This Plan must not be a repository for generic risk assessments, records of how decisions were reached or detailed method statements. Assistance in compiling the Plan can be sought through SHE Managers/Advisors.

The Plan must be reviewed regularly, normally at least monthly, at a frequency to be determined with reference to the risk profile of the project.

On completion of the project the Plan will be archived as appropriate with the contract documents.

This Construction Phase Plan is supported by a suite of SHE documentation, categorised as follows;

Policies
Standards
Minimum Standards
Safe Systems of Work
Registers
Plans
Forms
Guidance

Standards and Minimum Standards referenced within this CMP are included within Appendix U. These are included for reference only as the documents are regularly updated.

A full register of Standards and Minimum Standards is also included within Appendix U. Copies of all documentation is available upon request from Kier Construction.

Part 2 – Description of Project

2.1 **Project description** – The 11 York St. project involves the demolition of an existing 5 storey structure, and construction of a new 8 storey structure, consisting of ground floor retail outlets with office space to the upper floors. The site is situated reasonably close to the Piccadilly area of the city centre, with York St, Marble St, Fountain St, and Milk St. bordering the existing structure. Neighbouring properties include the large Primark retail outlet and the Lowry House Bruntwood office space, as well as many other commercial outlets.

The demolition of the existing structure will be to ground floor level, with the basement area to be infilled with demolition arisings to form a working platform for the high level piling operations. Following the ground floor piling works, the basement will be excavated to allow piling to continue for the main build from the lower basement level. The basement area is to include appropriate works to incorporate the area into a basement car parking area. Piling works are to commence following the demolition. Installation of the 8 storey steel framed structure is to include the incorporation of a roof top plant area.

Other works include the installation of retail units to the ground floor, curtain walling, full M&E fit out, installation of a new substation to the ground floor, lift installation, WC facilities, cycle parking, as well as related highways works, public realms improvements and associated works.

2.2 **Programme Details** – Start on site is anticipated on during October 17 to commence construction activities, subject to planning approval and the preparatory demolition and site clearance works, the construction period is anticipated to have a duration of approximately 95 weeks with anticipated completion during August 19.

2.3 **Existing Records & Plans –**

2.3.1 **Internal Records** [insert those that are relevant to this project]

Document Title	Document Originator	Location of Document
Completed Form SHEMS-FOR-GR-084 SHE Considerations	Dave Ledwidge	SHEMS FOR GR 125
Completed Form SHEMS-FOR-GR-085 Project H&S Assessment	Dave Ledwidge	
Environmental Consents Schedule	TBC	
SHEMS-FOR-GR-040 Environmental Aspect and Impact Assessment (Document to follow)	Dave Ledwidge	
Traffic Management Plan	Dave Ledwidge	

2.3.2 External Records [insert those that are relevant to this project]

Document Title	Document Originator	Location of Document
Clients Pre-Construction Information	TBC	SHEMS FOR GR 125
Planning conditions	Manchester City Council	Electronic filing system Shared drive F.01 (P)
Asbestos Refurbishment/ Demolition Survey	Environmental Essentials	
BREEAM Assessment	Hannan Associates	
Ground investigation data / report	Tier Consult	
Ecology report	Bowland Ecology	
Fire engineering report	TBC	
TV Survey	Taylor Electronic Systems Engineers	
Geo-environmental site appraisal	Shepherd Gilmour Environmental Ltd	
Archaeology	Phoenix Consulting	
Right of Light	TBC	

Part 3 – Project Directory

3.1 Client

Kier Property
81 Fountain Street,
Manchester,
M2 2EE.

3.2 Principal Designer

Mike Battman
Gardiner & Theobald LLP
Merchant Exchange,
17-19 Whitworth Street West,
Manchester,
M1 5WG
0161 817 4040

3.3 Principal Contractor (company head office) as per F10

Kier Construction
11 Mercury Park,
Mercury Way,
Trafford Park,
Manchester,
M41 7LY
Office Tel: 0161 864 8888

3.4 Health & Safety Manager / Advisor

Kier Construction - Steven Henry / Darrell Winstanley
11 Mercury Park,
Mercury Way,
Manchester,
M41 7LY
Office tel: 0161 864 8888
Steve tel: 07791719240 - email: steve.henry@kier.co.uk
Darrell tel: 07791718329 - email: darrell.winstanley@kier.co.uk

3.5 Environmental Manager / Advisor

Kier Construction – Hannah Aston
Estuary Business Park,
Kier House, Windward Dr,
Speke,
Liverpool,
L24 8QR
Office Tel: 01514485200
Hannah Tel: 07973978168 – email: hannah.aston@kier.co.uk

3.6 Designer (architectural, engineering or building services)

Architect
AHR Architects Ltd
Parsonage Chambers,
3 The Parsonage,
Manchester,
M3 2HW.
Office Tel: 0161 828 7900

Structural Engineer
Tier Consult
Tier Projects,
7 - 9 New Wakefield Street,
Manchester,
M1 5NP.
Office Tel: 0161 876 2900

MEP design
Hannan Associates - M&E (up to Stage 3 only)
Beta House,
Alphagate Drive,
Manchester Road,
Denton,
M34 3SH.
Office Tel: 0161 337 2200

3.7 Specialist Company (oil or chemical spillage)

Premier Waste
Pride House, Sheffield Road,
Newton,
Hyde,
Cheshire,
SK14 2JP
Tel: 0800 597 7877
Tel: 0161 351 0022

3.8 Statutory Authorities

3.8.1 Health & Safety Executive (HSE)

HSE
Redgrave Court,
Merton Road,
Bootle,
Liverpool
Tel: 0845 300 9923

3.8.2 Environment Agency (EA)/SEPA/Natural Resources Wales

Environment Agency
Richard Fairclough House,
Knutsford Road,
Warrington,
WA4 1HT
Tel: 01925 542466 | Fax: 01925 415961
EA EMERGENCY HOTLINE: 0800 80 70 60

3.8.3 Local Authority Environmental Health (EHO)

Manchester City Council
Town Hall,
Albert Square,
Manchester,
M60 2LA
Tel: 0161 234 5004
Email: contact@manchester.gov.uk

3.8.4 Water Authority

United Utilities Water Limited
Developer Services,
Metering & Connections,
Ground Floor Windermere House,
Lingley Mere Business Park,
Lingley Green Avenue,
Warrington,
WA5 3LP
Tel: 0345 072 6067
Facsimile: 01925 677973
Email: water.connections@uuplc.co.uk

3.8.5 Sewerage Authority

United Utilities
Developer Services and Planning,
Warrington North Wastewater Treatment Works,
Gatewarth Industrial Estate**,** Off Liverpool Road,
Warrington,
WA5 1DS

3.8.6 Other Statutory Authority(Specify)

BT Openreach
Virgin Media
Highways

3.9 Other Consultants

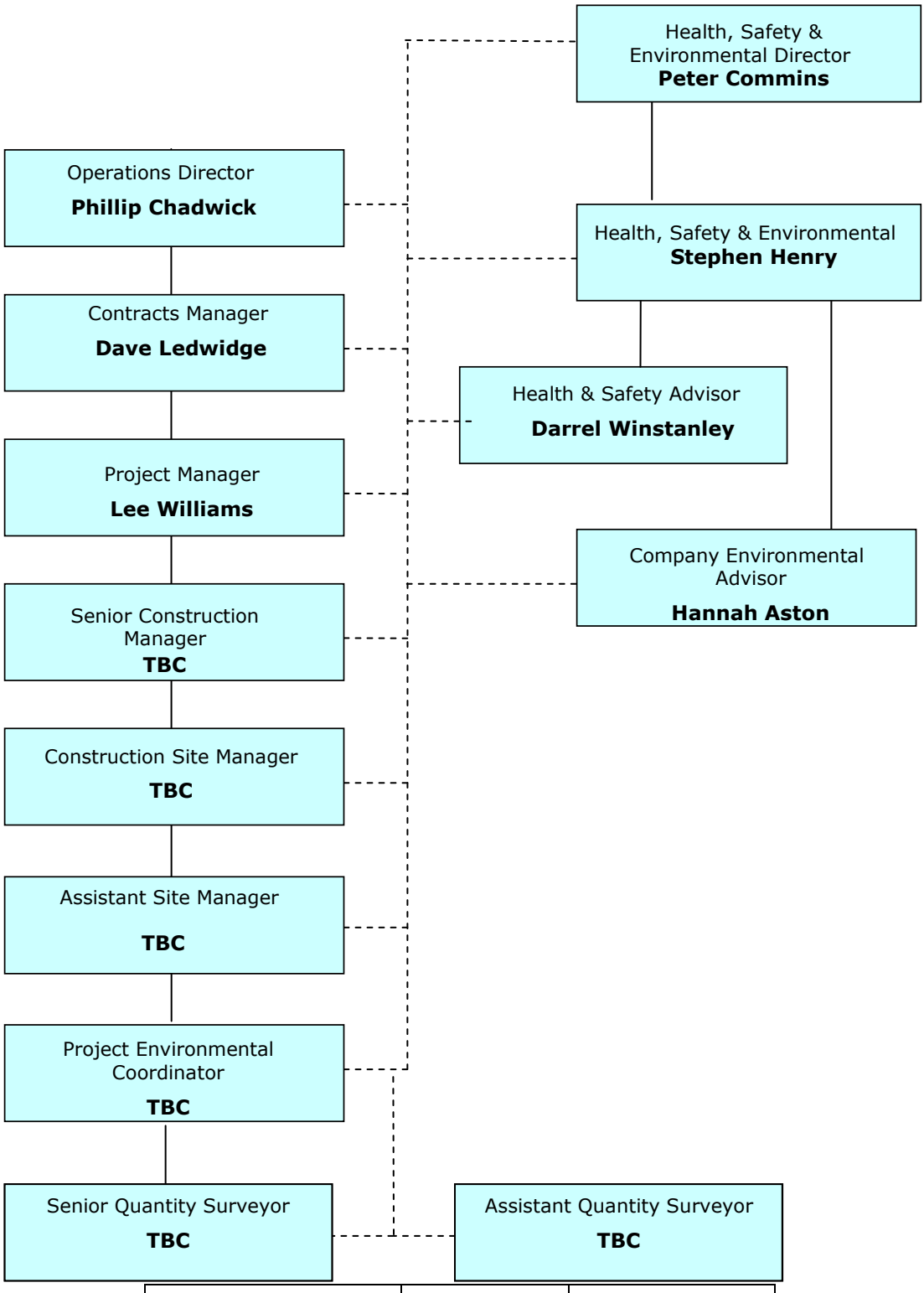
Scaffold – Mark Clarke

Acoustic -

Building Control

Part 4 – Management Structure and Responsibilities

4.1 Project Management



4.2 Key Project Appointments & Responsibilities

This section defines the SHE responsibilities of key project personnel where appropriate change titles to suit business requirements:

Operations Director	**Phillip Chadwick**
• Review and approve Construction Phase Plans; • Monitor and control the management of the plans to ensure effective implementation; • Set SHE objectives and review performance against them; • Determine strategy for achieving SHE objectives and improvements; • Ensure that works are carried in a safe manner and that adequate resources are provided to carry out all operations with due regard to SHE and welfare; • Assist in any regulatory, external or internal audit as required; • Report any SHE initiatives that they consider could lead to improvement.	
Project Manager	**Lee Williams**
• Ensure that workplaces under their control are adequate with respect to health, safety, welfare and the environment; • Ensure, so far as reasonably practicable that a suitable project specific Construction Phase Plan is prepared and implemented; • Make appointments where necessary, e.g. Site Health & Safety Supervisor, Project Environmental Co-ordinator, Fire Wardens etc; • Ensure, so far as reasonably practicable, employees and contractors are competent; • Recommend training needs to suit individual and workplace requirements; • Ensure that a mechanism is in place for effective consultation with employees and contractors; • Hold regular meetings with the project team to review SHE issues; • Review project management systems at regular intervals to ensure continued suitability and effectiveness; • Report to the client on SHE matters as required; • Provide regular reports on the effectiveness of the Construction Phase Plan to the Construction Director; • Assist in any regulatory, external or internal audit as required; • Report any SHE initiatives that they consider could lead to improvement.	
Senior Construction Manager	**TBC**
• Organise and implement the provision and maintenance of a working environment and systems of work that are, as far as is reasonably practicable, safe and without risk to human health or the environment; • Ensure that adequate monitoring and supervision arrangements are maintained and clearly defined areas of responsibility for contractors are established and implemented; • Approval of method statements and risk assessments; • Ensure SHE notice boards display up-to-date information; • Assist in any regulatory, external or internal audit as required; • Report any SHE initiatives that they consider could lead to improvement.	
SHE Manager/Environmental Advisor	**Steven Henry / Darrell Winstanley**
• Maintain effective communications with Kier's Head of Safety, Health & Environment to ensure adequate flow of SHE information; • Provide advice to the Directors to enable them to set appropriate performance objectives and improvements; • Report on the levels of performance to enable Directors to review the effectiveness of current SHE arrangements; • Advise managers on measures to ensure the effective operation of the Kier Group Health, Safety and Environment Management System and the promotion of a SHE culture; • Give advice and guidance to any person who may require it to promote the understanding	

and operation of SHE best practice; • Carry out regular inspections and audits, provide reports, give guidance and advice to managers, contractors, Health and Safety Supervisors and Environmental Co-ordinators; • Liaise with Kier Project Environmental Co-ordinators as required; • To assist in any regulatory, external or internal audit as required; • Report any SHE initiatives that they consider could lead to improvement.
Project Team
• Be familiar with the Construction Phase Plan and co-operate in its implementation; • Identify significant safety, health and environmental risks connected with their work package / activity; • Observe all environmental requirements and be respectful to the environment; • Report any SHE initiatives that they consider could lead to improvement; • Conduct regular SHE inspections; • Report all potential / actual SHE risks to their supervisor as soon as possible; • Assist in any regulatory, external or internal audit as required; • Report any SHE initiatives that they consider could lead to improvement.
Contractor Teams
• Be familiar with this Construction Phase Plan and co-operate in its implementation; • Report any SHE initiatives that they consider could lead to improvement; • Manage all SHE risks associated with their work activity / package in accordance with Kier procedures; • Provide completed environmental reports to the Kier Project Environmental Co-ordinator as required; • Provide environmental toolbox talks to site staff (see section 4.14 for project specific requirement); • Report all potential / actual SHE risks to their supervisor and Kier Project Environmental Co-ordinator as soon as possible; • Assist in any regulatory, external or internal audit as required; • Report any SHE initiatives that they consider could lead to improvement.

The following Appointment Sheets have been signed by nominated personnel and are located in Appendix N of this Construction Phase Plan:

Project Environmental Co-ordinator	TBC	SHEMS-FOR-GR-004
Temporary Works Co-ordinator	TBC	SHEMS-FOR-GR-009
Temporary Works Supervisor(s) (TWS)	TBC	SHEMS-FOR-GR-010
Site Safety Supervisor	TBC	SHEMS-FOR-GR-008
Asbestos Co-ordinator	TBC	SHEMS-FOR-GR-001
COSHH Co-ordinator	TBC	SHEMS-FOR-GR-002
Electrical Duty Holder	TBC	SHEMS-FOR-GR-003
Fire Safety Coordinator	TBC	SHEMS-FOR-GR-006
Deputy Fire Safety Co-ordinator	TBC	SHEMS-FOR-GR-006
Fire Marshall(s)	TBC	SHEMS-FOR-GR-005
First Aider	TBC	SHEMS-FOR-GR-007

4.3 Project SHE Objectives

Kier Construction have the following SHE objectives for this project:

- Ensure adequate resources are available;
- To provide and maintain safe and healthy workplaces and safe working practices;
- Positively encouraging effective co-operation of contractors and others;
- Ensuring contractors and others have the necessary SHE information, instruction, supervision and competence;
- Ensure that all workers receive a project specific induction prior to starting work and visitors are escorted while on site.
- To meet project environmental requirements such as BREEAM/CEEQUAL ratings and Local Authority/Framework reporting arrangements

4.4 Project Specific SHE Objectives

- The project is required to achieve a BREEAM score of: Excellent.
- Setting and achieving basic standards for SHE, and aiming to achieve best construction practice.
- The presence of a nominated person on site whose role it will be to manage safety.
- Ensure all operatives are given induction training before being allowed access to site. Also making appropriate arrangements for visitors to site.

4.5 Consultation

Kier is a member of the Build UK Contractors Group and has committed to carrying out effective consultation with everyone on this project. The table below identifies the options chosen on this project.

PROJECT LEVEL	
Methods of Consultation	**Methods Selected (Tick as appropriate)**
1. SHE Committee	✓
2. Safety Committee Meeting Agendas	✓
3. Site/Project Meetings	✓
4. Induction	✓
WORKGANG LEVEL	
Methods of Consultation	**Methods Selected (Tick as appropriate)**
1. Toolbox Talks	✓
2. Safety Analysis	✓
3. Through Safety Committee Meetings	✓
4. Method Statement Briefings	✓

INDIVIDUAL LEVEL	
Methods of Consultation	**Methods Selected (Tick as appropriate)**
1. Feedback/Suggestion Boxes	✓
2. Directly with each employee	✓
3. Whistle blowing procedures	✓
4. Open door policy	✓
If the method of consultation is not appropriate or your views are not being taken into account, please contact The SHE Manager & Environmental contact Steven Henry – 07791719240	

4.6 Construction Plan Distribution & Document Control

The current edition must be available on site to all staff and relevant information provided to supply chain members. Changes to this document or appendices will also be communicated to affected contractors and workers through consultation methods described in 4.5 of this document. All revisions will be recorded on the 'revisions' list (see front cover).

4.7 Construction Plan Review

This document and associated appendices will be reviewed monthly, as a minimum standard. The purpose of the review is to ensure the controls described in this plan are appropriate and followed in practice.

Where contractors do not work safely or comply with the plan, Kier Construction Northern will take appropriate action to deal with the risk.

All documentation relating to the site regarding SHE, will be collected from all sub-contractors on a daily and weekly basis, and stored within the files in the site manager's office.

4.8 Construction Plan Archiving

On completion of York St, all documentation will be archived in accordance with the *Documentation Standard* *SHEMS-STD-GR-010.*

4.9 Ongoing Design Work

All ongoing designs will be part of the minuted design reviews that are programmed every month. The Principal Designer and other designers will be an integral part of the design review meeting.

This plan will be reviewed in light of any on-going design work. Any revisions will be documented in 'revisions' lists. The hazards and risks associated with ongoing design work will be recorded and presented to affected contractors at the earliest opportunity. Designers risk assessments must be retained in Appendix B.

4.10 Selection of Contractors/Subcontractors

Selection of all contractors/subcontractors including designers and consultants will be in accordance with the *Procurement Procedure* and CDM Procedure which meets the requirements detailed within HSE's Approved Code of Practice L153 'Managing health

and safety in construction' Construction (Design & Management) Regulations 2015.

4.11 Exchange of SHE Information Between Contractors

Kier site team will manage and chair short minuted meetings on a daily basis with contractors' Foremen/Supervisors to facilitate the flow of information between contractors and to review general SHE performance and safe systems of work. This meeting will also discuss training needs and findings from any inspection/audit/review by internal/external parties such as the Kier SHE team, HSE, EA, etc.

4.12 Site Security

There will be one pedestrian gated access onto site which will be secured out of working hours. Beyond this there will be a gateman's lodge and a gateman will man the entrance controlling deliveries and ensuring there is no unauthorised entrance to the site. There will also be a turnstile just beyond the entrance with fingerprint access ensuring there can be no unauthorised access to the site. Visitors / new operatives will be given access by the gateman who will escort them to the site offices to be inducted.

The site will be bound by branded hoardings 2.4m high to all four sides of the plot boundary.

There will be a vehicle gate access at either end of the hoarding on Foundation Street that will be used for vehicular access and egress for deliveries, waste removal, etc. The 3 gated access points will remain locked out of hours and will remain closed during the working day unless manned by a gateman. There will also be a gated access adjacent to the new permanent basement ramp access point on the junction of Marble Street and Milk Street.

4.13 Site Induction

It is the responsibility of the Project/Site Manager to ensure each and every operative arriving at site for the first time or after an absence of one month receives a site induction. The site induction must provide attendees with information on site specific SHE hazards and risks that will be encountered, along with the necessary risk control measures and site rules.

Site inductions will commence at 08:30 daily and will last approximately 30 - 50 minutes. It is the responsibility of the contractor to ensure their workforce arrives at the allotted time. Using the Datascope system, sub-contractors will have to book their operatives an induction slot. Normally those attending late will be turned away, unless it is pre-arranged with the site team for a later induction.

All site inductions will be recorded on Kier Form SHEMS-FOR-GR-032 which must be stored in the Project SHE Register. Where it can not be evidenced that a person has undergone a site induction they will be prevented from working until they have received the induction.

Frequent visitors, such as Safety Advisors, will need to be inducted to site. One-off or infrequent visitors can be escorted around site with the permission of the Site Manager who is responsible for ensuring the escort is competent to undertake the task. The visitor must also fill in a Visitors' Induction form which the site will retain for the records.

For supervisors an additional induction will be provided, and on completion supervisors will be provided with a black hard hat for easy identification.

4.14 Training & Information

SHE training and information for this project will be provided through the following:

- Site Induction
- SHE Notice Boards
- Regular Site Meetings
- Regular SHE Meetings
- Toolbox Talks
- SHE Bulletins / Alerts

Contractors must ensure individual competency can be demonstrated in accordance with Kier procedures. Any training need identified is to be addressed by the relevant contractor and monitored to ensure compliance.

Contractors must ensure that relevant environmental and occupational health toolbox talks are provided in addition to safety related talks to project personnel at a minimum frequency of once per month. Delivery of additional toolbox talks may be required by Kier.

All supervisors are required to provide evidence of relevant training and/or qualification to meet Build UK Standards e.g. 2 day SSSTS or the 5 day SMSTS course. A copy of which is to be retained in the Project SHE Register.

Trade operatives are required to provide evidence of competence. A copy of which is to be retained in the Project SHE Register.

Contractors will be required to provide details of training provision / arrangements for their workforce.

The following table provides details of standard site specific information:

Type of Information	Location	Action
Location of First Aid Box(es)	Site office	All Kier staff trained First Aiders
Location of First Aider	Site office – others identified at induction	All Kier staff trained First Aiders
Location of F10	Site office	F10 will be on view
Insurance Certificates	Site office	Insurance Certs will be on view
Accident Book	Site office	Accidents recorded and records maintained
Medical Records	Site office	Medical records recorded and monitored

SHE signage to be positioned in appropriate locations around the site to disseminate SHE information. A SHE information noticeboard is to be displayed in the canteen and the Project/Site Manager shall ensure that information is kept up to date.

4.15 Welfare Facilities

This site will have the following welfare facilities installed:

Type of facility	Used by	Location	Maintenance/Cleaning Frequency
Toilets	All	Site Compound	Daily
Canteens	All	Site Compound	Daily
Drying Room	All	Site Compound	Daily
Offices	Kier / Subcontractor	Site Compound / Off site accommodation	Daily

While every effort is made to ensure that welfare facilities are clean, stocked and serviceable any shortfalls must be immediately reported to the Site Manager for action.

4.16 Reporting and Investigation of Accidents & Incidents, Including Near Miss/Learning Events

All accidents, incidents, dangerous occurrences, must be reported to the Principal Contractor's Site Manager. The process for reporting and investigating such incidents is contained within the *Incident and Near Miss Standard.*

4.17 Risk Assessments & Method Statements

All known SHE hazards and risks will be reviewed at the pre-order meeting. Risk assessments, method statements and safe working practices are to be prepared in advance of commencement of the operation on site. All risk assessments must include reference to known environmental issues. Risk assessments and method statements will be recorded and retained on site. All method statements received from contractors are to be approved by reviewing against the Kier Method Statement Evaluation Form SHEMS-FOR-GR-073. This process is to be recorded on the 'Date Checked' column in the table below. Where information is insufficient the contractor must be contacted urgently and a joint review carried out to establish a suitable safe system of work.

Specific hazards already identified by the designer and which generally affect the site or its proposed works are:

Ref No	Operation	Risk Assessment	Method Statement	Date Required	Date Issued	Date Checked
1	Limited space for a site compound.	Y	Y	TBC		
2	Material movement due to limited space.	Y	Y	TBC		
3	Access to site due to city centre location and one way access.	(TMP)	-	TBC		

4	Existing substation to be moved and feeds many properties in the vicinity. Temp substation needs to be installed.	Y	Y	TBC		
5	Existing services surround the building and potential diversions may be required.	Y	Y	TBC		
6	Post demolition survey works.	Y	Y	TBC		
7	Construction of basement parking facility.	Y	Y	TBC		
8						
9						
10						
11						

4.18 SHE Inspection, Monitoring, Audit & Review

General SHE monitoring will be undertaken by the project team throughout the duration of the project using *SHEMS-FOR-GR-089 Combined SHE Weekly Monitoring Sheet*. Where opportunities for improvement are identified, action will be prompt.

Specific SHE monitoring will be conducted by the project team in accordance with the contract and requirements of the client, local authority and other regulatory bodies. Significant SHE issues will be raised at project progress meetings. All matters requiring action will be closed-out promptly.

Projects will be audited on a periodic basis to assess compliance with legislative requirements, contractual obligations, the Company Policy Statements and procedures.

4.19 Communication with Statutory Stakeholders

All site visits/meetings and correspondence from enforcing authorities such as HSE, EA and Local Authorities will be recorded using Kier *Enforcing Authority Contact Report SHEMS-FOR-GR-058*. All requests for information from enforcing authorities are to be notified to the relevant SHE Manager/Advisor without delay who will advise on the appropriate course of action.

4.20 Handling External Communications

Site communications will be dealt with in accordance with Kier procedures. All complaints, compliments & comments are to be logged.

4.21 Clients Restrictions & Site Rules

Site rules to be found in 'Appendix A.'

Site Working Hours

Monday to Friday	07:30 to 18:00hrs
Saturday	08.30 to 14:00hrs
Sunday	No work.

(In order to comply with Manchester City Council's requirements)

No loading or unloading shall be carried out on the site outside of the hours of 07:30 to 20:00 Monday to Sunday.

Workforce may arrive on site 30 minutes prior but no working outside these times, unless changed by prior agreement. Noise to be kept to a minimum in the first hour.

Site activities to be conducted outside agreed working hours must be approved in advance by EHO Environmental Health Department.

The Project Environmental Co-ordinator will be advised of all out-of-hours and weekend work, a minimum of two weeks before work is programmed to take place.

Noise, Dust & Vibration Limits

Based on the relevant Standards and Manchester City Council requirements, the permitted sound levels at 1m from the façade of the nearest residential properties are to not exceed: TBC

The permitted dust levels at the site boundary are: TBC

The permitted vibration levels at the site boundary are: TBC

4.22 Measurement & Testing

Measurement and testing will be undertaken as required by the client or other relevant body. Records will be stored on site and made available on request.

Where measurement and testing indicates non-compliance with contractual obligations or this Construction Phase Plan, corrective actions will be raised in accordance with company SHE and quality management procedures.

Calibration will take place as recommended by the equipment manufacturer, and in accordance with company management procedures.

Appendix A
Clients Pre-construction Information and specific site rules

These Site Rules are produced by the Project/Site Manager and incorporate any requirements, rules or restrictions imposed by the Client or others.

The Site Rules below are for the protection of everyone, they apply to all persons on site, including visitors. Non-compliance will result in disciplinary action and may result in exclusion from site.

- Site hours are from 7.30am to 5.00pm during weekdays.
- All weekend work must be planned for at least 2 weeks in advance.
- All of the adjacent buildings are restricted areas.
- All persons on site shall attend a site induction, this includes visitors who enter construction areas
- Hard hat, protective footwear, gloves, eye protection and hi-visibility clothing must be worn on site, including visitors and delivery drivers who leave their cabs
- **NO SHORTS, NO BASEBALL CAPS TO BE WORN.**
- The use of mobile phones onsite is prohibited, unless in the site compound or a designated area.
- Activity task specific PPE must be worn where required by risk assessment
- All accidents, near misses and environmental incidents (e.g. spillages) must be reported to Kier Northern.
- Report any defective equipment and unsafe acts or conditions to your Supervisor or to Kier Northern.
- Smoking is only permitted in areas designated by the Project Manager.
- Food is only to be consumed in the designated accommodation/canteen areas.
- Abusive language, horseplay and fighting are not permitted on site.
- No drugs or alcohol are allowed on site. Any persons considered to be under the influence of drugs and/or alcohol will not be allowed on site.
- Workers must follow agreed method statements and safe systems of work.
- Job specific RAMS must be in place before the commencement of work on site.
- Do not operate plant or equipment unless trained and authorised to do so.
- All drivers must wear seat belts and obey site traffic routes and speed limits.
- Fire extinguishers, alarms and other safety equipment must not be interfered with.
- Pedestrians must use designated access routes where provided.
- Radios and personal stereos are not permitted on site.
- Scaffolding may only be altered by a qualified scaffolder.
- No person other than a designated and qualified electrician is to make connection/disconnection, other than at an approved plug and socket point, or make alteration to the temporary electrical supply.
- Ensure you are aware of the site and sub-contractor pollution prevention signs.
- Reversing should be avoided but if necessary then must be completed with a vehicle marshal in attendance.
- Kier will not tolerate **racist, sexist, homophobic,** or **ageist** abuse on site.

Appendix B
SHE Considerations (SHEMS-FOR-GR-084), Designers Risk Assessments & Project Risk Register

Please see attached form.

SAFETY, HEALTH & ENVIRONMENTAL (SHE) CONSIDERATIONS

EXPLANATORY NOTES

This form is designed to be completed primarily by Planners and Estimators, with referral to other departments and management as appropriate, at tender stage. Please ensure that, when referral to other departments is necessary, adequate time is allocated for consultation.

This form serves three main purposes:

- It provides an aide-memoiré, regarding specific health and safety information to be provided by the client as pre-construction information, to enable identification of hazards and risks associated with the design and construction work.
- It provides a mechanism for recording the initial identification of hazards and risks associated with the project, their associated resource requirements, also recording where inadequate provision of information requires referral back to the Principal Designer.
- It provides a mechanism for identifying and recording information that tendering contractors will require to consider regarding hazards and risks on site that will impact on their activities.

Following contract award this document provides the basis for the development of the Construction Phase Plan, commencing with an initial Project Health & Safety Assessment using Appendix B of the Construction Phase Plan.

PROJECT SHE CONSIDERATIONS

Reference: Construction Design and Management Regulations – A.C.O.P.
For completion at Tender Stage with reference to the Tender Stage Health and Safety Plan provided by the Principal Designer.
NOTE:
All applicable items must be carried forward to the Project Safety Assessment and all interested parties informed. If there is insufficient information refer back to the Principal Designer.

CF = Carry Forward
PHSA = Project Health and Safety Assessment
APP = Applicable

		App	Comments	CF to PHSA
1.	**EXISTING ENVIRONMENT**			
a)	**Are there any planning restrictions which relate to the following?**			
i)	Working hours	**Y**	Monday to Friday 07:30 to 18:00hrs Saturday 08.30 to 14:00hrs Saturday No work (In order to comply with Manchester City Council's requirements) No loading or unloading shall be carried out on the site outside of the hours of 07:30 to 20:00 Monday to Sunday. Workforce may arrive on site 30 minutes prior but no working outside these times, unless changed by prior agreement. Noise to be kept to a minimum in the first hour. Site activities to be conducted outside agreed working hours must be approved in advance by EHO Environmental Health Department. The Project Environmental Co-ordinator will be advised of all out-of-hours and weekend work, a minimum of two weeks before work is programmed to take place.	
ii)	Noise	**Y**	-	
iii)	Dust	**Y**	Measures to be taken to ensure that the production of dust is kept to a minimum such as the prohibiting of sweeping brushes on site and wet cutting only. There will be a call off order on road sweepers, and the site team will regularly book visits (once daily at the busiest periods) to site in order to keep the dust levels in and on the roads around site to a minimum. Dust levels will be monitored by the site team during the work process.	

iv)	Vibration	**Y**	Measures to be taken to ensure that vibration is kept to a minimum. Methodology to be reviewed regularly in order to ensure that best practice methods are being used to avoid vibration where possible. Vibration levels will be monitored by the site team during the work process.	
v)	Light	**Y**	Floodlights will not be aimed directly at any adjacent buildings, only towards the site.	
vi)	Wheel wash	**Y**	Wheel wash facility to be utilized by vehicles prior to exiting the site.	
vii)	Operating a crushing &/or screening plant	**Y**	There will be a crusher on site during the demolition phase of works. The crusher (and operator/s) will have all the relevant required certification, as well as regular inspections in line with the PUWER Regulations 1998.	
viii)	Craneage – airspace	**Y**	A luffing jib crane will be utilized to avoid over sailing issues.	
ix)	Archaeology or standing heritage	**Y**	Following an archeological study, the area is considered to be of low archaeological potential.	
x)	Specific local authority KPI reporting requirements	**Y**	There are requirements of local labour usage, local material usage, local sub-contractor usage These will be dealt with during the discharge of associated Planning Conditions.	
xi)	Restriction on vehicle emissions e.g. London Emission Zone (LEX), or use of plant / vehicles with Euro 4+ engines	**-**		
xii)	Drainage from temporary carpark(s) must incorporate an oil / fuel interceptor	**N/A**	No parking of vehicles on site.	
b)	**Are there any existing services?**			
i)	Underground cables	**Y**	For positioning details refer to all below ground services drawings. SEP utilities drawing S14046-U is included within this CMP for reference only.	
ii)	Overhead cables	**Y**	For positioning details refer to all above ground services drawings. SEP utilities drawing S14046-U is included within this CMP for reference only.	
iii)	Gas Main	**Y**	For positioning details refer to all below ground services drawings. SEP utilities drawing S14046-U is included within this CMP for reference only.	
iv)	Telecommunications	**Y**	For positioning details refer to all below ground services drawings. SEP utilities drawing S14046-U is included within this CMP for reference only.	
v)	Fibre optic	**Y**	For positioning details refer to all below ground services drawings. SEP utilities drawing S14046-U is included within this CMP for reference only.	
vi)	Computer/Cable Vision	**Y**	For positioning details refer to all below ground services drawings. SEP utilities drawing S14046-U is included within this CMP for reference only.	

c)	**Are there any traffic restrictions?**			
i)	On / off site parking	**Y**	All streets surrounding the project are 1 way traffic flow streets. No parking on site. Details of local parking on Traffic Management Plan. Partial road closures and parking bay suspensions will be in place during the construction works.	
ii)	Delivery times	**Y**	Planning conditions restrict loading and unloading to 07:30 to 20:00, Monday to Sunday.	
iii)	Access for emergency vehicles	**Y**	Emergency vehicles will access the site via the vehicle entrance on the corner of York St. and Fountain St.	
iv)	Ground conditions	**-**	Refer to site investigation for details.	
		App	**Comments**	**CF to PHSA**
d)	**Are there any existing structures on site with specific Health and Safety hazards?**			
i)	Asbestos	**Y**	There is Asbestos Containing Materials within the existing building. Refer to the Refurbishment and Demolition Survey carried out by Environmental Essentials for further information.	
ii)	Fragile roofing	**-**	-	
iii)	Unstable structure	**-**	-	
e)	**Are there any problems with the ground?**			
i)	Contamination	**Y**	Refer to site investigation for details.	
ii)	Subsidence	**Y**	Refer to site investigation for details.	
iii)	Instability	**Y**	Temporary works procedures will be followed during the basement construction.	
2.	**EXISTING DRAWINGS (IF APPLICABLE)**			
a)	Have all available drawings of the structure(s) to be demolished, or incorporated into the proposed structure, been made available?	**N**	Architectural drawings are available. No structural engineers drawings have been provided. Additional SI works have been carried out by Tier Consult on behalf of the Client to establish the nature of the existing structure.	
3.	**THE DESIGN**			
a)	Have any hazards or work sequences been identified which may be a risk to workers' safety?	**Y**	Specified in section 4.17 of the CPP.	
b)	Have any precautions or sequences of erection been stipulated to improve safety?	**Y**	Please refer to individual sub-contractor and Kier Construction RAMS.	

c)	Is prefabrication possible?	**Y**	Options will be evaluated during the Stage 4 & Stage 5 design periods.	
d)	Is a BREEAM, CEEQUAL or similar rating required?	**Y**	BREEAM rating of excellent is required.	
e)	Have any decisions been taken by the design team with regard to reducing waste	**Y**	BREEAM rating of excellent is required.	
4.	**CONSTRUCTION MATERIALS**			
a)	Have any hazardous materials been specified which cannot be avoided?	**-**	TBC	
b)	Has any timber been specified that does not meet the requirements of Kier's Timber Purchasing policy?	**-**	TBC	
c)	Is there a need to demonstrate that materials have been responsibly sourced to meet, for example, BREEAM requirements	**Y**	BREEAM rating of excellent is required.	
		App	**Comments**	**CF to PHSA**
5.	**SITE**			
a)	Have any stipulations been made, or problems highlighted, regarding the location of site access, site accommodation, unloading/storage areas and traffic and pedestrian routes?	**Y**	City centre location presenting many problems, as highlighted in the Traffic Management Plan. Access to site is very limited. Partial road closures will be in place during the demolition and construction phase.	
6.	**CLIENT'S UNDERTAKING (IF APPLICABLE)**			
	Are there any identified SHE issues to take into consideration when working on Client's occupied premises?	**N**	The existing premises is vacant.	
7.	**SITE RULES**			
	Have any specific site rules been stipulated by the Employer or his representative?	**Y**	As identified in Appendix A of the CPP. Along with Kier Constructions own specific site rules.	
8.	**LIAISON**			

	Have procedures been established for the consideration of SHE implications arising from design elements of contractors work packages and substantial design changes?	**Y**	If there are any design changes that significantly affect any element of works, then the RAMS will be altered to reflect the changes. These will take into account any potential changes in working methodology, and will be reviewed in line with the Kier procedure for compliance. The Kier SHE team will be contacted for advice when required.	
9.	**PROTECTION OF THE PUBLIC**			
a)	Select perimeter / entrance locations and type based on risk.	**Y**	As on Traffic Management Plan. Site to be bordered by 2.4m hoarding the full length of the project, 3 x vehicle access gates and 1 x pedestrian turnstile access to be in place.	
b)	Consider security requirements e.g. security guard, CCTV, lighting etc.	**Y**	2.4m hoardings to the full site the boundary, CCTV to be operational on site, biometric turnstile access and a gateman to prevent unauthorised access to site. Deliveries will be booked in using an online Delivery Management system in order to prevent unauthorised deliveries to site.	
c)	Consider existing emergency arrangements, are they affected?	**-**	TBC once Kier Construction are on site.	
d)	Are public roads / paths affected, what type of physical barrier will be required?	**Y**	As per the Traffic Management Plan there will be partial road closures to York St, Fountain St, and Marble St, as well as suspended parking bays on all 3 streets.	
e)	Are the public exposed to risks from falling materials / objects?	**Y**	Scaffolding wrap on the building once erected to prevent materials from falling outside the site boundary.	

		App	Comments	CF to PHSA
10.	**WASTE MANAGEMENT**			
a)	Has the Client produced an initial Site Waste Management Plan – if so have we obtained a copy?	**-**	**-**	
b)	If we are importing more than 5000 tonnes of fill an environmental permit may be required	**N**	**-**	
c)	If we are crushing or screening onsite more than 5000 tonnes of demolition material an environmental permit may be required	**Y**	An environmental permit may be required for the demolition crushing works.	
d)	With regard to disposal offsite, has the waste soil been classified as inert, non-hazardous or hazardous? Has a suitable disposal site been located?	**Y**	Kier Construction to obtain all waste carrier licenses as well as disposal site licenses, prior to disposal of waste soil being carried out. Waste sub-contractor to assist in this process. Materials will be assessed for contamination prior to disposal.	
e)	Do we have confidence in the quality of the soil data we have been provided with? Are further tests required?	**Y**	Refer to site investigation for details.	

11.	**WILDLIFE / BIODIVERSITY**			
a)	Are there any protected species or habitats identified, which may require special methods of working, protection or translocation? In particular:-	**N/A**	City centre location.	
i)	Amphibians, e.g., Great Crested Newts	**N/A**	City centre location.	
ii)	Mammals, e.g. Badgers, Bats, Dormice, Otter, Water Vole	**N/A**	City centre location.	
iii)	Reptiles, e.g., Adder, Slow Worm	**N/A**	City centre location.	
iv)	Specific plants, e.g., orchids	**N/A**	City centre location.	
v)	Designated areas, e.g., Site Special Scientific Interest (SSSI)	**N/A**	City centre location.	
vi)	Trees or hedgerows	**N/A**	City centre location.	
b)	Have any noxious or invasive plants been identified, e.g., Japanese Knotweed, Giant Hogweed, or Himalayan Balsam?	**N/A**	City centre location.	
c)	Has seasonality been taken into account when programming the work, e.g., bird nesting, bat roosting or amphibian breeding times?	**Y**	Refer to Ecology survey and report.	
d)	Have opportunities been investigated to enhance the biodiversity of the project e.g. installation of bat or swift boxes, or use of native species in planting schemes??	**Y**	-	
		App	**Comments**	**CF to PHSA**
12.	**WORKING OVER/ADJACENT WATER**			
	If working over, in or adjacent to controlled waters a flood defence consent may be required	**N/A**		
13.	**DISPOSAL/DISCHARGE OF WATER**			
a)	Dewatering (groundwater abstraction) may require an environmental permit	**N/A**	No current known groundwater. As such dewatering is not expected.	
b)	Discharge of groundwater, water from excavations, etc. to controlled waters (ditches, streams, rivers etc.) will require the consent of the environment agency, and possibly an environmental permit	**N/A**		
c)	Discharge of groundwater, water from excavations, concrete washout water etc. to a foul sewer will require the consent of the local sewerage undertaker	**Y**	Filtration systems to be used. United utilities to be informed and arrangements to be made.	
d)	Discharge of effluent from temporary site accommodation to the foul sewer will require the consent of the local sewerage undertaker	**Y**	United utilities to be informed and arrangements to be made in order to make a connection to the foul drain.	

e)	Concrete washout water not to be discharge to ground, or to surface water drains, without treatment, and may require an environmental permit	**Y**	As per Kier environmental procedure, concrete washout will be removed from site via specialist waste contractor. Sub-contractors to be informed that concrete washout into existing ground or surface water drains is strictly prohibited.	
14	**OTHERS**			

Appendix C
Initial Project Health & Safety Risk Assessment

Site Management must consider the wider risks of the project such as public protection, segregation of vehicle and pedestrian routes etc – this form is to assist in this in adequate time ahead of the relevant activities to all the plan to be suitably developed by the obtaining and review of specific risk assessments that need to be registered at 2.14 of this plan. This process is to include a review of Appendix B which includes the designers risk assessments and Project Risk Register, to pick up previously identified SHE Issues.

Form SHEMS-FOR-GR-085 should then be used as the first part of the initial assessment process to capture the relevant information, and identify where specific risk assessments are required, and who is responsible for their production.

Part 2 of this Appendix should then be completed for all relevant activities, and the need for documented safe systems of work and further risk assessments identified.

Tracking of further Risk Assessments and method statements should be recorded in Appendix M of the Plan.

Please see attached form.

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Appendix C – Initial Project Health & Safety Risk Assessment ~ Part 2

ACTIVITY	POSSIBLE RISKS	RISK (LOW, MEDIUM, HIGH)	ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL	METHOD STATEMENT REQUIRED	FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR)
Protection of visitors and personnel (including Kier staff) i.e. Site Manager, Assistant Site Manager, Site Engineers, Clerk of Works, General Operatives, Gate Attendant, Banksman, Hoist Operator and Quantity Surveyors	Impact Crushing Slips/trips Collision Personal Injury	H	Segregated pedestrian and plant routes using physical barriers and signage. All reversing vehicles banked.	N	Traffic Management Plan to cover this. Specific Risk Assessment in exceptional circumstances.
Site establishment Setting up temp accommodation	Impact Crushing Obstruction Access Loss of Load	M	Safe system of work with KPS assessed loading for ground. Traffic Management Plan to set out delivery and lay down locations.	Y	Wernick
Fencing / Security	Fence Panels Falling Manual Handling Striking Existing Services	H	Already installed but daily monitoring of condition given proximity to public. Design to be checked by KPS	Y	Amendments to be made by Hoard-It
Access to Site	Collision Impact Crushing Obstruction Access Routes Striking or Arcing OH Power	H	Planned deliveries only to strict schedule controlled by logistic manager and deliveries managed by vehicle marshal. Deliveries on 1 way system to avoid reversing.	Y	Sub-contractors and Kier vehicle marshal
Roadworks / Traffic Management	As Above	H	Planned and agreed with highways. RASWA trained supervisor to provide TM.	Y	Traffic management specialist sub-contractor
Existing Services	Fire Electric Shock Explosion Disruption to existing buildings	H	Ensure confirmation all dead before taking ownership of site with certification. And witness testing.	N	Client

ACTIVITY	POSSIBLE RISKS	RISK (LOW, MEDIUM, HIGH)	ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL	METHOD STATEMENT REQUIRED	FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR)
Power / Electricity	Electric Shock Burns Fire	H	NEICC contractor to be appointed AP. Follow PUWER regulations and use permit to work for live boards.	Y	M and E contractor as well as their subs & Temporary Electrics sub-contractor
Plant & Equipment	Impact Crushing Collision Electric Shock	H	TMP, Segregation, reversing with banksman. Plant areas to be cordoned off using at least pedestrian barriers or higher protection. Appropriate signage for crossing points, plant zones etc. Works outside of zone of influence when machine moving. Tool tethering to be incorporated if working at height.	y	Sub-contractor
Use of step ladders	Fall of operative Falling objects Ladder instability / movement Collision	M	Only via permit with accompanying Risk Assessment to justify all other elements on work at height hierarchy can't be used.	Y	Sub-contractor
Use of mobile towers	Fall of operative Falling objects Collapsing or soft ground Collision	M	Only PASMA trained ops to erect, Kier to register on W at H register with manufacturers guidelines available to view. Advance guardrail only unless top rail can be installed from floor level. Tool tethering to be incorporated.	Y	Sub-contractor
Work at height	Fall of operatives Falling objects Loading out Access Collapsing or soft Ground	H	Follow safe systems of work incorporating exclusion zones and tool tethering. Ensure access equipment assessed as most suitable. Sheeted scaffold to perimeter. Regular inspections.	Y	Specific to tasks
Materials Handling	Fall of Materials Overturning of plant/cranes	H	As above plus assesses ground conditions by KPS and lift plans and lifting schedules all evaluated. Crane works to be planned by AP and supervised by AP or CSCS lift supervisor.	Y	Sub-contractor

Materials storage & control	Falls of materials Obstruction of access routes Unauthorised access / use	H	Site logistics to be carefully planned and Just in time delivery due to central location. Direct loading out via hoist.	N	Traffic Management Plan to cover this. Will also be included in sub-contractors contract
Manual Handling	Musculoskeletal injury	M	Avoid where possible and use mechanical means i.e. crane and hoist. Use aids such as bogeys and if necessary complete manual handling assessments for any loads to lifted	Y	Sub-contractor
Ground Conditions	Soft ground, sloping ground, water, overturning of equipment, ground washout, undermining	M	SI resultant and loadings provided by KPS. Maintain condition to none hardstanding areas.	N	Kier
Vibration	Hand Arm Vibration	M	Avoid where possible. Otherwise assess and monitor exposure.	Y	Sub Contractor
Use of hazardous materials	Dermatitis, Respiratory problems, Eye Damage	M	COSHH Assessment and MDS. Storage to be provided for hazardous items. Hazardous disposal bins also to be provided	Y	Sub contractor

PROJECT HEALTH AND SAFETY ASSESSMENT

EXPLANATORY NOTES

This assessment serves as a record of a pre-construction general review of the project with regard to Health and Safety Resourcing and Management of the attendant hazards and risks. Those items previously identified at design, tender and pre-construction stages being carried forward for development.

This assessment should be co-ordinated by the Contract Manager or equivalent, as applicable, utilising the services of other departments and management as appropriate.

The findings indicated here give only an indication of actions to be taken with allocation of responsibility and target dates for completion. They require periodic review and development by Project Management into safe systems of work, based upon adequate job specific risk assessments and method statements. It is essential that provision dates for these be flagged up with adequate lead time to enable agreement and communication to relevant parties prior to works commencing.

Refer to Form SHEMS-FOR-GR-084 SHE Considerations.

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PROJECT HEALTH AND SAFETY ASSESSMENT

Project Title: York Street	**Project No.: M17-07**
Assessment by: Matthew Wong	**Date: 17/02/17** **Updated: Rev 2 - 14/07/17**

NOTE TICK BOX IF:

APP = Applicable R/A = Risk Assessment **Refer to Appendix C Part 2 for more detailed Risk Assessments**

Refer also to Appendix M for schedule of Risk Assessments and Method statements.

ADDITIONAL INFORMATION REQUIRED SHOULD BE NOTED ON SEPARATE SHEETS

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
1.0	Site Establishment	x	Start-up units to be placed on site.	Y	Wernick
		x	Site cabins and welfare.	Y	Wernick
		x	Gateman cabin to be placed on site.	Y	Wernick
		x	Water and power connections for site compound.	Y	Wysepower
2.0	Welfare	x	Sure start unit to be located on site.	Y	Wernick
		x	Canteen located in site compound.	Y	Wernick
		x	Toilets located in site compound.	Y	Wernick
		x	Drying room located in site compound.	Y	Wernick
3.0	Fencing/Security	x	Site is to be surrounded by solid 2.4m hoardings.	Y	Sub-contractor
		x	Vehicle and pedestrian access to be installed.	Y	Sub-contractor
		x	Gateman to be located by the site access point.	Y	Kier / Provsec
		x	Turnstile access to site. Installation RA required.	Y	Sub-contractor

		x	Security guard to be placed on site whilst Kier Construction are not present.	Y	Provsec
		x	CCTV to be fitted on site.	Y	Sub-contractor
		x	Hoardings to be painted/adapted to Kier colours.	Y	Kier / Sub-contractor
4.0	Access/Delivery	x	Deliveries to come onto site via the vehicle gate access at the corner of Fountain St. and York St and exit via Fountain St / Marble St junction.	Y	Kier
		x	Deliveries to be planned for specific times and booked into the online booking system.	N	
		x	Kier delivery management system to be adhered to.	Y	Sub-contractor and suppliers
			Refer to Traffic Management Plan for more details.	-	-
5.0	Power/Electricity	x	Temporary power installation.	Y	Sub-contractor
		x	Temporary power removal.	Y	Sub-contractor
		x	New substation to be fitted.	Y	Sub-contractor
		x	Removal of existing substation.	Y	Sub-contractor
6.0	Existing Services	x	Existing services located on Utilities Survey drawings and ground surveys.	N	
		x	CAT and Genny to be used, along with Permit to Locate/Dig.	Y	Relevant sub-contractors
		x	Updated service details via SEP surveys.	Y	SEP / Kier
		x	Works around / involving existing services to included specific RAMS	Y	Relevant sub-contractor
7.0	Safety Information and Signs	x	Kier to provide safety signage and information on site such as fire exit etc.	Y	Kier
		x	External road and pedestrian signage to be provided by Traffic Management Sub-contractor.	Y	Sub-contractor
		x	Kier to provide all relevant safety information on site notice boards, via toolbox talks, and on screens in canteen.	N	

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
8.0	Training	x	Training courses may take place on site throughout the course of the project.	Y	Kier / Training provider
9.0	Fire Precautions	x	**ALL** site operatives to sign in and out each day. Turnstile to also keep records of who is on site.	N	
		x	Hot works only to take place once a permit has been issued by Kier.	Y	Relevant sub-contractors
		x	Refer to Designer and Construction Fire Risk Assessments.	Y	Kier
		x	Combustible materials to be stored in a suitable (designated) area.	Y	Relevant sub-contractors
10.0	Emergency Procedures	x	Refer to Designer and Construction Fire Risk Assessments.	Y	Kier
		x	Site operatives to be notified of evacuation procedures and emergency circumstances during site induction.	N	
		x	Site operatives to be notified of any fire alarm drills.	N	
		x	Any emergency rescue plans and procedures are to be included in sub-contractor RAMS.	Y	Relevant sub-contractors
11.0	Health Surveillance	x	Health surveillance in place for relevant trades and operatives.	Y	Relevant sub-contractors
		x	Health surveillance in place for Kier staff and operatives.	Y	Kier

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
12.0	Personal Protective Equipment	x	Kier Minimum Standard to be adhered too and explained during induction.	Y	Sub-contractors
		x	Specific PPE / RPE requirements for activities as determined by the job specific RAMS..	Y	Sub-contractors
		x	Sub-contractors to include a reference to Kier's Minimum Standard for PPE within their RAMS.	Y	Sub-contractors
13.0	Noise Control	x	Noise limits?		
		x	Ear protection to be worn by operatives when noise levels exceed 85db. Kier to have ear protected available.	Y	Relevant sub-contractors
14.0	Materials Storage and Control	x	Materials to be stored in safe areas identified by Kier and mentioned in the RAMS.	Y	Relevant sub-contractors & Kier
		x	Segregation of vehicles and pedestrians by suitable road barriers.	Y	Kier
		x	Flammable materials will be stored in suitable area and COSHH assessments to be issued to Kier.	Y	Relevant sub-contractors & Kier
		x	Unloading of materials into storage area is to be covered in RAMS.	Y	Sub-contractors & Kier
15.0	Sub-Contractors Safety Management	x	Job specific Risk Assessments and Method Statement for all subcontractor work. Outlines safe working methods, PPE requirements etc. To be approved by Kier prior to commencement of work.	Y	Subcontractors (to be approved by Kier)
		x	Toolbox talks monthly by subcontractor supervisors to remind of Kier minimum standards and site conduct.	TBT	Subcontractor supervisors
		x	Sub-contractor supervisors to fill in weekly monitoring sheet and inform Kier of any issues they find as soon as they can.	N	
		x	All subcontractors to attend pre-start health and safety meeting	Y	Sub-contractors

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
16.0	Protection of Public	x	Site is to be surrounded by a 2.4m high hoarding around the perimeter of the project.	N	
		x	Turnstile between pedestrian entrance and site to ensure no unauthorised access.	N	
		x	Gateman located at pedestrian entrance to site, will also ensure no unauthorised access.	Y	Kier
		x	Specific visitor inductions for any site visitors who will be accompanied around site by a competent person.	Y	Kier
		x			
		x	Scaffold fans and wrapping will be used to ensure no fallen tools / materials.	Y	Kier / Sub-contractor
17.0	Contaminated Ground	x	Spill kits to be provided by Kier / sub-contractor if required by works.	Y	Relevant sub-contractor
		x	-		
18.0	Roadworks/Traffic Management	x	Refer to 'Traffic Management Plan' document.	N	
		x	Half road closures to York St, Fountain St and Marble St. (covered in TMP).	N	
		x	Gateman to bank vehicles into site and whilst existing site. Vehicles also to be banked through site.	Y	Kier
		x	Deliveries to access via the vehicle gate on the corner of York St. and Fountain St.	N	
19.0	Asbestos/Lead	x	Asbestos R & D survey to be undertaken to determine whether there is any asbestos within the existing structure.	Y	Sub-contractor
		x	Removal to be conducted by licensed asbestos removal contractor.	Y	Sub-contractor

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
20.0	Materials Handling	x	Manual handling aids to be utilised where possible.	Y	Relevant sub-contractors
		x	Crane to lift materials.	Y	Sub-contractor
		x	Manual handling assessment to be completed by Sub-contractor prior to works commencing on site. To be reviewed periodically or if any variables change.	Y	Covered in individual work RAMS.
		x	Goods hoist to be in place.	Y	Sub-contractor & Kier
21.0	Plant and Equipment	x	Dumpers, 360 excavators, crushing and roller plant. Proof of necessary training qualification required. Through examination certification required.	Y	Sub-contractor
		x	Piling rig. Proof of necessary training qualification required. Through examination certification required.	Y	Sub-contractor
		x	MEWPs. Proof of necessary training qualification required. Through examination certification required.	Y	Sub-contractor
		x	Heavy tools and equipment. Proof of necessary training qualification required.	Y	Sub-contractor
22.0	Temporary Works	x	Hoarding erection and maintenance. Checks on wind loading calculations.	Y	Sub-contractor
		x	Site setup and cabin installation.	Y	Kier & Wernick
		x	External and internal scaffolds (external check).	Y	Sub-contractor
		x	Temporary propping for basement during demolition works.	Y	Sub-contractor
		x	Goods / Passenger Hoist.	Y	Sub-contractor & Kier
		x	MEWP loadings on temporary ground conditions.	Y	Kier & Sub-contractor
		x	Crane outrigger loadings (steel erection).	Y	Kier & Sub-contractor
		x	Protection of existing services	Y	Kier & Sub-contractor

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
23.0	Demolition	x	Temporary works approval required prior to demolition.	Y	Sub-contractor
		x	Scaffolding to building perimeter.	Y	Sub-contractor
24.0	Piling	x	Pile probing works to check for any ground obstructions.	Y	Sub-contractor
		x	Piling for new steel frame for horizontal extension.	Y	Sub-contractor
		x	Groundwork attendance on piling works.	Y	Sub-contractors
		x	Piling rigs, 360 excavator, and roller plant as above.	Y	Sub-contractor
25.0	Excavations	x	Reference to existing services plan before any excavation work takes place.	Y	Sub-contractor
		x	All excavations to be protected by sufficient barriers at all times.	Y	Sub-contractors & Kier
		x	Permit to locate/dig issued for any excavation work.	Y	Sub-contractor
		x	Excavations not to be left open if possible (backfilled).	Y	Sub-contractor
26.0	Confined Spaces	N	If there is any confined spaces work then operative must be suitably trained and possess the relevant training cert. RAMS must also be job specific and approved by Kier before the commencement of work.	Y	Sub-contractor
27.0	Scaffolding	x	All scaffolding work to be in line with Kier's Minimum Standards.	Y	Sub-contractor
		x	Scaffold adaptions for demolition work.	Y	Sub-contractor
				Y	Sub-contractor

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
28.0	Working at Heights	x	Use of MEWPS.	Y	Relevant sub-contractors
		x	Use of Mobile Aluminium Towers.	Y	Relevant sub-contractors
		x	Ladder permits only to be issued when there is no other methodology and there are sufficient RAMS in place which adhere to Kier minimum standards.	Y	Relevant sub-contractors
		x	Protection of risers, stairwells, temporary lift shafts etc.	Y	Kier & sub-contractors
		x	Please refer to 'Appendix E' for more information on WAH on York St.	Y	Relevant sub-contractors
29.0	Steel Erection	x	Vertical steel erection, crane required.	Y	Sub-contractor
		x	MEWPS to be used, relevant training required.	Y	Sub-contractor
30.0	Cladding	x	Curtain walling.	Y	Sub-contractors
31.0	Roof Work	x	Party wall agreement.	N	
		x	Roof permits to be issued by Kier before any roof works to commence.	Y	Relevant sub-contractors

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
32.0	Mechanical	x	All works with heavy power tools will be by permit only once the competency of the operative undertaking the works has been clarified.	Y	Relevant sub-contractors
		x	Plant permits to be issued to operatives with proof of competency.	Y	Relevant sub-contractors
33.0	Electrical	x	Only operatives with the relevant qualifications will be able to carry out any electrical works on live machinery.	Y	Relevant sub-contractors
		x	Plant permits to be issued to operatives with proof of competency.	Y	Relevant sub-contractors
34.0	Work Over Water	N			
35.0	Specialist Process				

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
36.0	Any Additional Environmental Issues	x	Site is located within a Conservation Zone.	Y	Kier
		x	Please refer to Environmental Management Plan.	-	-
		x	BREEAM rating of excellent is required for the project.	-	-
37.0	Waste Management Strategy	x	SMART Waste to be used on the project.	N	
		x	Please refer to Pollution Prevention Plan.	-	-
		x	BREEAM rating of excellent is required for the project.	-	-
38.0	Other (Specify)				

Appendix D
Traffic Management Plan

Site Plan Drawing Numbers:	Traffic Management Plan
Type of vehicles likely to be on site	Excavators, dumpers, rollers, tele handlers, crushers MEWPs, cranes, piling rig, drilling rig, delivery waggons (all sizes), road sweepers.
Amount of parking required on site	No vehicle parking on site.

Current Site Issues

Restricted routes to site	One way roads border the site. Site only accessible by vehicle from routes to the south of the project due to this. Gate 1 on the corner of York St and Fountain St will be the main point of access.
Parking restrictions in area	No on-site parking. Contractors to use nearby car parks. Nearby car park document to site with the Traffic Management plan.
One way systems or other road control in place	One way roads border the site. Site only accessible by vehicle from routes to the south of the project due to this. Gate 1 on the corner of York St and Fountain St will be the main point of access.
Emergency routes to be maintained	Access gates to Gate 1. Emergency exit (Gate 2) is located towards the Northeast corner of the site at the Marble Street / Fountain Street junction.
Type of roads (e.g. busy, one way, etc)	All 4 roads that border the site are one way streets. Fountain St. on the east elevation of the site, is where the main vehicle access is located. It is the busiest of the 4 streets. It has a medium/high level of traffic, high at peak times and medium off peak. York St. to the south is where vehicle Gate 4 is located and, also has a medium/high level of traffic, however it is not as busy as Fountain St. Marble Street to the north has a medium level of traffic. Milk St. to the west is a very small street and has a low level of traffic, however it is very tight and not suitable for larger vehicles. There are half road closures to York St, Fountain St, and Marble St.
General information about area (e.g. schools, residential, shops, etc)	The area is a very busy pedestrian area, due to the city centre location and the very popular retail outlet Primark nearby. Because of this, all vehicles leaving site via Gate 2 on Fountain St. must be banked off site by a trained and competent operative.
Overhead/Underground Site Restrictions	-

Traffic Management Required

Access route to site cabins	The site cabins are too be located very close to the pedestrian access to site. There will be a straight walk once entering the turnstile, to arrive on to the site compound.
Route for materials to be moved from site to working area	Materials to be moved from the compound to the work area via hoist access.
Parking areas	None on site.
Deliveries and unloading areas	The main delivery and unloading area.
Parking for scaffold trucks	Scaffold trucks will load / unload in the main delivery area. No vehicles are to be kept on site.
Reversing required	No reversing on site without the aid of a trained banksman.
Pedestrian routes that require alteration	Pedestrians crossings are to be utilised as pedestrians will lose the use of the footpaths on the project side of York St, Fountain St, and Marble St.
Additional lighting required	Lighting to be provided on site by the temporary electrics sub-contractor. Lighting positions TBC.
Blind spots created and controls	The hoardings are positioned so that there are no sharp corners on all 4 corners of the site. There is instead a diagonal corner piece which allows some vision around the corner. This means that vehicles views are not as restricted.
Any affect on road / pavements e.g. by scaffolding	There are half road closures to York St, Fountain St, and Marble St. This means that the parking bays on all 3 of these roads are to be suspended for the duration of the works.

Areas with public boundaries	Site perimeter.

Traffic Management plan attached.

KIER

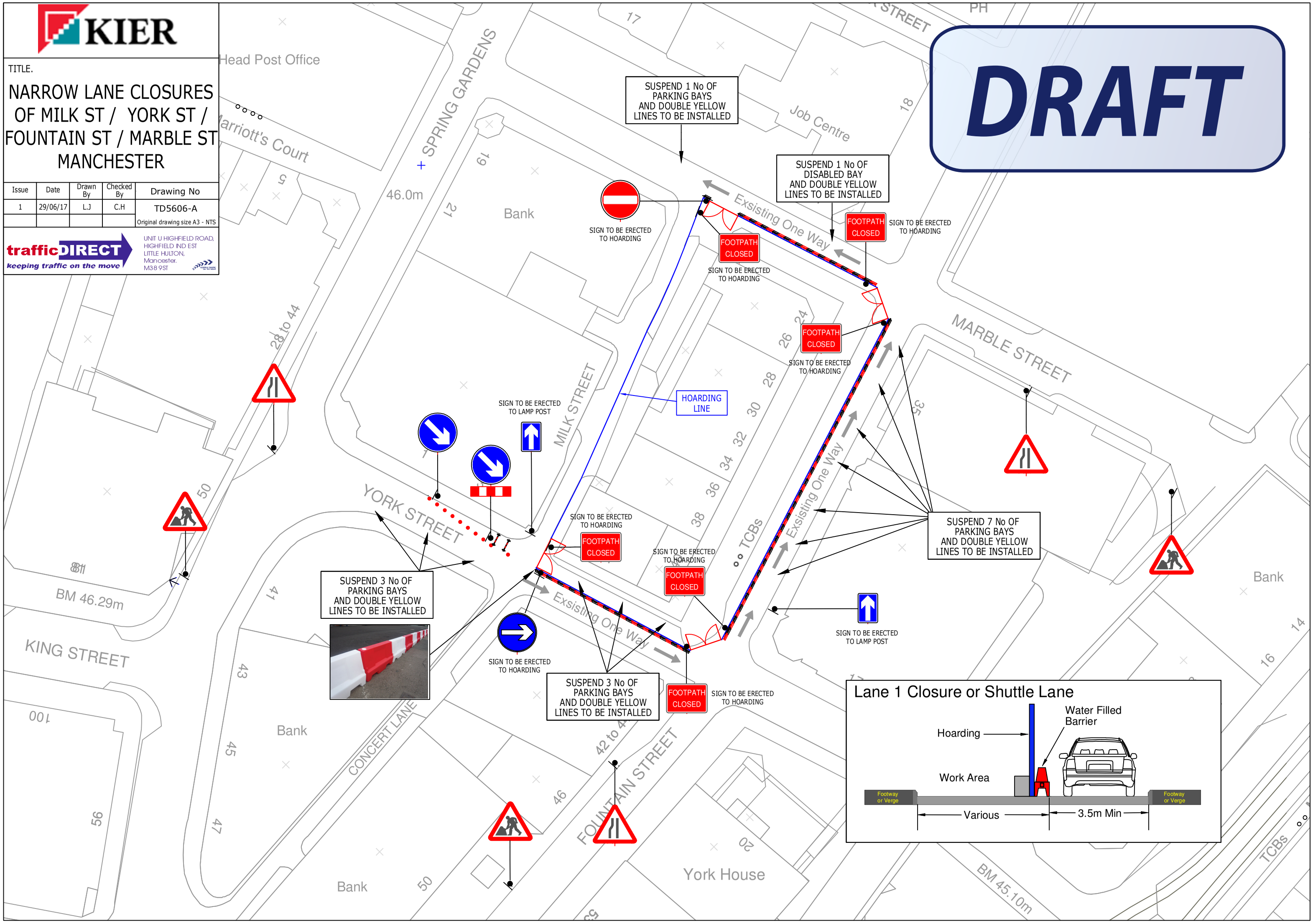
TITLE.

NARROW LANE CLOSURES OF MILK ST / YORK ST / FOUNTAIN ST / MARBLE ST MANCHESTER

Issue	Date	Drawn By	Checked By	Drawing No
1	29/06/17	L.J	C.H	TD5606-A
				Original drawing size A3 - NTS

trafficDIRECT
keeping traffic on the move

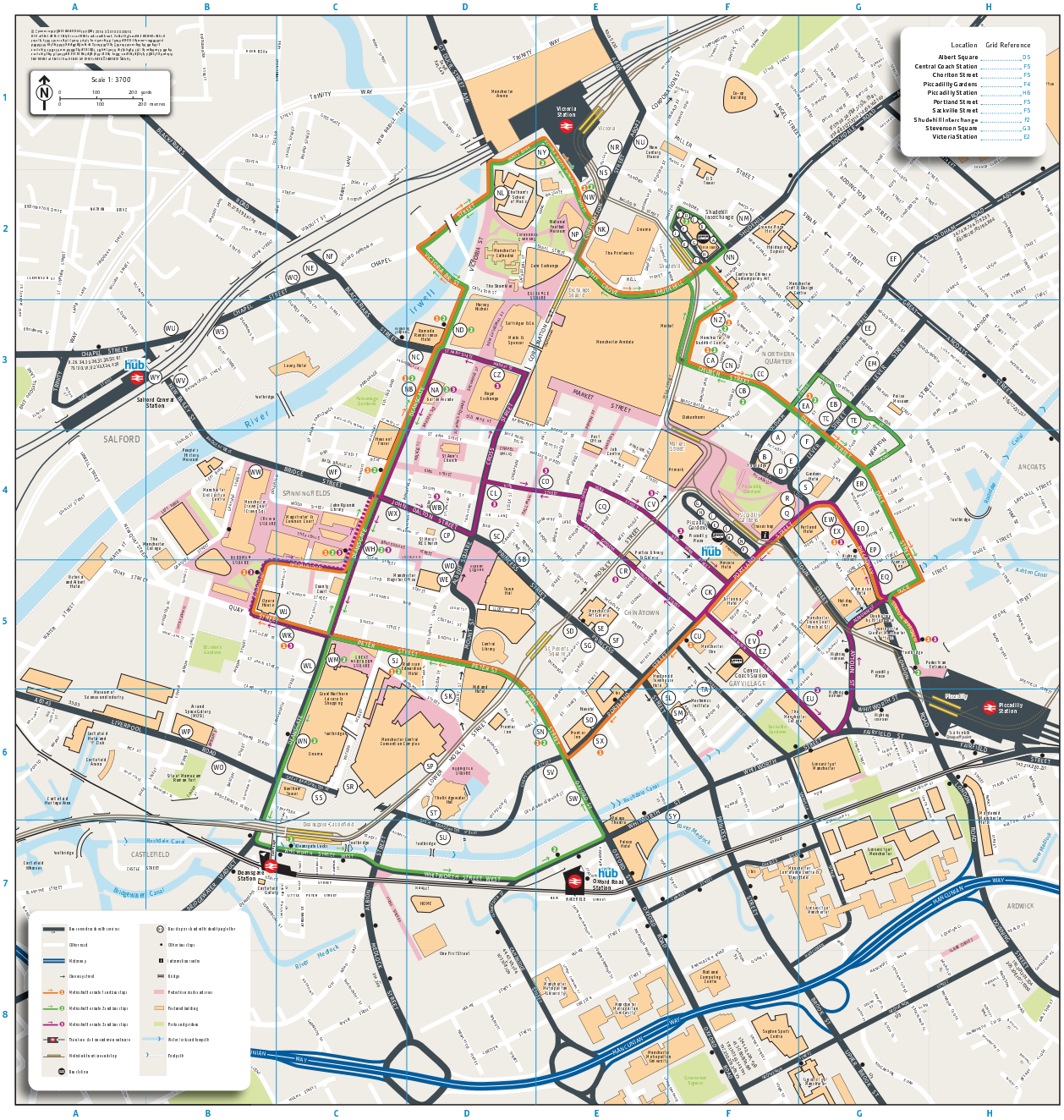
UNIT U HIGHFIELD ROAD,
HIGHFIELD IND EST
LITTLE HULTON,
Mancester.
M38 9ST



Transport for Greater Manchester

Manchester City Centre public transport map

From 29 January 2017



Bus number	Destination	Main boarding points
Metroshuttle 1	Piccadilly Train Station – Deansgate circular	
Metroshuttle 2	Piccadilly Train Station – Deansgate Train Station circular	
Metroshuttle 3	Piccadilly Train Station – Deansgate circular	
Metroshuttle routes are shown in the map above		
8	Bolton	Shudehill Interchange, Victoria Station
10	Brookhouse	Shudehill Interchange, Victoria Station
15	Flixton	Piccadilly Gardens
17	Rochdale	Shudehill Interchange
17A	Rochdale	Shudehill Interchange
18	Langley	Piccadilly Gardens, Shudehill Interchange
18	Manchester Royal Infirmary	Piccadilly Gardens, Shudehill Interchange
24	Rochdale	Piccadilly Gardens
26	Leigh	Piccadilly Gardens, Albert Square
27	Swinton	Shudehill Interchange, Victoria Station
33	Worsley/Wigan	Piccadilly Gardens
34	Leigh/Bryn	Piccadilly Gardens, Albert Square
35	Tyldesley	Piccadilly Gardens, Albert Square
36	Bolton	Piccadilly Gardens, Albert Square
37	Bolton	Piccadilly Gardens, Albert Square
38	Logistics North	Piccadilly Gardens, Albert Square
41	Sale/Altrincham	Piccadilly Gardens
42	East Didsbury/ Stockport	Piccadilly Gardens
42	Middleton	Piccadilly Gardens Victoria Station

Bus number	Destination	Main boarding points
42A	Reddish	Piccadilly Gardens
42B	Woodford	Piccadilly Gardens
43 24/7	Manchester Airport	Piccadilly Gardens
44	Manchester Airport	Piccadilly Gardens
45	Heald Green	Piccadilly Gardens
50	East Didsbury	Albert Square
50	Salford Quays	Albert Square
56	Higher Blackley circular	Shudehill Interchange
56A	Runs into Manchester only	
57	Higher Blackley circular	Shudehill Interchange
57A	Bank House	Shudehill Interchange
59	Rushcroft	Piccadilly Gardens, Victoria Station
63	Brookhouse	Piccadilly Gardens
67	Cadishead	Shudehill Interchange, Victoria Station
73	Clifton	Deansgate NB Blackfriars Street N C
74	Oldham	Piccadilly Gardens
76	Oldham	Piccadilly Gardens
76A	Oldham	Piccadilly Gardens
77	Runs into Manchester only	
81	Denker	Piccadilly Gardens
81A	Holts	Piccadilly Gardens
86	Oldham/Lees	Piccadilly Gardens
83	Shelver	Piccadilly Gardens
85	Chorlton	Piccadilly Gardens
85A	Chorlton	Piccadilly Gardens
86	Chorlton	Piccadilly Gardens
88	Sale	Piccadilly Gardens
88	White Moss / North Manchester General Hospital	Piccadilly Gardens
92	Bury	Shudehill Interchange, Victoria Station

Bus number	Destination	Main boarding points
93	Prestwich/Bury	Shudehill Interchange, Victoria Station
96	Simister	Shudehill Interchange, Victoria Station
97	Bury	Shudehill Interchange, Victoria Station
98	Bury	Shudehill Interchange, Victoria Station
100	Intu Trafford Centre/ Warrington	Shudehill Interchange, Victoria Station
101	Wythenshawe	Piccadilly Gardens
104	Wythenshawe/ Wythenshawe Hosp	Piccadilly Gardens
105	Manchester Airport	Piccadilly Gardens
108	Runs into Manchester only	
109	Wythenshawe Hospital	Piccadilly Gardens
111	Southern Cemetery	Piccadilly Gardens
112	Middleton	Piccadilly Gardens
113	Runs into Manchester only	
114	Alkrington/Boarshaw	Piccadilly Gardens
118	North Manchester General Hospital/ Dam Head	Piccadilly Gardens
130	Macclesfield	Piccadilly Gardens
135	Bury	Piccadilly Gardens, Victoria Station
142 24/7	East Didsbury	Piccadilly Gardens
143 24/7	West Didsbury/Sale	Piccadilly Gardens
147	Manchester Royal Infirmary	Piccadilly Station
156	Middleton/Hollin	Shudehill Interchange
162	Norden	Piccadilly Gardens
163	Bury	Piccadilly Gardens
173	Stepping Hill	Piccadilly Gardens
180	Greenfield	Piccadilly Gardens

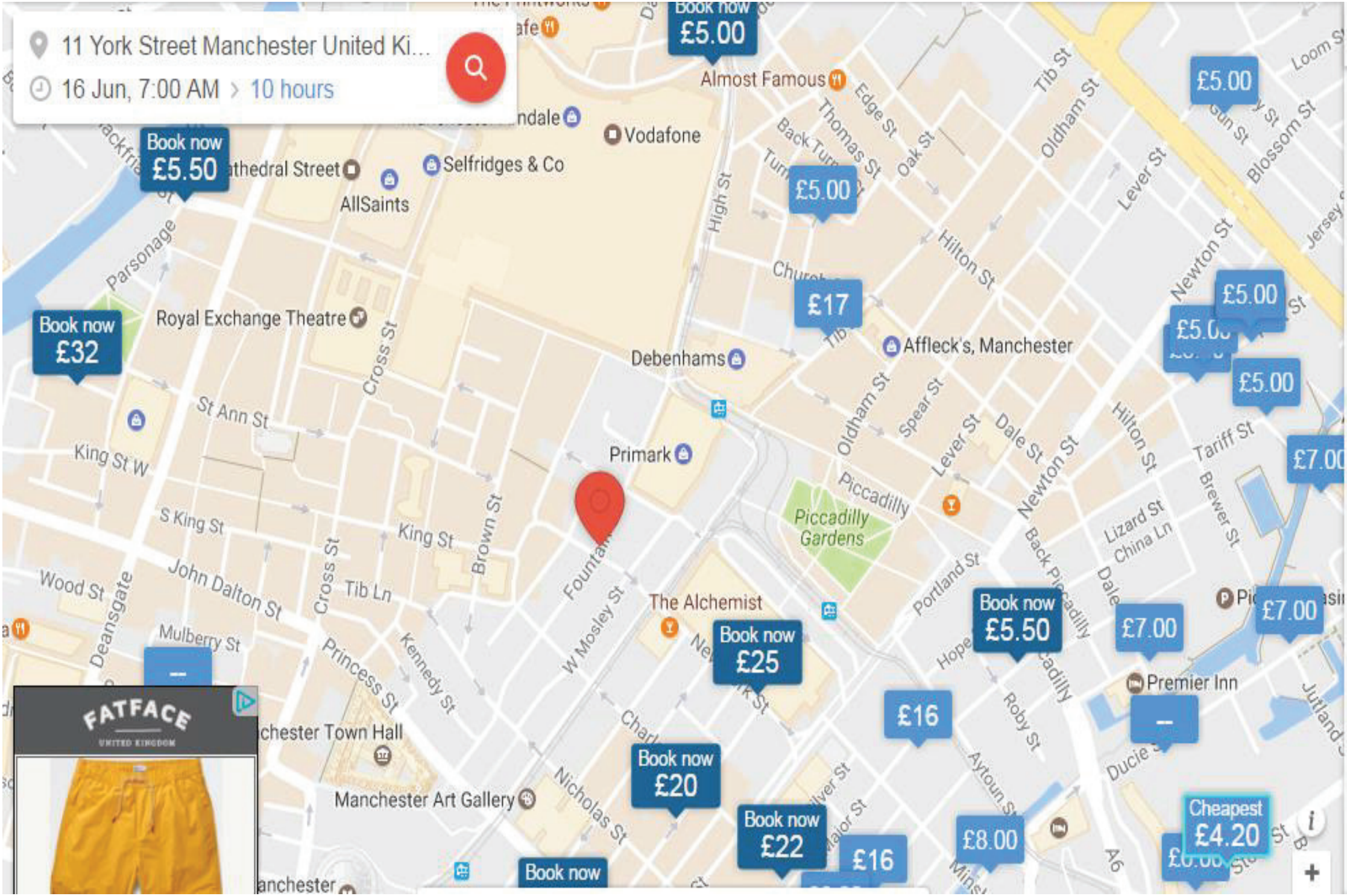
Bus number	Destination	Main boarding points
181	Shaw/Rochdale	Piccadilly Gardens
182	Shaw/Rochdale	Piccadilly Gardens
184	Huddersfield	Piccadilly Gardens
191	Hazel Grove	Albert Square
192 24/7	Hazel Grove	Piccadilly Gardens
197	Stockport	Albert Square
201 24/7	Hattersley/Hyde	Piccadilly Gardens
203 24/7	Stockport	Piccadilly Gardens
204	Hyde	Piccadilly Gardens
205	Denton	Piccadilly Gardens
206	Gee Cross	Piccadilly Gardens
207	Gee Cross	Piccadilly Gardens
216 24/7	Ashton-under-Lyne/ Stalybridge	Piccadilly Gardens
217	Ashton-under-Lyne	Shudehill Interchange, Evenings only Piccadilly Gardens
219 24/7	Ashton-under-Lyne/ Stalybridge	Piccadilly Gardens
220	Stalybridge	Piccadilly Gardens
221	Dukinfield	Piccadilly Gardens
231	Ashton-under-Lyne	Piccadilly Gardens
250	Glossop	Piccadilly Gardens
250	Intu Trafford Centre	Piccadilly Gardens
253	Runs into Manchester only	
255	Partington	Piccadilly Gardens
256	Flixton	Piccadilly Gardens
263	Altrincham	Piccadilly Gardens
268	Wythenshawe	Albert Square
291	Intu Trafford Centre	Piccadilly Gardens
TP	Derby	Central Coach Station
V1	Leigh	Piccadilly Gardens, Albert Square
V2	Atherton	Piccadilly Gardens, Albert Square
V3	Leigh	Albert Square

Bus number	Destination	Main boarding points
V3	Manchester Royal Infirmary	Albert Square
X34	Leigh/Bryn	Piccadilly Gardens, Albert Square
X35	Walmersley	Piccadilly Gardens, Shudehill Interchange
X39	Farnworth	Piccadilly Gardens, Albert Square
X41	Blackburn	Chorlton Street E2
X43	Nelson/Skipton	Chorlton Street E2
X50	Intu Trafford Centre	Piccadilly Gardens
X58	Flixton	Piccadilly Gardens
X84	Carnforth	Piccadilly Gardens
X92	Hazel Grove	Piccadilly Gardens
Megabus		Shudehill Interchange
National Express		Central Coach Station

24/7 Buses after midnight

For public transport information phone 0161 244 1000

7am – 8pm Mondays to Fridays, 8am – 8pm Saturdays, Sundays and public holidays.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10 hours
Book now £5.00
Almost Famous
Vodafone
Selfridges & Co
AllSaints
Book now £5.50
£5.00
£5.00
£17
Book now £32
Royal Exchange Theatre
Debenhams
Affleck's, Manchester
£5.00
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Primark
Piccadilly Gardens
The Alchemist
Book now £25
Book now £5.50
£7.00
£7.00
Premier Inn
£16
Book now £20
Manchester Art Gallery
Book now £22
£16
£8.00
Cheapest £4.20
Book now
FATFACE
UNITED KINGDOM

Appendix E
Working at Height Strategy

MANDATORY STANDARDS

- Ladders & Step Ladders
- Mobile Elevating Work Platforms (MEWP's)
- Mobile Towers
- Preventing Unauthorised Access from Occupied Premises onto Scaffolding
- Protection of Risers & Openings
- Protection of Stairways, Landings & Corridors
- Roof/Slab/Floor Edge Protection
- Temporary Lift Shaft Gates
- Tube & Fitting Scaffold
- Waste Chutes

BEST PRACTICE GUIDELINES

- TRAD Mansafe System
- Fall Arrest Safety Nets
- Harnesses & Lanyards
- Loading & Unloading of Lorries & Trailers
- Low Level Access Systems
- Permanent Running Line Systems
- Proprietary Soft Landing Systems
- Rope Access

WORK ACTIVITIES:- The following work activities will be carried out on this site

- Erection, alteration and dismantling of scaffold
- Use of scaffold
- Installation of new windows
- Installation of new cladding
- Steel erection
- Repair to steel work and adaptations
- Install masonry and padstones
- Precast panels installation
- Metal deck and concrete
- Installation of new internal lifts and forming new lift door openings
- M and E and Sprinkler installation
- Painting work
- Installation of ceilings
- Vent system installation includes drilling of holes
- Lightning conductor installation
- Fire stopping
- External concrete repairs
- Drylining, plastering and suspended ceilings
- Installation of service risers and associated services
- Fire lining installation
- Balustrade installation
- Unloading vehicles

SELECTION OF EQUIPMENT: Selecting work equipment appropriate for the task

- Hop Ups (450mm)
- Crane
- Telehandler
- Excavators with breakers
- Hoists (Goods)
- Scaffolds with loading bays and access stairs.
- Proprietary edge protection.
- Safety netting.
- Crash decks, safety deck, bean bags
- MEWPS
- Podiums
- Mobile Access Towers
- Ladders and step ladders (strictly for use under permit only)
- KIER standards:
  - Ladders and Step Ladders (by permit only)
  - Occupied premises onto Scaffold
  - Protection of risers and openings
  - Temporary Lift Shaft Gates
  - Tube and Fitting Scaffold
- CITB GE700

PERSONS AT RISK: These are the groups likely to be at risk:

- Kier Operatives and Supervisors
- Subcontractor operatives and supervisors
- Site Management Team
- Delivery drivers.
- Visitors
- Third parties (e.g. scaffold and cladding inspections)
- Trespassers
- Client Representatives
- General public

HAZARDS: These are the general sorts of hazards likely to be addressed.

- Falls from height
- Scaffold collapse
- Unauthorised modifications / alterations
- Equipment failure
- Struck by falling objects
- Slips and trips
- Fire and Hot works
- Manual Handling
- Use of tools
- Unauthorised or inappropriate use or misuse of equipment
- Operatives not competent
- Failure to operate, maintain or inspect equipment in accordance with the manufacturer's instructions
- Inclement weather

CONTROL MEASURES: The following control measures must be in place when carrying out work at height:

- Follow the standards identified in the Kier Work at Height series of Minimum Standards.
- Work at height must have a site specific risk assessment to be approved by Kier prior to works commencing.
- A safe system of work must be developed from the risk assessment detailing specific control measures (Method Statement).
- All safe systems of work to be evaluated and agreed in accordance with Kier Health and Safety Management System Forms KGSHE009 and KGSHE010.
- Anyone undertaking work at height must be fully competent in the use of selected equipment and be briefed on the safe system of work.
- Following LOLER.
- Scaffold erection to TG20:13, SG4.10, TG4:11
- Prevent unauthorised access to scaffold.
- Exclude people from work at height activity.
- Use tethering where required by risk assessment.
- Particular attention to be paid to good order issues around work at height.
- Statutory inspections must be carried out and records must be retained on site.
- Particular attention must be paid to work at height in communal areas where there are interfaces with the tenants / public.
- Refer to risk assessment and method statement register in appendix N.
- Refer also to the general risk assessments contained as part of this section.

FIRE AND EMERGENCY PROCEDURES:

- Emergency plan for rescuing persons from the hoist, scaffold, nets, roofs and lift shaft must be formulated and briefed out.

Work at Height Register for York St.

- All mobile towers, podiums and similar low level work at height equipment must display an identity tag that will be issued by the KCN site team.

- The tag (template attached) must clearly display the name of the subcontractor who has brought the equipment on to site and display a reference number. The tag number will be the project no. followed by a unique sequential number. A register of the tags issued must be kept, **(KCN 026 Apr 2015)**.

- The tag can only be issued to a subcontractor for a mobile tower once the subcontractor has shown that they have a competent trained operative (ie PASMA) and that all the operatives using the mobile tower have received a toolbox talk in the safe use of mobile towers.

- For podiums and other low level work at height equipment a tag can only be issued once the subcontractor has demonstrated that the operatives have been trained in how to use the particular equipment safety (ie toolbox talks).

KIER

( )

This equipment can only be used by persons working for the subcontractor named above.

Tag Reference No. ( )

KIER

Work at Height Equipment Tag Register

Tag No.	Date	Training Verified (Yes / No)	Issued To (Name of Subcontractor)	Issued By (Print Name)
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KIER

Work at Height Equipment Tag Register

Tag No.	Date	Training Verified (Yes / No)	Issued To (Name of Subcontractor)	Issued By (Print Name)
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KIER

Work at Height Equipment Tag Register

Tag No.	Date	Training Verified (Yes / No)	Issued To (Name of Subcontractor)	Issued By (Print Name)
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