Shaw Street Homes Developments Ltd
48 Store Street
Manchester
M4 6DU

54 Unit Proposal (Enabling Works Package)



Project Number and Title:		**Revision No.:**	**Issue Date:**
Project 1 – Shaw Street Homes Development Ltd		Quarterly	09/07/2025
Prepared by:			
Name: Owen Simmons	Position: PM	Signed:OWEN SIMMONS	Date: 09/07/2025
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Approved by:			
Name:	Position:	Signed:	Date:

HEALTH & SAFETY
Construction Phase Plan

3-monthly Review Record: [to be completed 3-monthly from date of first issue]					
#	**Review Date:**		**Update & Revision Required?** [Yes – see Revision No. - -] [No – reflects of current & future ops]	**Review Completed by:**	
	Planned	**Actual**		**Project Management Team**	**Project HSE Advisor**
1					
2					
3					
4					

[INSERT additional rows as required]

Revision Detail:	
Revision No.:	**Revision Details:** [bullet point ALL sections revised & overview of change. Transfer revision history forward with each change revision and update]

[INSERT additional rows as required]

HEALTH & SAFETY
Construction Phase Plan

NOTES FOR THE DEVELOPMENT OF THIS TEMPLATE:

Template Text Colour Code:

BLACK: standard text in template that should not require changing on each project

RED: highlights text that must be considered, reviewed, replaced or edited with project specific details. Once this detail has been considered, reviewed, replaced or edited, it MUST be converted to **BLACK** text, even if this is a statement of N/A. On completion of the template, there should be **NO RED** text remaining.

Minimum Requirements for Initial Issue to Client for Review:

Internal review and approval for initial submission by the Projects assigned Contracts Manager. This Plan MUST contain and be supported by sufficient information to demonstrate that the basic controls needed to set up the site and start the initial activities are in place.

PRIOR to **SUBMITTAL** of this Construction Phase Plan – these **'NOTES FOR THE DEVELOPMENT OF THIS TEMPLATE'** must be **DELETED** from the **TEMPLATE.**

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1 Introduction

TO NOTE – THIS REPORT SHOULD BE READ IN CONJUNCTION WITH THE ENABLING WORKS PACKAGE PROVIDED UNDER SEPERATE COVER

1.1 Purpose

This Plan sets out how Merebridge Homes will manage the safety, health and environmental aspects of the construction and development of the Enabling Works Package for the project.

1. Providing project staff with instruction and guidance on the project specific arrangements for managing and monitoring safety, health and environment related activities;
2. Issue to the Principal Contractor and our subcontractors for their information and use;
3. The basis for the Project specific induction training for works under our control;
4. Demonstrating and monitoring compliance with legal and contract requirements;
5. To comply with the requirements of OHASS 18001 Occupational Health and Safety System;

1.2 Preparation and Development

Merebridge Homes management team shall ensure that this Plan and its supporting documentation are:

1. Developed to comply with the requirements of the Principal Contractors Construction Phase Plan and the Contract;
2. Prepared, reviewed, authorised and issued for use;
3. Submitted to the Principal Contractor for review and reference;
4. Issued and made available to Project staff so that they are aware of its content and requirements;
5. Reviewed regularly and formally 3-monthly from first issue to ensure update completed as required to reflect progress, design change and development, changes in project circumstance and developments during the 'lifetime' of the Project;

The Merebridge Homes Health, Safety and Environmental department will provide advice and guidance to the Project Management team and will monitor activities to ensure compliance.

1.3 Structure

This Plan comprises four main sections:

1. Description of the Project;
2. Management of the Project and operations;
3. Arrangements for controlling significant Project risks;
4. The requirements of the health and safety file;

1.4 Status

It is our aim that in carrying out this project we will avoid, control and manage all foreseeable risks to the health and safety of persons involved in construction work and any third parties who maybe affected by our work during construction and in completion of our works and delivery of the Project scope.

The requirements of this Plan and its supporting documents are mandatory on all Project staff and those working under direction and control of Merebridge Homes and will be implemented in all aspects of the works to a deliver safe site and working environment.

2 Description of the Project

2.1 Scope and Description of the Project

Completion of design and construction of the Enabling Works Package to set up the site ready for the redevelopment of 54No. new Residential apartments in a 14 storey builidng. All as defined within the Contractors Proposals and Employer's Requirements.

2.2 Contract Details

Contract Details	
Full Title:	48 Store Street, Manchester
Client:	Shaw Street Homes Developments
Principal Designer:	4 Architects
Principal Contractor:	Merebridge Construction
Specialist Contractor:	TBC
Operations Director:	TBC
Contracts Manager:	Alan Doke
Project Manager:	Owen Simmons
Project assigned HSE Advisor:	C.S. Safety Solutions
Project Notification [F10]	TBC
HSE Regulator:	TBC
Planning Authority:	Manchester City Council
Contract Start Date:	01/09/2025
Contract Completion Date:	01/12/2027
Defects Date (Maintenance Period):	2 Years
Project Address:	48 Store Street, Manchester, M1
Project Working Hours:	7:30am-5pm – Mon-Fri / 7:30am-1pm Sat

2.3 Existing Conditions

2.3.1 Existing Ground Conditions, Hazardous Materials and Project Survey Information

Survey Information	Note available information or further investigations required / planned
Known History of the Site	
Topographical Survey	
Ground Investigations and Conditions	
Contaminated Land	
Asbestos and Hazardous Materials	
Unexploded Ordnance [UXO's]	
Drawings and / or information referenced above are available for inspection on request within the site offices	

2.3.2 Existing Underground Services

Service Provider	Note organisation and description of services
Electricity	Scotish Power
Water and Sewerage	United Utilities
Gas	British Gas
Telecommunications	N/A
Fibre Optics and Cable	
Drainage	
Other	
Drawings and/or information referenced above are available for inspection on request within the project offices	
Survey, locate, verify and protect services as required	

2.3.3 Existing Above Ground Services

Service Provider	Note organisation and description of services
Electricity	Scotish Power
Telecoms	United Utilities
Other	British Gas
Drawings and/or information referenced above are available for inspection on request within the project offices.	
Survey, locate, verify and protect services as required	

2.3.4 Existing Buildings & Occupied Premises, Structures & Plant or Surrounding Land Users

Buildings / Property Types	Details	Consideration, co-ordination & planning requirements
Airport	None	
Residential and / or Hotel	None	
Hospital and / or Medical Practice	None	
School and / or College and / or University	None	
Community or Leisure Centre and / or Church	None	
Retail, Commercial and / or Office Accommodation	None	
Industrial and / or Engineering and / or Manufacturing Units	Unoccupied Industrial Unit	
Sub-station and / or Transformers	None	
Petrol Station(s)	None	
Land Fill and / or Waste Licensed Premise	None	
Coal Mining and / or Quarrying Works	None	
Vulnerable Persons – schools & facilities	None	
Vulnerable Persons – medical users [e.g. emergency access or power supply]	None	
Other		

2.3.5 Existing Traffic Systems, Features and Restrictions

Existing Traffic Systems	Restrictions or Hazards Arising From Existing Traffic Systems
Roads	Curent Lane Closure in Operation From Neighbouring Construction Site
Cycle Ways	None
Bridleways	None
Footpaths	Footpath Closure in Operation From the Neighbouring Constuction Site
Rights of Way and / or Way leaves	None
Railways, Trams and / or Underground	Existing overhead Railway line
Canals and / or Rivers	None
Other	
Drawings and/or information referenced in the above are available for inspection on request within the site offices	

2.3.6 Environmental Features and Restrictions

Existing Environmental Features	Restrictions / Hazards Arising From or Features
Rivers, Streams and / or Brooks	None
Reservoirs, Lakes and / or Ponds	None
Other	

Existing Environmental Features	Restrictions / Hazards Arising From or Features
Drawings and/or information referenced in the above are available for inspection on request within the site offices.	

2.3.7 Planning Restrictions

Restriction Type	Restriction noted in the Contract Documents and Planning Consents [include any Local Authority / Environment Agency Restrictions]
Working Hours	7:30 to 16:30 Mon to Fri 7:30 to 12:30 Sat
Working Periods	*2 Years*
Logistics and Transportation Routes	None
Other	

3.1 Company Organisation

Merebridge Construction

3.2 Project Organisation

The most senior manager on Project, hereafter referred to as the Project Manager, or in his absence, a designated person has overall responsibility for the management of HSE issues on the project. The Project Organisation chart, as shown below, shows the Project reporting and communication channels for delivery of this Project:

The Project Organisation chart showing the Project reporting and communication channels will be reviewed, updated, re-issued and re-communicated where applicable.

3.3 Management Responsibility

The Management Responsibilities of key staff are defined at Project level. Each member of staff involved in the Project is responsible for:

- Reading and understanding the requirements of the integrated management system and integrating these requirements into their regular working methods;
- Ensuring that employees under their control are familiar with relevant procedures and instructions and have ready access to them;
- Checking that all employees under their control are adequately qualified, trained and experienced in their relevant discipline to perform their delegated duties in a satisfactory manner;
- Providing clear and unambiguous instructions to employees under their control;
- Ensuring that work under their control is planned, controlled and completed in accordance with Company, Contract and Statutory requirements;
- Verifying the standard of work carried out under their control by supervision, surveillance and inspection;
- Recording all instances of failure in the System, incidents, accidents, near misses, defects in documents, work or materials together with the agreed corrective action to remedy the immediate problem and minimise the probability of recurrence;
- Controlling documents received and prepared;

Full description of individual roles personal responsibilities is described within the Merebridge Homes Health and Safety Policy.

3.4 Management Policy

Our corporate policy on managing safety, health and the environment on every project are defined in our Merebridge Homes Health and Safety Policy Statement [see Appendix 1]. This Policy will be implemented in full on this project and a copy of the Policy will be prominently displayed on the Project office notice board at all operating locations to remind people of its requirements and expectations.

3.5 Objectives and Targets

For all Merebridge Homes Projects and works we complete:

'We care . . .
. . . that everyone gets 'safe home every day';
. . . how our work impacts on the environment;
. . . that we exceed our customer's expectations;
. . . that we deliver on our promises;
. . . that every project we undertake is on time and on budget;'

To support these and the Principal Contractor specific objectives and requirements, the Project Manager and Project Team have defined a set of project specific objectives and targets.

Our Project Objectives and Targets for Health, Safety, Environment, Quality and Training are:

[Ensure these are aligned with the Client Objectives and targets, and any that are included in the Pre-Construction Information. Below are examples that can be used]

Health	-	All Merebridge Homes employees receive Occupational Health Screening within 3 months of joining Merebridge Homes;
Safety	-	AFR target: 0.00
	-	Project based employee consultation completed to ensure Project HSE performance is enhanced, Project feedback is actioned and employee led initiatives are developed;
Environment	-	Set up monitoring of wastes and fuel consumption to allow future analysis of performance creation of waste targets;
	-	Merebridge Homes have zero negative impact on the surrounding environment;
Quality	-	Project is delivered with zero defects;
	-	Value engineering solutions promoted and proposed to the Client where identified;

Training - 100% competent workforce, working towards Occupational specific CSCS cards and personal development;

HSE Audit - HSE Audit RIVO performance of >77.5%;

At the end of each month during the Project Review meetings, the Project Team shall monitor their performance against the Project objectives and targets.

3.6 Management Review

We use a structured series of reviews to assess our performance and initiate corrective action.

Review	Leader	When	Purpose	Record
Project Performance Review	Project Manager	Daily	Review of 'Golden Hour' feedback, completed activities, planned and look ahead to ensure planned delivery. Attendance by Operational management and supervisory teams;	Whiteboards & Photo Record
Progress and Performance Review Meeting	Contracts Manager	Monthly	Project and management review of progress, performance and future operations;	Minutes and Action List
HSE Employee Consultation Meeting	HSE Advisor	Two Monthly	Review performance, site issues, concerns and future operations with the Workforce	Minutes and Action List
End of Project Management Review	Operations Director	End of Project	Review performance, monitoring results, SMS, EMS and QMS system feedback, accidents and incidents, sub-contractor management and performance.	Post Contract Review
HSE Advisor Audits	HSE Advisor	Monthly	A formal Audit of the Project to the appropriate RIVO auditing pro-forma. Reviews performance, identifying good practice, areas for improvement and NCR's.	RIVO Safeguard Audit Record
HSE Advisor Inspections	HSE Advisor	Risk based	An Inspection of the Project using HSE Advisor Inspection RIVO pro-forma. Independent proactive review of performance, identifying good practice, areas for improvement and NCR's.	RIVO Safeguard Inspection Record
Project Management Inspections	Project Management Team	Weekly	An Inspection of the Project using Project Management Inspection RIVO pro-forma. Proactive review of performance, identifying good practice, areas for improvement and NCR's.	RIVO Safeguard Inspection Record
Contract Manager and Operations Directors Inspections	Contract Manager or Operations Director	Two Monthly	An Inspection of the Project using HSE Advisor Inspection RIVO pro-forma. Independent proactive review of performance, identifying good practice, areas for improvement and NCR's.	RIVO Safeguard Inspection Record

3.7 Communication and Co-operation.

3.7.1 Communicating and Issue of Information

The Project Manager will hold Project Performance Meetings, including site sub-contractors two weekly and will ensure that all HSE issues concerning the works under the control of Merebridge Homes project are being suitably addressed, monitored and maintained to the required standards. Any issues identified during these meetings regarding overall management of health and safety on the Project will be communicated to the PM and or Health and Safety Manager to ensure any issues are raised and addressed.

Merebridge Homes will ensure that a copy of Project and all other statutory notices are displayed and maintained on the Merebridge Homes Project HSE Bulletin Board(s).

3.7.2 Co-ordination and Co-operation of Subcontractors

The general co-ordination of subcontractor's activities under the control of Merebridge Homes will be planned, agreed and demonstrated on the project programme. A programme overview is issued by the Project Manager to all relevant sub-contractors on a weekly basis.

Merebridge Homesand those sub-contractors under our will co-operate with the Principal Contractor in the co-ordination, management and control of work activities being undertaken by groups of subcontractors working in the same or similar vicinity by attending regular subcontractor's progress and co-ordination meetings held by Principal Contractor.

3.7.3 Project Performance Review Meetings

The purpose of these meetings is to review recent HSE performance, to plan future activities and to ensure that all HSE issues associated with the construction, design, programme, variations (if requested / required) or unforeseen circumstances are suitably addressed. Through co-ordination of daily activity and management of works, daily and future planned operations will be coordinated effectively with all parties. Where applicable, any resultant change and associated record will be issued to all affected contractors.

3.7.4 Employee Consultation

Initial consultation and communication will be completed via the Project Induction process. This process will provide Project Specific detail and information to all persons working on the Project.

An on-site Project Risk Log notice board will be used as a communication tool for all operatives to review prior to accessing the site. This will record and provide details on the significant risks and activities being completed, the control measures that are in place to and localised management controls. The Project Risk Log notice board will be updated through out the duration of the Project.

Merebridge Homes will promote the open communication and reporting of any concerns on the Project to Project Management. To aid and facilitate communication of concerns, via the HSE Employee Consultation process and in compliance with the requirements of 'Health and Safety (Consultation with Employees) Regulations 1996', we will facilitate sessions allowing direct communication and feedback from the workforce and Project employees on any areas of concern, for improvement or issues that require addressing to improve safety and performance on Project.

The HSE Employee Consultation meetings will be organised and led by the assigned Project HSE Advisor on a two-monthly basis. Those present will be asked to report any issues that may be of concern, and all feedback will be recorded anonymously and without recrimination.

All immediate health and safety risks and concerns should be reported directly to the Project Manager. All Project HSE Employee Consultation Meetings will be recorded and actioned via Project Employee Consultation Record [PJC-HAS-SFM-8811 HSE Project Employee Consultation].

3.7.5 Public Consultation

Through co-ordination and consultation with the Client, Merebridge Homes will work with the Client to ensure active consultation with the Public to ensure any concerns, fears, queries and questions can be answered to ensure good communication with the Public. This requirement will be tailored to the Project, with feedback from the planning process considered, aspects and concerns raised or highlighted during the tender process and Client feedback or Project specific requirements.

Examples of communication methods that may be used are:

- Pre-construction Consultation Meeting;
- Public Noticeboards – updated regularly with Project Information and Data;
- Public Project Progress Meetings;
- Project Progress Newsletters / Magazines;
- Project Website, Information and Feedback Portal;

3.8 Design Control

3.8.1 Ensuring the Design Process Complies with CDM Regulations

Designers of permanent and temporary works working under direction of Merebridge Homes are required to identify risks and eliminate through design, where possible, or reduce and control through design, communicating any residual risks inherent in their design for onward communication and co-ordination with the Principal Designer, via the Principal Contractor. The required detail and information relating to designs, will include but is not limited to:

- any difficult to manage, unusual remaining risks and the key assumptions and decisions you have made;
- Any relevant assumptions your design makes, such as temporary works or sequencing of erection, any phased handovers or temporary support that is required where these are not obvious to a contractor with suitable skills, knowledge and experience;
- Details of significant risks that are a part of your design, must be issued in writing, by issuing a copy of their design risk assessment or by notation on the relevant drawings.

The Project Team will review this information and issue it to all sub-contractors affected by the residual risks. Each affected sub-contractor will then incorporate the information within their risk assessment to demonstrate pre-planning of the proposed works has been undertaken.

The Project Team will communicate any significant changes in the design, any risks and hazards from temporary works designs identified that affect health, safety and environmental risks on the Project to the Principal Designer via the Principal Contractor for his information.

3.8.2 Scope of Contractor Design

The following design elements fall within the scope of our Contractual control [i.e. design and build elements of the permanent works] or temporary works designs for completion of the permanent works [e.g. formwork and falsework designs].

For the delivery and completion of this Project, our proposed designers and third party checkers used in the completion of the Project are:

#	Design Element	Designer or 3rd Party Design Checker – Appointed by Thomas Civil Engineering
1	Permanent Works Design	
2	Sub-contractor Designed Structures	
3	Sub-contractor Designed Elements	
4	Temporary Works Design	
5	Traffic Management Schemes	

3.8.3 Design Management

Permanent Works Design management will co-ordinated by the Project Manager through the scheduling of Design Review Meetings with the key parties, the Client, the Principal Designer, Permanent and Temporary Works Designers and suppliers of proprietary systems used in delivery of the designed scope of works.

For all design clarification requirements, these will be addressed, recorded and traced through the raising and completion of 'Requests for Information' [RFI's]. A register of these items maintained showing current status and minutes from Design Review meetings created.

Temporary Works Design shall be managed through the appointment of a Temporary Works Co-ordinator by the Project Manager, who will liaise, co-ordinate and communicate design briefing requirements to the Merebridge Homes team, Temporary Works Department for delivery of temporary works design requirements.

The TWC will co-ordinate, arrange and manage the preparation of designs, ensure the required checking, verification, certification, acceptance, approval, issue and subsequent change of design data has been completed prior to the installation of Temporary Works;

3.8.4 Design Review

Design Review meetings shall be held as defined by the Principal Contractor and the Principal Designer at key stages of the Project, with additional design meetings convened by Merebridge Homes as considered necessary by the planned and future programme of works and design requirements.

At ALL stages, but particularly at an early stage in the design process, the Project construction team shall review the design for build-ability, suitability of design and safe construction consideration prior to acceptance of the design.

'Requests for Information' [RFI's] arising shall be discussed at Design Review Meetings, and will be include in the register showing current status.

3.9 Procurement

3.9.1 General

All subcontractors, designers, material suppliers, plant and equipment suppliers shall be assessed and procured in accordance with the Merebridge Homes procedures.

3.9.2 Subcontractors

All subcontractors will be assessed, selected and procured in accordance with our Sub-Contract Procurement procedures. This includes the requirement for each sub-contractor to have a been assessed and successfully achieved approved status following completion of the ConstructionLine, PAS91 assessment process.

The Client should also take reasonable steps to ensure that any contractors they procure directly are competent. Only those contractors deemed competent by Merebridge Homes will be allowed to work on the project.

Monitoring of subcontractors by Project management will continue throughout the project to ensure that an appropriate level of competence is maintained. A review of sub-contractors' performance throughout and on completion of the project will be completed to ensure competent sub-contractors ONLY are carried forward to new and future works.

3.9.3 Designers and Consultants

Designers include any organisation carrying out design work directly for Merebridge Homes or its sub-contractors. All are required to comply with the Designer duties as defined and set out in the CDM2015 Regulations.

All Designers will be assessed competence and resources, selected and procured in accordance with our Designer Procurement procedures. This includes the requirement for each subcontractor to have a been assessed and successfully achieved approved status following completion of the ConstructionLine, PAS91 assessment process.

3.10 Project Set Up

3.10.1 Project Layout Plan for the Works – SEE ATTACHED PROPOSED LOGISTICS AND SITE SET UP PLAN

The Project Manager will ensure that a detailed Project Layout Plan is produced, periodically reviewed to reflect the project programme, maintained and displayed on the Project's HSE Board[s].

Indicative information that will be recorded as applicable on the Project Layout Plan are:

- Project access and exit points;
- Proposed pedestrian routes and crossing points;
- Proposed site traffic routes;
- Permanent and temporary fencing;
- Construction compound location;
- Delivery routes to loading / unloading areas;
- Proposed lay-down areas;
- Public roadways connecting to the site;
- Public footpaths connecting to or crossing the site;
- Watercourses and protected environmental areas;
- Noise, vibration and dust receptors;

3.10.2 Pedestrian and Vehicles Management

Merebridge Homes will organise its work areas and areas provided for its subcontractors in such a way that pedestrians and vehicles can move safely and without risk to their health and safety. A Project Traffic and Logistics Plan [PJC-HAS-SFM-2207] will be completed by the Project Team to ensure traffic and logistics on the Project is managed and impact of construction works considered.

The Project Manager will identify authorised access and egress points and traffic routes around site. The Project Layout Plan will form the basis of pedestrian and vehicle management for areas under Merebridge Homes control.

Once on the site, all personnel, delivery drivers and visitors must comply with the designated vehicle and pedestrian routes as marked on site and on the Project Layout Plan.

3.10.3 Means of Access and Places of Work

Merebridge Homes and its sub-contractors will ensure that suitable provision is made to ensure all personnel have a safe means of access to their place of work. These routes will be maintained at all times while the work is being undertaken at that location.

3.10.4 Visitors

All visitors must sign in before they enter site in line with the requirements of the Principal Contractor. They will only be allowed on to site if they have read, understood and signed to confirm their understanding of the Project Rules and are accompanied by a fully inducted person, and otherwise they must attend the Project induction and hold an appropriate approved competency card.

It is the host's responsibility to ensure that the visitor is accompanied at all times and complies with the Project rules. Those persons failing to comply with the Project rules will be dealt with appropriately, and where persistent offences occur, the right to bring visitors to site or accompany visitors around the site will be withdrawn.

3.10.5 COSHH, Fuel and Flammables Storage

A defined and designated storage area will be provided for the storage of COSHH, fuel and flammables storage. This will be away from areas of ignition, and where possible, segregated to locations away from third parties, public hoarding and perimeter boundaries

Merebridge Homes and its sub-contractors will avoid ignition of flammable substances, mixing of substances and environmental damage, as a result of the inadequate storage, dispensing practices or misuse of any substance hazardous to health, through strict adherence to the company COSHH procedures and the measures identified in project specific risk assessments.

Substances to be used on Project that fall under COSHH will be recorded as they substances arrive on site on COSHH Materials Register [PJC-HAS-SFM-3313]. This Register will be maintained and available at all times in case of emergency.

Diesel fuel will be stored in a bunded / self-bunded tank complying with the Control of Pollution [Oil Storage] [England] Regulations 2001. Locks will be fitted to all fuel storage tanks.

3.11 Information and Training

3.11.1 Induction

Merebridge Homes will comply with and ensure all persons under their control will attend and comply with the requirements of the Principal Contractor induction process, in addition to the completion of a Merebridge Homes Project specific induction.

Everyone intending to work on site, complete regular visits or inspections must attend the required inductions. The Project Specific Induction will be completed, providing details of the Project Rules, project outline, the main Project hazards, organisational arrangements, emergency and evacuation procedures and other related items.

All those who have attended the Project induction must compete and sign the Project Induction Record and the Project Starter & Induction Questionnaire.

At the induction, all personnel will be asked to complete Project Starter and Occupational Health Record prior to the commencement of works. This record will be reviewed prior to the commencement of works to ensure all persons working on site have provided the required information and any details on any pre-existing medical or health conditions, injuries or ailments. All operatives must confirm that they are 'fit for work' and raise any medical or health conditions prior to commencing works to ensure they do not place themselves or others at risk.

On projects where the Client's own direct employees and contractors need access on to our site, the Client's representative must ensure that they receive our Project induction and all safe systems of work must be assessed and approved before starting work. Appropriate action will be taken where this process is not followed.

3.11.2 Project Rules

The Project Manager will produce a set of project specific Project Rules [see Appendix 3] in line with the requirements of the Principal Contractor. These will be included in the induction and a copy is maintained on the HSE Notice Board[s].

If any employee, contractor or visitor is in breach of any of the Project rules, or is observed carrying out an unsafe action / condition or an environmental non-conformity, Merebridge Homes will take appropriate action to make the Project safe and notify both the individual and their company in writing of the breach. Our Project 'Unsafe Action and / or Condition Notification' will be used for this purpose.

Merebridge Homes will require that those personnel involved are disciplined appropriately and in the case of a serious breach, will be removed from Project.

3.11.3 Daily Activity Briefing

Prior to the commencement of all activities and operations onsite for the day, a Daily Activity Briefing must be completed by the Project Management and Supervision team. The Daily Activity Briefing is a morning communication to all operatives covering the activities planned for delivery on that day, notification of any deliveries, vehicle movements, offloading arrangements or unusual activities scheduled that may impact or require knowledge and consideration.

The Project Risk Log notice board will be used as a focus point for communications of the Daily Activity Briefings to ensure operatives are made aware of the on-site risks. The Daily Activity Briefing is a two-way communication with operatives, allowing them to raise any issues, concerns or questions they have relating to the Project.

Sub-contractors must attend the Merebridge Homes Daily Activity Briefing or are responsible for completing their own briefing. Their briefing must cover, as a minimum, all items in the Daily Activity Briefing. A member of the Merebridge Homes Project Management and Supervision team will randomly and informally attend briefings completed by sub-contractors to ensure these are completed as required.

3.11.4 Toolbox Talks

HSE information will be given to employees, direct and subcontract, through a minimum of fortnightly Toolbox Talks. The subject of these talks will be chosen to suit current site activities but may also include project specific incidents, accidents and environmental issues.

The completion of the TBT will be recorded on the Project Briefing Register.

Those sub-contractors conducting their own internal Toolbox Talks are required to supply copies of records showing TBT communications completed.

3.11.5 Competence and Training Records

All personnel must have received adequate training to enable them to carry out the task without risks to their health and safety, the environment or others who may be affected by their operation[s]. Merebridge Homes will check this proof of competence through the induction process before personnel are allowed to start work.

The competency of individuals will be assessed against the Merebridge Homes development and skills matrix. Those persons that do not meet the minimum standards will not be allowed to work on site or complete tasks or operations that they are not deemed competent.

Managers and supervisors employed in the completion of construction activities on-site will have completed suitable construction management and supervisory training. The minimum standard or equivalent level of this training for managers is the completion of the 5-day 'Site Managers Safety Training Scheme' [SMSTS]. For Supervisors, the 2-day 'Site Supervisors Safety Training Scheme [SSSTS].

For site operatives, competence can be demonstrated as a minimum by possession of the appropriate CSCS, CISRS, CPCS card or industry recognised equivalent. For mobile plant operators, a CPCS card relevant to the item of plant they are operating must be held. Where there is no appropriate CSCS or CPCS card, then competence must be demonstrated by an industry recognised equivalent or some other reasonable means e.g. in-house training. The assessment of adequacy of this training will be at the discretion of the Merebridge Homes HSE Department.

A record of an operative's competence will be recorded on the Project Competency Matrix. This matrix will be continuously updated with new inductees starting on the Project, and will be reviewed regularly to ensure all operatives working onsite continue to maintain their competence. All persons attending site must prove competence through the supply of the relevant Training Certificates. An operative will not be deemed competent until a copy of their Training Certificate is supplied to the Project team or Merebridge Homes Learning and Development Department for review and central record. Merebridge Homes staff training records are maintained on a central database at Merebridge Homes Head Office.

Sub-contractors must carry out their own training and provide evidence of such training to Merebridge Homes before starting work.

3.11.6 Internal and External Training

To ensure the appropriate levels of competence are maintained on site and within the team, the Project team's competence will be cross referenced with the Project Roles and Responsibilities assigned to individuals. Any areas identified that require additional training or 'up skilling' will be addressed and the appropriate training provided.

The training requirements of individuals will be communicated to the Merebridge Homes HSE Department Training Manager and a suitable training course and provider sourced internally or externally, as required.

All Training providers completing training on a Project will be supplied with and must ensure that a training attendance record is completed by those receiving training. A copy of the completed form will be issued to the Project Management team for record and update of the Project Competency Matrix and the original copy issued to the Merebridge Homes Learning and Development Department for review and central record.

Copies of all certificates must be issued via the Merebridge Homes Learning and Development Department.

3.12 Accident and Incident Management

3.12.1 Reporting

All health, safety and environmental accidents, incidents, dangerous occurrences, near misses or third party complaints will be communicated to the Principal Contractor and the Contract reporting requirements and procedures followed.

All health, safety and environmental accidents, incidents, dangerous occurrences, near misses or third party complaints must be recorded on the RIVO Safeguard database against the Project. All records held within RIVO are automatically communicated and notifications issued to the as required based on severity [actual and potential] to the Senior Management and Operational Management Teams via the database.

In the event of a Reportable [to HSE] accident or incident, the injured person's direct employer is responsible for informing the appropriate enforcing authority, completing and submitting the appropriate notification form [i.e. Form F2508 [HSE form]], with a copy supplied to the Merebridge Homes Project Manager upon completion.

3.12.2 Investigation

All Accidents and Incidents

All accidents and incidents will be investigated, in the first instance, this will be led by the injured person's direct employer, or where deemed appropriate, based on severity [actual or potential], an investigation will be commenced by Merebridge Homes in line with our Accident and Incident Management Procedure, Company Standards and Guidance.

This will establish roles and responsibilities and the level of investigation required. The causes of the incident, learning points and control measures identified through site investigation, will be implemented at Project level, shared for Divisional and Group learning as appropriate.

3.12.3 Emergency Response

All persons on-site are authorised to contact the emergency services in the event of an emergency. In situations beyond the control of Merebridge Homes, the provision of specialist contractors will be used to mitigate the risks and manage the situation, where appropriate.

HSE implications resulting from any such incident which affect the project or any adjacent land / premises, will be notified to the Client as soon as possible.

3.12.4 Fire Emergency Plan and Fire Risk Assessment

The Project Manager will ensure that a Fire Emergency Plan and Fire Risk Assessment is carried out on any site cabins, welfare units and compounds as soon as they are established. The results of the assessment will be recorded on Fire Risk Assessment [PJC-HAS-SFM-2206].

All site personnel are briefed on emergency procedures and arrangements within their safety induction. Escape routes on the site will be defined by the Project Management will be kept clear and regularly checked. The fire procedures will be overseen by the Project Management and will be an integral part of the Project induction training.

The following action is to be taken in the event of a fire or explosion occurring on site:

Upon discovery of a fire:

- Sound the alarm
- Call the fire brigade
- Leave the site and assemble at the assembly point

Upon hearing the fire alarm:

- Vacate your works area

- Report to the assembly point
- Do not return to the works area until given the all clear by Project Management.

In all cases of fire, Merebridge Homes HSE Department and the Operations Director is to be notified immediately.

The Project Emergency Assembly point is SHOWN ON THE SITE LAYPUT PLAN

3.12.5 Emergency Planning

The Project Manager will:

- Develop emergency plans for foreseeable emergencies and / or environmental impacts identified on-site;
- Ensure that the Emergency Contact Numbers are obtained and recorded on the Project Emergency Contacts and Project Emergency Plan Posters [PJC-HAS-SFM-2211and PJC-HAS-SFM-2212];
- Both to be displayed at appropriate places including the HSE Notice Board[s];

3.12.6 First Aid

Merebridge Homes will ensure that an appropriate number of qualified first aid attendants are provided on the project to administer basic first aid.

Where treatment beyond basic first aid is required, the injured person will be advised to attend / taken to the Accident and Emergency Department at the local hospital:

Brian Jones

Store Street Medical Centre

Manchester

A map of the most direct route to the Accident and Emergency Department will be maintained on the HSE Notice Board[s] and First Aiders for the project will be listed on the using the Project Emergency Plan Posters;

4.1 Significant and High Risk Project Activities

During the completion of the Construction Phase Plan, the following safety and health risks as identified in Construction [Design and Management] Regulations 2015, Approved Code of Practice and Guidance, Schedule 3 and additional risks as identified previously in Construction [Design and Management] Regulations 2007, Approved Code of Practice and Guidance, Appendix 3, have been reviewed and assessed in their relevance and application for the completion of the Project.

Applicable to Project:

- Work which puts workers at risk of burial under earth falls where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;
- Work on excavations and work where there are poor ground conditions;
- Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures;
- Work which puts workers at of falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;
- Preventing falls;
- Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.
- Use of hazardous substances, particularly where there is a need for health monitoring;
- The removal of asbestos;
- Delivery and removal of materials [including waste] and work equipment taking account of any risks to the public, for example during access to or egress from the site;
- Dealing with contaminated land,
- Storage of materials [particularly hazardous materials] and work equipment;
- Traffic routes and segregation of vehicles and pedestrians;
- Accommodating adjacent land use;
- Dealing with services – water, electricity and gas including overhead power lines and temporary electrical installations;
- Work near high voltage power lines.
- Work involving the assembly or dismantling of heavy prefabricated components.
- Control of lifting operations;
- The maintenance of plant and equipment;
- Manual handling;
- Reducing noise and vibration;
- Exposure to UV radiation [from the sun];

Not Applicable to Project:

- Work with or near fragile materials;
- Work on wells, underground earthworks and tunnels;
- Work on or near water where work exposing workers to a risk of drowning;
- Work carried out by divers having a system of air supply;
- Work carried out by workers in caissons with a compressed air atmosphere.
- Work involving the use of explosives;
- Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999.

The following activities are deemed the critical high risk Project activities', those identified with significant hazards and risks that require effective planning, assessment and supervision to ensure safe delivery, therefore are key areas of focus for delivery of an accident and incident free Project:

- e.g. Working at height / falls from height and scaffolding
- e.g. Temporary Works – installation and management
- e.g. Lifting operations and the use of Tower and Mobile Cranes
- e.g. Use of plant and equipment
- e.g. Deep excavations and drainage installations

4.2 Risks Identified by the Principal Contractor

Risks will be assessed in line with the risks identified by the Principal Contractor, to ensure all risks relevant to works by Merebridge Homes are considered and addressed.

Prior to the commencement of the Project, Merebridge Homes will identify the hazards, risks and control measures associated with the delivery of its work packages and this will be recorded in the Project Hazard and Risk Register [PJC-HAS-SFM-2205] [See Appendix 2]. This is an overall Project assessment, and will be further developed and supported through the completion of activity risk assessments and method statements as required.

The Project Hazard and Risk Register will be available to all contractors undertaking work on the Project, as it will identify control measures for consideration in their delivery of the works.

4.3 Construction Control and Arrangements for Controlling Significant Risks

The Project Hazard and Risk Register [PJC-HAS-SFM-2205] identifies the anticipated hazards associated with planned activities on the project. These are controlled through activity risk assessments, method statements and safe systems of works, lifting plans and permits. Records of the preparation approval, receipt, issue and communication of all risk assessments, method statements and permits shall be maintained in the project files.

The Project Management Team will complete risk assessments and method statements for works under their direct control and management, and will review those issued by specialist sub-contractors, to confirm that they cover the scope of works being completed, the risks identified have been properly evaluated, control measures have been established, and they meet the standards required by Merebridge Homes. Review will be completed using our Method Statement Review – 3rd Party Sub-contractors form [PJC-HAS-SFM-3304] and on completion of the review, feedback and / or acceptance [as applicable] will be issued for action or commencement of works.

An on-site Project Risk notice board will be used as a communication tool for all persons to review prior to accessing the site. This will provide an up to date overview of current activities on the Project, record and provide details on the significant risks and activities being completed, the control measures in place and any additional localised management controls. The Project Risk Log notice board will be updated regularly to ensure the current and look ahead for the is reflective of the short and medium term future work.

The Project Risk Log notice board will be used as a focus point for communications of the Daily Activity Briefings [PJC-HAS-SFM-4412] to ensure operatives are made aware of the on-site risks;

4.3.1 Activity Risk Assessment

The Project Team will ensure that Risk assessments are provided for all activities completed on-site. These documents will be:

- prepared, written and signed by a competent person [skills, knowledge, experience of work activities];
- reviewed for relevance, accuracy, completeness and signed by competent person [skills, knowledge, experience of work activities];
- effectively communicated and performance against control measures monitored and addressed as applicable to the workforce by a competent person [skills, knowledge, experience of work activities];

4.3.2 Method Statements

A review of the Construction Programme will be completed and a method statement, risk assessment and lifting plan schedule will be completed to ensure works are identified early. This will allow planning, consideration of operational methods and any specialist contractor requirements to ensure safe systems of works are developed prior to the programmed works.

All operations with high or medium risks require a method statement defining the controls to be used to reduce the risk. The Project Team will ensure that Method statements are:

- prepared, written and signed by a competent person [skills, knowledge, experience of work activities];
- reviewed for relevance, accuracy, completeness and signed by competent person [skills, knowledge, experience of work activities];
- effectively communicated and performance against control measures monitored and addressed as applicable to the workforce by a competent person [skills, knowledge, experience of work activities];

[NB – the Employer's Requirements may identify additional method statements to be prepared and submitted]

Method statements must cover the following aspects of the works [as a minimum]:

- Scope of Work: Brief description of work with scope defined by area, chainage or structure [where specified conditions dictate]. Should also define any limitations of use, anticipated times & durations;
- Organisation: Key staff involved in managing and supervising the work, the anticipated type of labour, specialist requirements including any required induction, training and proof of competence;
- Preparation: Details of any permits, approvals, notices or completion of other work needed prior to starting work, e.g. permit to dig, work or load, electrical isolations, road closure notices. Access proposals, restrictions & requirements
- Method & Sequence: Definition of how the work will be carried out including the proposed sequence, reference to any temporary works sequencing, positioning of significant plant & equipment critical to safe delivery, permit and hold point sequencing;

- Materials: Materials required including storage location, any identifying marks and any special measures to be taken during storage, handling, use and protection. COSHH details as required.
- Plant & Equipment: Major plant and equipment required including any lifting equipment and any plant or equipment calibration / certification;
- Safety & Health: Safety of all who may be affected [employees / third parties / public] including anticipated hazards and required precautions [included or by reference to risk assessment]. Key safety considerations, hazards and risks and control measures;
- Environment: Anticipated hazards or special conditions requiring precautions e.g. traffic conditions, waste management / disposal, dust or noise, ground conditions, watercourses, environmentally sensitive areas and wildlife protected and appropriate mitigation measures.
- Emergency Procedures: Procedures and arrangements for dealing with health, safety or environmental incidents and accidents. Work at height rescue procedures? Confined space rescue considerations? First Aid?
- Protection of Works: Protection of partly and fully completed work against damage / deterioration / Third Parties / Public;
- Quality Checks, Inspection & Testing: Required prior to, during and on completion of work. Any Hold Points where approval to continue is required and who can release them.
- Records & Monitoring: To be obtained or produced during and on completion of the work.
- Attachments, Appendices & Additional Information: Reference to supplementary drawings, sketches, data sheets, risk assessments etc.

All Method Statements and supporting documents will be issued to the Principal Contractor for review and acceptance prior to the commencement of operations.

4.3.3 Permits

Activities with a residual high risk also require an authorised Permit to start the activity. Permits are prepared and implemented for all relevant activities. The current Permits used by Merebridge Homes are:

- Permit to Work [NOTE: used for safety critical tasks where additionally hold point[s] are required];
- Permit to Break and Disturb Ground;
- Confined Space Permit;
- Hot Works Permits;
- Permit to Work on / near Live Services;
- Permit to Demolish;
- Permit to Pump Concrete;
- Permit to Load – Formwork & Falsework;
- Permit to Load – Other;
- Mobile and Crawler Crane Permit;

All subcontractors are expected to use and work within the requirements of the Principal Contractor and Merebridge Homes permitting process, unless through dialogue, their own permitting system exceeds the requirements and expectations of the Merebridge Homes permitting process.

On agreement, concession and authorisation to use Permits outside of the Merebridge Homes permitting process will be issued in writing by the Merebridge Homes Operations Director responsible for the delivery of the Project.

4.3.4 Change Control

All works completed must be in line with the method statement or safe system of work reviewed and accepted. All changes to work and methods resulting from change in circumstance, scope of works, suitability or applicability of methodology, structural or temporary work alterations, client instruction, variation order, design intent change, technical query response, will require assessment against the agreed method by a competent person.

Where the change invalidates the method agreed, works must be placed on stop and a new method established, discussed, recorded and agreed. This will result in the completion and update the method statement of the risk assessment, and the subsequent re-brief of all persons involved in the delivery of works.

4.3.5 Control of Subcontractors

Merebridge Homes will apply the following controls to manage our subcontractors:

- PAS91 approval via ConstructionLine;
- review and acceptance of risk assessments, method statement, design and other relevant or applicable documentation prior to commencement;
- agreement on the submission, access and / or auditing requirements for statutory records;
- routine surveillance of work to check they are working to accepted methods and that work is being completed in accordance and to the drawings and Specifications required or expected;

- final inspection and acceptance of completed work;

4.4 Control of Materials

4.4.1 General Control

Suppliers are required to provide adequate health and safety information to support the products used in delivery of their works. Merebridge Homes and its subcontractors, in conjunction with the Client and Designers as applicable, will be required to endeavour to substitute hazardous materials with less harmful ones.

Project Specific COSHH Assessments for all hazardous materials / substances to be used on the project will be completed, provided, reviewed and communicated to ensure adequate control measures are in place to minimise the potential risk to operatives or the environment.

4.4.2 Storage and Distribution

Merebridge Homes and its subcontractors will handle, store and distribute all materials in accordance with manufacturers' / suppliers' recommendations. Agreement must be sought by subcontractors for the storage of large quantities of materials on-site.

High value plant, equipment, materials and hazardous materials will be stored in designated areas, as marked on the Project Layout Plan. Materials removed from storage and not used during shifts will be returned at the end of the working day to the secure storage facilities.

Fuels, oils, LPG and other hazardous materials must be stored in accordance with legislative requirements and guidance.

4.4.3 Control of Plant and Equipment

Suppliers of plant and equipment are required to produce adequate health and safety information to support their products prior to the commencement of use on the Project. This will include, where appropriate, proof of statutory test [e.g. LOLER records and examination] and / or inclusion in a planned preventative maintenance scheme [e.g. PUWER records and examinations].

All plant and equipment will be adequately maintained to ensure it remains fit for purpose throughout its duration of use. This will be supported through visual inspection and written record of examination, appropriate to the equipment in use.

4.4.4 Personal Protective Equipment (PPE)

Everyone must wear the appropriate Personal Protective Equipment [PPE]. A minimum 5-point PPE standard has been set and is operated within Merebridge Homes. All employees and subcontractors under the direction and control of Merebridge Homes will operate in line with this standard.

Merebridge Homes will provide appropriate protective clothing and equipment to its employees, in line with the minimum requirement and additionally as required by activity specific risk assessments. Subcontractors will be responsible for providing appropriate, suitable and fit for purpose PPE to their own employees in line with the with the minimum requirements, and as required by activity specific risk assessments.

In the event of a failure by a subcontractor to supply, provide or use the necessary protective clothing or equipment in line with the minimum requirements or activity specific risk assessments, the subcontractor's work activity will be stopped until corrective action is taken.

The issue of all PPE by Merebridge Homes will be recorded on PPE Issue Register [PJC-HAS-SFM-5526];

4.5 Temporary Works

Merebridge Homes and its subcontractors will ensure that all temporary works are adequately designed and constructed to ensure their structural integrity and stability in all foreseeable circumstances. All temporary works will be inspected prior to use / load and at regular intervals thereafter as indicated by the designer to ensure their continued integrity / stability.

All Temporary Works will be managed in line with the requirements of the Merebridge Homes Temporary Works procedure, as defined in [PJC-HAS-PCD-2204].

The Project Manager will appoint the Project Temporary Works Co-ordinator [TWC], who will oversee the production and approval of temporary works designs. The nomination and appointment of the TWC will be made using 'Appointment Letter – Temporary Works' [PJC-HAS-SFM-3353].

The Project Temporary Works Co-ordinator will liaise continually with the subcontractors TWC and ensure all subcontract elements of TW's are controlled in accordance with the requirements of this procedure as a minimum and will co-ordinate with the Project Principal Designer.

4.6 Monitoring Arrangements

To ensure compliance with the standards and expectations of Merebridge Homes, regular monitoring of the Projects activities will be completed. These will include but are not limited to:

- Project Management Team HSE Inspections;
- Contract Managers HSE Inspections;
- Operations Directors HSE Inspections;
- HSE Advisor Inspections;
- HSE Advisor Audits;

The results of all monitoring activities will be:

1. Reported to Project Management and all those affected by the findings;
2. Databased and kept on file and available for inspection on site;
3. Summarised in the monthly progress reports;
4. Followed up during the next check to verify that effective implementation of corrective action;

4.6.1 Project HSE Inspections and Audits

The Project assigned HSE Advisor will complete HSE Inspections and Audits of the Project using the appropriate Project HSE Inspection or Audit pro-forma, as provided on the company RIVO HSE database platform. Reviews of Project performance will include the record of good practice and innovation, guidance and recommendations, areas for improvement and the issue of NCR's.

These audits are used to check the effective use of the HSE Management on site. Audits will be conducted on a monthly basis and inspection[s] of the Project will be conducted between the Audits to check that consistently high standards are being delivered and achieved on the Project.

4.6.2 Statutory Inspections and Registers

We will ensure that all areas of the Project are, as far as is reasonable, safe and without risk to the health and safety of personnel on site, third parties or the environment.

All plant and equipment used on site shall be suitable for its intended use and fit for the purpose, used in compliance with the manufacturer's instructions and regularly inspected to ensure its safety and integrity is maintained.

We will ensure that where a statutory inspection is required within, but not limited to CDM2015, WAHR, LOLER and PUWER, a competent person will complete the required inspections and prepare an appropriate report containing the specified information and records. Statutory Inspections include but are not limited to:

- Lifting Equipment and Accessories Inspections;
- Lifting Appliances Inspections;
- Excavation, Cofferdam and Caisson Inspection;
- Working Platform Inspection;
- Plant and Equipment Inspection;

5 Health and Safety File

The Project Team will arrange provision of information for the health and Safety File [H&S File] by:

- Discussing and agreeing the content of the H&S File with Principal Contractor and the Principal Designer at an early stage so that the required information and records are identified;
- Informing all subcontractors and suppliers of the information and records required;
- Obtaining and compiling the required information;
- Issuing the information to the Principal Contractor for onward issue to the Principal Designer at the agreed time;

HEALTH & SAFETY
Construction Phase Plan

Method Statement, Risk Assessment & Lifting Plan Schedule – Project Commencement							
Document[s] Required Forecast			Document, Works or Operation Title	Works to be completed by		Key Project Dates	
MS	RA	LP		Thomas Group	Subcontractor	Programmed Start	Document Submittal by

Method Statement, Risk Assessment & Lifting Plan Schedule – Project Commencement							
Document[s] Required Forecast			Document, Works or Operation Title	Works to be completed by		Key Project Dates	
MS	RA	LP		Thomas Group	Subcontractor	Programmed Start	Document Submittal by