

Rev 002 May 2025

Construction Phase

Health, Safety & Environmental Plan

Torsion

E324 Ferrous Manchester

Ferrous,
Manchester



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Document Reference – A100-APR-207a

Document Title – Construction Phase HSE Plan

First Issue – 12-10-20

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Preface

This Construction Phase Health, Safety & Environmental Plan has been produced to conform to the legal requirement of the Construction (Design & Management) Regulations 2015 (CDM) and the requirements of the 'International Organisation for Standards' (ISO) for environmental management, 14001.

The format follows the same order as the (CDM) Regs Approved Code of Practice, with additional headings to deal specifically with environmental issues.

This Plan has been produced from a standard Torsion Group CPHSEP (Construction Phase Health, Safety and Environmental Plan) template (APR208a) available in the Torsion Group HS&E Management System.

When the initial plan is produced for the project, Rev 1 and the date of issue are to be placed in the header. This revision number is to be updated on further revisions, with electronic copies of all revisions kept by the Project Manager.

The plan template is to be used for all Torsion Group construction projects, regardless of duration, person-days, or value.

This plan is a 'live' document which must be used to proactively manage the works in terms of health, safety, and environment. It is to be the focus for all health, safety, and environmental coordination on site.

Responsibility for producing, reviewing, revising, refining, and issuing this plan is that of the Project Manager.

Reviews and revision need to reflect the specific construction activities that are current and future, not past.

Up to date copies of this plan will be in the Torsion Group site office and the site notice board – the document control register is on page 3.

For further organisation and arrangements for implementation information, refer to the onsite systems.

Where-ever possible, hard copies of this plan should be printed double-sided to reduce paper use.

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Controlled distribution

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1.0	Description of Project (Overview) Residential development comprising 107 apartments
Erection of a 15 storey building to form 107 apartments (Use Class C3) at floors 1 to 15, residential amenity facilities including a roof terrace (level 14), associated ground floor cycle storage (68 spaces), two ground floor commercial units (Use Class E/ Sui Generis (Drinking Establishment), multipurpose events Pavilion (Use Class E/ Sui Generis (Drinking Establishment), associated landscaping to site perimeter and rooftop PV panels. The scope of the construction works is to include the following elements: • Reduce dig in preparation for piled foundation • Superstructure frame up to and including level 15 to be constructed from reinforced concrete, with brick slip external fabric, metal balcony and rainscreen to windows • Internal works comprise combination of reinforced concrete corridor and party walls together with metal stud & plasterboard partitions. Kitchen, living room & bathroom fit out, together with all other internal finishes and MEP services complete the project. Other works: • Site establishment including hoarding encasing parking spaces along Chapeltown Street • Installation of temporary services	

- Temporary earthwork retention
- Piling works
- Erection of a Luffing Jib Crane
- Reinforced concrete structure from ground to level 15.
- Roof Coverings
- Internal fit-out
- Connection of incoming services, including testing and commissioning
- Hard and soft landscape

Programme

A copy of the Project programme is held by the Project Director in the Torsion Group site office.

Relevant parts of the programme details are provided to all sub/contractors during the selection process and at pre-start meetings.

Period allowed by the client for planning and preparation prior to the commencements of construction works on site:	TBC	Construction (enabling) works commence on:	TBC
		Construction (enabling) works cease on:	TBC
		Construction works (commence) on:	TBC
Planned construction period:	TBC.	Planned project completion date:	TBC
Partial / phased handover / hold dates:		• Contract Milestones Section 0: Building Safety Regulator gateway 2 approval. Section 1: Site possession. Section 2: Hoarding erection, cabin install & TFGM approval. Section 3: Ground Piling enablement. Section 4. Crane base erection and other temp works. Section 5: Top out, watertight	

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	Section 6: Practical Completion	
	Section 7: Gateway 3 approval	
Other significant dates that may be relevant to health, safety, and the environment: <i>e.g., school holidays; client shut down periods; local events; student return dates; etc.</i>	Tower crane erection Tower crane dismantle Hoarding dismantle	Tbc

1.2 Environmental Restrictions & Existing On-Site risks

• Boundaries & Access

The Project is located on a plot bounded by Chapeltown Street to the North, Metrolink tramline to the south, Capital & Centric Phoenix building to the West and a SIP operated car park to the East. Access to the site will be via turnstile to the North East corner just off Chapeltown Street.

2.4m Torsion Construction Hoarding will be erected, preventing access to:

- Metrolink tram line
- Pathway adjacent to Phoenix
- 5 car park spaces and loading bay adjacent to site (Chapeltown Street)

All vehicle unloading and loading areas will be located at the current loading bay and 5no parking spaces, which will sit within site.

Deliveries will be by rigid vehicles and small commercial vehicles only, where possible, articulated vehicles will be accepted on site by prior agreement. A temporary layby arrangement will be formed within the existing loading bay alongside Chapeltown street; within the boundary of the site, to accommodate major material deliveries. (See coordination plan).

Hoist will be located to the East side, adjacent to proposed cabins where materials can be distributed.

• Adjacent Land Users

Primarily, the:

North is the Chapeltown Street footpath, 5 no car spaces and loading bay all of which will be closed and encapsulated within site.

South is the Metrolink tram line which will be segregated from site by 2.4m hoarding. The client has advised constant communication and design coordination will be needed with TFGM/Metrolink. Management of this will include and not be limited to:

- ALL safety documentation and method of working to be communicated with TFGM/Metrolink before carried out, when adjacent to line. (meeting tba)
- Any working at height cradle or mast climber use on South elevation will be controlled by site specific RAMS and no equipment will oversail the hoarding.
 - As building is over 8m safety fans may need to be installed.
 - Meeting with TFGM to discuss requirements
- Any excavations or piling designs are to be approved by TFGM/Metrolink especially in close proximity to retaining wall to the south east.
- Hoarding design adjacent to retaining wall to be communicated with TFGM/Metrolink. Photos of examples available and site walk of One Victoria possible (TBA)
- Overhead powerlines of tramline should not be an issue
- Tramline kerb contains a 1.5m easement. TCL to invite TFGM to site to discuss hoarding example and location.
- The retention of 24hr unhindered access to the trackside equipment cabinets and chambers for the low voltage power, signalling and communications cables for Metrolink both during construction and once operational. Site walk to be arranged at gate access through hoarding TBD

West side is a pathway adjacent to Phoenix, which will be closed off and encapsulated within site, as a material lay down area.

To the East an SIP car park is located with a large sign as segregation. The Torsion Construction hoarding will be installed adjacent to this, followed by construction temporary cabins and no impact to services will take place.

• Location of Existing Services

Before construction works commence a PAS128 (category B) survey will be completed to identify all existing services. A visual survey has identified a CCTV box to the West of site.

Some Existing Utilities Locations Plans are shown in a report provided by SEP, during pre-construction. However, further, more detailed surveys of cable routes are needed. All excavations and ground intrusive works must be strictly carried out in accordance with the Company procedures and under a permit to break ground, referencing the Utilities survey reports and other existing utilities plans, ensuring proper communication of these conditions and information to all operatives involved in the relevant works.

• Ground Conditions

WML Consulting report highlights the existence of some isolated ACM and all operatives working during excavation and piling are to receive a specific induction highlighting this and the need for UKATA Asbestos awareness training.

Mud

During site preparation, excavation & piling all spoil away vehicles will remain on the road and will be filled by excavator. Hierarchy procedure below will be in place to prevent spoil & mud entering the highway:

1. ALL HGV remain on road.

2. Should any vehicle come in to contact with mud, gateman using jetwash will clean all tyres before vehicle leaves site. All nearby road gullies to be protected by drain guards and all excess water to be managed with spill kits to prevent environmental damage.
3. Should any mud enter the highway a road sweeper will be utilised.

Dust

It is not envisaged that dust will be an issue. However in drier conditions HGV traffic and concrete cutting could create issues:

All operatives cutting concrete are to use specific RAMS, dust extraction or as a minimum water suppression and all relevant UKATA RPE training

Regarding heavy plant dust, areas of traffic can be water sprayed/misted to prevent dust.

Records / Plans / Information	Location
Existing Health and Safety File	Office, Century Way
O&M manuals	Office, Century Way
Existing drawings / plans / schematics	4 Projects
Utility drawings	4 Projects
Utility / service isolation certificates	4 Projects
Ground surveys / investigations	4 Projects
Structural surveys	N/A
Asbestos surveys and registers	4 Projects
Asbestos clearance certificates	4 Projects
Hazardous substance surveys	N. A
Background noise surveys	4 Projects
Recyclable material surveys	N. A
Flora and fauna surveys	N.A
Significant health, safety and environmental hazards / risks identified by others e.g., the client or designers	4 Projects
Other pre-construction information provided by the Principal Designer from the Client	4 Projects
Construction drawings	4 Projects
Construction specification	4 Projects
Any other existing relevant information	4 Projects

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1.3

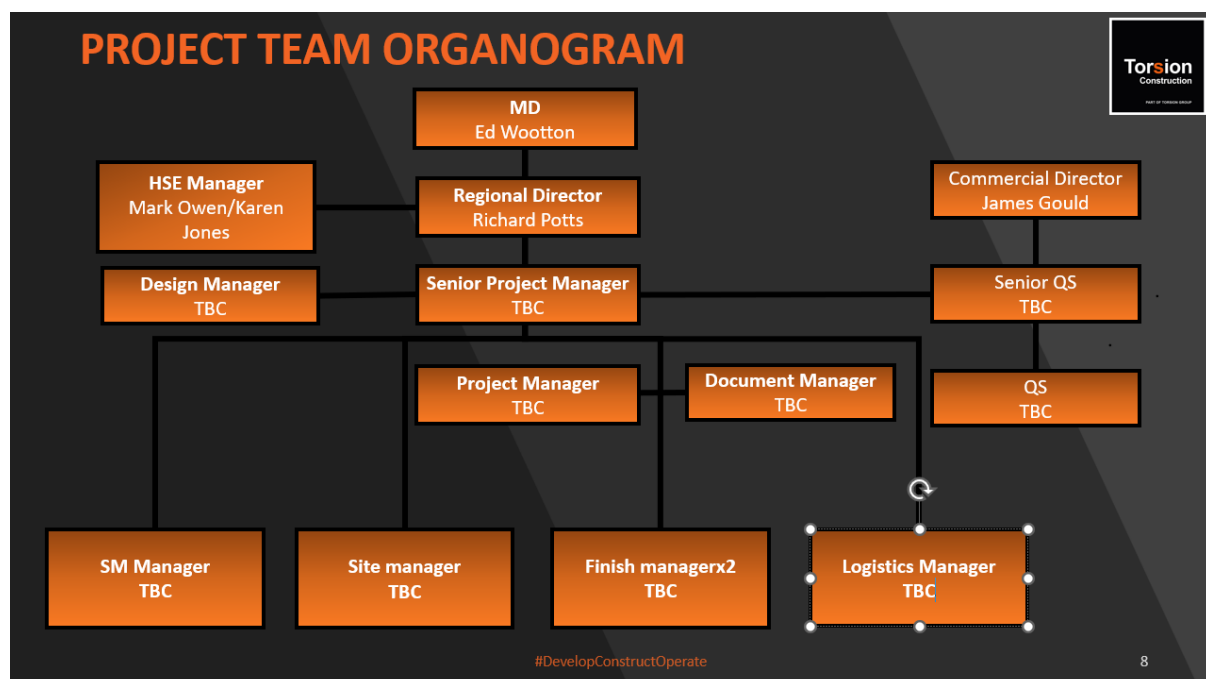
Details of client, Principal Designer, Designers, principal / main contractor, and other consultants

Details of Client, Principal Designer, Designers, Principal / Main Contractor, and other consultants can be found in Appendix 1 & 2.

Sub/Contractor contact details are in Appendix 3.

2.0 How the work is to be managed

2.1 Project management structure and responsibilities



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Overall responsibility for Health, Safety, and the Environment rests with the Torsion Group Board of Directors. Relevant management responsibilities are delegated to through line management.

The Operations Director is responsible for ensuring suitable and sufficient resources throughout the construction project, including a competent Project Director are allocated to the Project.

The Project Director is responsible for planning and the day-to-day management of Health, Safety and Environment on this Project, with the direct assistance of individual line managers and supervisors.

The named Project Director or an approved deputy will always be present at the site to supervise and direct the ongoing works.

All works shall be supervised by competent persons (SMSTS (Site Manager Safety Training Scheme) Site Managers Safety Training Scheme or SSSTS (Site Supervisor Safety Training Scheme) Site Supervisors Safety Training Scheme) with the relevant experience.

All persons employed on the Project to hold a current CSCS Card or equivalent for the trade that they are providing on the project. All cards are to be checked and copied during the site induction procedure.

Specific responsibilities are identified on the 'Project Safety Organisation & Emergency Response Chart – Appendix 5 and displayed on the project noticed boards.

2.2 Health, Safety and Environmental Goals for the Project

Torsion Goals	
Element	Description
Health & Safety	Everyone who works on or is affected by our projects goes home safely to their families at the end of every day while working on the project.
Programme	To complete the works on time without delay or disruption to the Customer team. Completion Date.
Sustainability	Reducing energy use, reducing waste and waste to landfill, reducing water use, benefiting local communities, in addition to delivering our customer's sustainability aspirations.

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Environmental	To deliver a project which has minimal negative environmental impact and positively enhances the environment where possible.
Quality	Exceed Customers expectations. Zero Defects at Completion.
Continuous improvement	Productivity improvement through Lean construction or value engineering. Generating, developing, and sharing innovation, best practice and lessons learnt.
Additional Project Specific Goals	Set the Torsion best practice for site set ups Achieve a score of 40+ with the Considerate Constructors Scheme Achieve employee skills guidelines

Client Goals

The Client has set the following Health and Safety objectives: -

- To complete the Project without injury or illness for any operative involved in the execution of the project.
- To ensure that adequate consideration is given to the welfare of all those affected by the construction of the project such that their health and safety is not put at risk.
- For all on site management to have Site Manager Safety Training Scheme (SMSTS) certification or Site Supervisor Safety Training Scheme (SSSTS) certification; and to ensure that the completed structure can be managed, cleaned, maintained and used in a manner that does not put the Health and Safety of those involved at risk.

To achieve these objectives, processes are to be implemented to: -

- Establish and maintain health and safety management control
- Promote adequate communication and co-operation across the project team
- Ensure adequate resources, including time, are allowed for
- Manage change safely and efficiently
- Ensure that health and safety is considered at every stage of the design and procurement process.

2.2 Arrangements for monitoring and review

The Torsion Group shall ensure regular health and safety inspections are undertaken in accordance with the HSE Inspections Procedure (APR 204) and any comments or actions are implemented without delay, they will consist of;

Project Director / Site Manager inspections:	At least 1 inspection every week (APR 204a) The PD can delegate the inspection to other members of the project team if they are considered competent and understand Torsion's SHE requirements. The Project Lead must undertake one inspection / calendar month.
SHE Dept.	Each 'live' project will be inspected at least once every calendar month using (APR 204b)
Sub/contractors:	At least 1 inspection by one of our sub/contractor's senior site management is required each week. Inspections by sub/contractor's HS&E advisers are to take place at intervals agreed in each pre-start meeting - agreed frequencies are set taking the level of sub/contractor HS&E risk into consideration.

Review of Construction Phase Plan

The Construction Phase Health, Safety and Environmental Plan is to be reviewed at least every other month and revised as necessary to reflect the Projects status.

Records of review must be recorded in the review record (page 3)

Review of Safe Systems of Work (APR 202 Health & Safety Risk Management)

The commencement of any work (Torsion Group or subcontractor managed) is prohibited unless the Risk Assessment and Method Statement (RAMS) have been appraised and approved by the Torsion Group site management.

Statutory inspections

Those responsible for statutory inspections and recording are identified on the 'Project Safety Organisation & Emergency Response Chart – Appendix 5 and displayed on the project notice boards.

The frequency and/or timing of the required statutory inspections are to be identified in the relevant risk assessments.

2.3 Arrangements

2.3.1 Regular liaison between parties on site

The Torsion Group will ensure competent management personnel are on site during all construction activities.

Construction works must be suspended if no competent Torsion Group management / supervisory personnel are available on site.

The Project Director operates an open – door policy in line with the Communications & Consultation Procedure (APR 203) to provide opportunities for regular liaison between parties on site during formal meetings to discuss proactive and reactive HS&E issues.

Formal meetings include subcontractor progress / coordination meetings and HS&E committee meetings, observing the restrictions and control measures including social distancing for Covid-19 Project Management Plan.

To ensure that liaison is not restricted to these meetings, the Project Director will call specific meetings as and when required so that HS&E management, arrangements, and conditions can be planned and/or dealt with.

Regular updates associated with the Project Management Plan and control measures will be communicated via Toolbox Talks as required.

2.3.2 Consultation with the workforce

The Torsion Group encourage persons at all levels to participate in communicating issues and ideas that promote improvements in HS&E management, arrangements, conditions, and behaviours.

To achieve this, participation is encouraged at project, work-gang, and individual level:

- Project - pre-start meetings; monthly HS&E committee meetings; weekly project meetings and WAB Meetings
- Work-gang – toolbox talks; task briefings
- Individuals – Open-door policy; Observation Card, Site inductions; Toolbox talks; Face to face discussions; Senior site management presence on site

2.3.3 Exchange of design information between the Client, designers, Principal Designer, and contractors on site

Design information is exchanged between the Client, Designers, Principal Designer, Torsion Group, and sub/contractors on site by means of design team meetings; progress meetings; and subcontractor coordination meetings.

If design risk / hazard information provided by the Principal Designer or Designers is considered to be unusual or otherwise significant to The Torsion Group, the relevant sub/contractor, or the project, then arrangements for controlling relevant risks are included in the relevant parts of Section 3.0 Arrangements for controlling significant site risks.

2.3.4 Handling design changes during the Project

The E324 Ferrous, Manchester project is a high-rise residential building of more than 18 metres and 16 storeys tall. Therefore it will be assessed by the Building Safety Regulator throughout its construction. The building is to be registered with the Building Safety Regulator in preparation for gateway 2 application.

All Significant design changes thereafter will be discussed with relevant parties to determine if the changes present significant or unusual HS&E hazards and risks. The Project Manager will communicate and cooperate closely with all parties involved in design and encourage all parties to take account of the general principles of prevention. All design changes will be communicated through the design team, the Principal Designer on to the Building Safety Regulator with a minimum 6 week review needed.

The Project Director also looks to the Principal Designer to coordinate, communicate, and liaise with all parties to ensure design changes are carefully considered in terms of construction, use, cleaning, repairs, maintenance, alterations, and demolition of structure(s). The effects of design changes on environmental impacts are also to be considered.

Where any design changes occur during the construction phase that effect the approved methods of work, then relevant works must stop until the project and task risk assessments have been reviewed, revised, and approved. The Project Manager is to prevent the relevant tasks commencing again until the relevant construction personnel have received a revised task briefing.

2.3.5 Selection and Control of Contractors

Subcontractors are selected in two stages.

Stage 1 - Subcontractors used on this Project have passed a Torsion Group pre-qualification process

Stage 2 - Suitable subcontractors will be identified and enquiries are made as to their specific experience, competence and resources for the specific works involved.

Subcontractors are finally selected from those that satisfy Stage 2 of the selection process.

Each sub/contractor is to be given sufficient time to plan and prepare before commencing their works on site. A register is kept in the site office detailing the sub/contractor's name, date of appointment and date of start on site.

Subcontractors may only sub-subcontract with express permission of the Project Director, the sub-subcontractor being subject to an agreed selection process of the subcontractor and a pre-start appraisal by The Torsion Group.

Any client appointed / nominated contractors working on the Project will be controlled by the Torsion Group.

The competence of sub/contractor personnel working on this Project is to comply with the Torsion Group Competence requirements. Relevant cards indicating competence will be checked and copied by The Torsion Group prior to an individual commencing work on site.

The Project Manager controls all sub/contractors (including client appointed / nominated contractors) working on the project. If the PD feels works are not managed / supervised well, he may also insist that supervision and monitoring is increased to achieve the correct operating standards.

2.3.6 Exchange of HS&E information between contractors

The exchange of HS&E information between contractors is ensured by various means including but not limited to the following:

- Information provided in this Plan
- Pre-start meetings
- Information provided by plans and documents referred to in this Plan
- The Sub/Contractor Conditions document
- The F10 notification to the HSE posted on the site notice board
- HS&E induction training
- H&S law poster
- HS&E posters and signage
- The site notice board
- Coordination meetings
- HS&E Committee meetings
- During consultation

2.3.7 Site security / Logistics (APR 301)

The Torsion Group are responsible for preventing unauthorised access to the construction site by providing effective boundary, access, and security measures in accordance with the Project Site up and Welfare Procedure (APR 301)

Account will be taken of unauthorised persons, especially children and young people, straying into work areas while construction activities are taking place.

Hoarding Requirements

As a minimum standard, site hoarding should be 2.4m high, continuous around the site, with pictorial warning signage prominently displayed, including out-of-hours contact details. Localised hoarding /

screens may be erected in respect to segregating hot works and potentially noisy and dusty operations from other onsite activities and, as a means of restricting access to these areas.

Pedestrian access to site will be determined by the Project Director but will consist of a pedestrian access point with a hand / finger scan in place with all authorised personnel being coded for access and egress from the site.

Access into the site is limited to persons who need to work, visit, deliver/remove materials/equipment, and those persons with a legal right to enter e.g., an HSE Inspector.

The Project Manager or his/her nominee will refuse entry to any person who has not: -

- received relevant induction training and/or has no access to the required PPE (Personal Protective Equipment)
- considers to be insufficiently competent to work on the site or undertake the relevant work tasks.

Persons who have only attended visitors HS&E induction are limited to the Blue Zone, unless they are accompanied at all times on site by a person who has attended the Construction HS&E Safety Induction. Drivers who have attended the Delivery / Removal Drivers induction are limited to the Orange and Blue Zones.

Vehicles permitted onto the site must access via the allocated entrance way which will be controlled by The Torsion Group Traffic Marshal and will be limited to only authorised vehicles and agreed deliveries detailed within the weekly delivery schedule.

All site access is locked between the hours of 18:00 to 07:30 on Monday to Friday, and any other required times and days, unless the Project Manager specifically authorises other access arrangements, as necessary and within any environmental restrictions. (Note Works cannot commence until 8.00am)

2.3.8 Site Induction (APR 302)

All personnel on site must attend the HS&E induction

The induction format is to the standard Torsion Group specification made project specific

Construction HS&E inductions are delivered in an induction room at: -

- **08:30 Monday to Thursday, Friday by appointment only**

The Project Manager may arrange for additional inductions, at his/her discretion and if required to ensure compliance with social distancing measures.

Persons who have difficulty in understanding English language are required to have an interpreter present during induction training to ensure the information provided is effectively communicated.

Persons will not be permitted to work on site without a full induction

A register of attendance is required for all persons attending the Construction HS&E Induction

Summary of Project Inductions: -		
Induction	For whom?	By whom?
Construction HS&E induction	All Torsion Group site personnel (Inc. Directors at all levels)	Site Manager
Construction HS&E induction	- All construction workers - Other persons that need to work on site without being accompanied	Site Manager
Escorted Visitor HS&E induction	Visitors	Site Manager
Visiting Driver HS&E induction	Delivery / Removal drivers	Traffic Marshall

2.3.9 Task Briefings & Toolbox Talks

No construction task is to commence until all personnel involved in the task have received a 'task briefing' explaining the hazards, risks, resources, sequence, persons involved, emergency procedures, supervision and all the control measures identified in approved Method Statements. The task briefings are to be provided by the person with immediate supervision responsibilities.

Task briefings are also required when revised Risk Assessments and Method Statements are introduced before any changes to the task take place. Any new / changes to personnel are also required to attend task briefings.

A register of task briefing attendance is to be attached to relevant Risk Assessments and Method Statements, copies of which are to be kept by The Torsion Group – Briefing Record (APR 202e)

Toolbox talks

Persons undertaking construction tasks on this Project are to receive regular on-site awareness training in the form of toolbox talks. The frequency of such talks is to be agreed at pre-start meetings, higher risk tasks requiring more frequent toolbox talks than lower risk tasks.

Toolbox talk subjects are not set by this plan, but they are to be relevant to the tasks being undertaken and/or the environment in which work is taking place. Toolbox talks will also be used to communicate HS&E Alerts to relevant persons on site.

A register of toolbox talk attendance is to be attached to a record of the toolbox talk content, copies of which are to be kept by The Torsion Group.

2.3.10 Welfare Facilities and First Aid (APR 302 & 205)

Torsion shall provide and maintain welfare facilities as laid down in the CDM Regulations 2015. These facilities shall be provided from the start of construction and retained until all works are completed.

A marked-up site plan showing the extent and location of the site accommodation and welfare facilities will be provided.

All facilities are to be accessible and are to have adequate heating, lighting, and ventilation.

A4 first aid posters identifying first aiders, contact details and the location of facilities are posted on the Torsion Group site office notice board; the site notice board; and in site security accommodation.

First aid facilities are also communicated during induction training.

Project Ferrous Manchester	Male (No.)	Female (No.)
Up to how many people?	100	10
Facility	Male (No.)	Female (No.)
W/C Toilets – available in cabins with 1 every 3 floors inside the build	8	1 (onsite)+ 1 (offsite)
Urinals	4	n/a
Washbasins with hot and cold running water.	4	1 + 1
Showers	1	1
Changing rooms and lockers (with clothes drying provision)	70	10
	Male (Yes / No)	Female (Yes / No)
Are sanitising, barrier, cleaning, and moisturising solutions provided in w/c facilities?	Yes	Yes
Are hand drying facilities provided with washing facilities (paper towels or air dryer)?	Yes	Yes
Facilities for Rest	Details	
Number of people that can be seated (seat with a back rest, and a table) in the canteen(s) at the same time.	20 (Welfare Breaks will be staggered)	
Provision for fresh drinking water and drinking vessels / fountains:	Canteen	
Provisions for making hot drinks:	Canteen	
Provisions for warming food:	Canteen	
Provisions for washing-up and drying:	Canteen	
Provision for keeping food / drinks cool:	Canteen	
Provision to dispose of left-over food and other rubbish:	Canteen	
Frequency of regular welfare checks:	Twice a Day	
Frequency of regular cleaning and maintenance of welfare facilities:	Twice a day as a minimum	
First Aid	Provision	
Location of the first aid facilities, equipment, and materials:	Site Office	
Frequency of regular first aid facilities, equipment, and materials checks:	Monthly	

Name of the person who checks first aid facilities, equipment, and materials:	Site Manager TBC
First Aiders	Names
First aiders (4-day training)	As per the First aid poster

2.3.11 Reporting and investigation of incidents, including near misses

Any incident that occurs on the Project is to be reported, investigated, and recorded in accordance with the Torsion Accident Investigation Procedure (APR 201).

The Project Director is to ensure that relevant employers notify the enforcing authorities of any reportable accident, incident or disease that may occur, as required under RIDDOR, or an environmental incident required by the Environment Protection Act.

Sub/contractors are required to undertake their own investigations; however, the Project Director may encourage a joint investigation to be carried out.

2.3.12 Production and approval of Risk Assessments and Method Statements

Risk Assessments and Method Statements are to be produced and approved in accordance with the Torsion Procedure APR 202 Health & Safety Risk Management and include control measures for Covid-19.

In summary, the procedure requires that:

- A Risk Assessment / Method Statement standard format is produced for any construction tasks managed directly by The Torsion Group
- Sub/contractors may use their own methods of producing Risk Assessments and Method Statements for the construction tasks they manage as long as criteria set by the Torsion Group is met.
- The commencement of any construction task (The Torsion Group or sub/contractor managed) is prohibited unless the Risk Assessment and Method Statement have been appraised and approved by The Torsion Group site management. (A task briefing is also required before construction tasks commence).

2.3.13 Material Management

Materials to be incorporated in the works are subject to the requirements of the Control of Substances Hazardous to Health Regulations (COSHH) and as such Torsion is required to perform a Risk Assessment for hazardous materials in accordance with the COSHH Procedure APR 310.

The requirement is applicable to sub/contractors and must be co-ordinated by The Torsion Group.

2.4 Site Rules

The Health Safety & Environmental rules that apply to this project are contained in Appendix 4.

All the rules identified are communicated to individuals during HS&E induction training. Any additional rules added after an individual has attended induction will be communicated by means of toolbox talks.

A copy of the site rules is to be posted on the site notice board.

2.5 Emergency Response

The Site Emergencies Matrix must be assessed to consider the emergency situations most likely to be encountered during the contract (APR 205a)

Fire emergency procedures and arrangements will be detailed in the Project Fire Risk Assessments and Fire Plan.

First aid emergency procedures and arrangements are detailed on A4 first aid posters on the site notice board and next to fire points.

Emergency rescue procedures are to be documented in relevant Method Statements to ensure safe rescue from height, below ground, from harnesses, and from incomplete scaffolds e.g., a Scaffolder.

Emergency procedures relating to the environment are to be detailed on an A3 poster on the site notice board and adjacent to relevant storage areas. Procedures are also to be identified in Risk Assessments and Method Statements, as relevant.

Site Emergencies Matrix

Project: E324, Ferrous, Manchester		ASSESSED PROBABILITY															
Date: 01-05-2025																	
	TO APPLICABLE CONTRACT	LOW	HIGH	Evacuate Affected Area	Isolate Affected Area	Access for Emergency Services	Re-route Public or Site Traffic	Deploy spill kits	Contact Waste Disposal Contractor	SHE Dept.	Operations Director	Client' s Representative	Emergency Services (999)	Local Authority	Utilities		
GENERAL																	
Contact with Live Services	X	X		✓	✓	O	O			✓	✓	✓	O		✓		
Fire	X	X		✓	✓	✓	O	O	O	✓	✓	✓	✓	O	O		
Traffic Incident	X	X		O	O	O	O	O		✓	✓	✓	O	O			
Flood	X	X		✓	O	O	O	O	O	✓	✓	✓	O	O	O		
Pollution of Watercourse	X	X		O	✓	O	O	✓	O	✓	✓	✓		✓			
Spillage of Fuel / Oil	X	X		O	✓	O	O	✓	O	✓	✓	✓	O	✓			
Excavation Collapse	X	X		✓	✓	O	O			✓	✓	✓	O		O		
Confined Space	X	X		✓	✓	O	O			✓	✓	✓	O				
Scaffold Collapse	X	X		✓	✓	O	O			✓	✓	✓	O				
Structural Collapse	X	X		✓	✓	O	O			✓	✓	✓	O				
Spillage of Chemicals	X	X		✓	✓	O	O	✓	O	✓	✓	✓	O	✓			
Release of Gases / Vapours	X	X		✓	✓	O	O		O	✓	✓	✓	O	✓			
Medical Emergency	X	X		O	O	O	O			✓	✓	✓	✓	O			
SITE SPECIFIC																	

3.0 Arrangements for Controlling Significant Site Risks

3.1 Significant Safety Risks, including: -

3.1.1 Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public.

Transport and site logistic requirements have been analysed to determine safe methods of delivery and removal of materials and work equipment. The Traffic Management Plan will be strictly implemented to reduce and control delivery and removal risks.

- All Delivery Vehicles will be banked through the entrance gate by the gate attendant & upon completion of offloading it will then be banked through the exit gate by the vehicle marshal.
- Vehicle speed limits adjacent to the site will be strictly maintained to 5MPH. If deemed necessary additional vehicle marshals will be requested from the sub-contractor accepting the delivery to ensure that all vehicles comply with the site requirements.
- All contractors must brief their transport providers to not plan routes through the adjacent residential roads.
- The Project will implement a strict delivery schedule which would require the deliveries to be pre-booked at least 48hrs prior to delivery on site, the time slots for deliveries would be broken down into 1 Hr slots. Should deliveries arrive outside their dedicated slot they would either be sent to a short-term holding area until the site is ready to accept them or refused access to site.
- All deliveries would be given the preferred routes of how they access the site in agreement with Highways, to eliminate the risk of vehicles travelling in already highly congested areas

3.1.2 Underground / Overhead Services – Water, Electricity, Gas, Telecoms, Drainage including overhead power lines and temporary electrical installations

Basic utility services information has been obtained and is presented within the Pre-Construction Information Pack. The following services have been identified at the boundary of the site and their location highlighted by indicative service drawings obtained from the service providers:

- Mains Electricity
- Mains Gas
- Drainage and Water
- Public Sewer
- Telecommunications / Data

Up to date utility services layouts will be obtained prior to undertaking any ground intrusive works, namely king post retention system.

PAS 128 (B) system will be used to identify any areas where services are suspected. Care will be taken not to disturb existing services within the existing footpaths inside the hoarding line.

The exact location, nature and status of each service and isolation point prior to commencing works, i.e., implement visual inspection, testing, CAT scan, radar survey, hand dig trial pits, etc.

Work around and near to underground / overhead services will be conducted in accordance with the Underground Services and Excavation Procedure APR 305 using the permit system APR 305a.

Existing incoming gas, electrical services and water to the building will be isolated and disconnected before any works take place.

3.1.3 Accommodating Adjacent Land Use

A list of the specific hazards and risks to / from the adjacent land use, and any required arrangements to control the significant risks, below:

West Phoenix Building

Currently a path separates both land areas. This will sit within the proposed hoarding area. All hours of work will be as agreed with MCC and any noise or dust, deemed hazardous will be monitored by management, with the appropriate action taken as is necessary. ie piling. No crane oversailing is required and any risks to traffic will be communicated on an adhoc basis.

North Chapeltown Street & Quantum Apartments

All deliveries will take place within site preventing impact to pedestrian and vehicle traffic along Chapeltown Street.

East SIP Car Park

A small car park is located to the East of site and will not be affected.

South

Hoarding will be erected, segregating site from the Metrolink tram line. Pre-construction meetings will be held with Metrolink-GMCA to discuss any additional safety requirements needed.

Wolfkran Luffing jib crane use

All materials will be lifted from vehicles within site, located on Chapeltown street. See Appendix 7, with use of luffing jib crane. All crane control software will be programmed to prevent oversailing of hoarding including adjacent tramline to the south.

All concrete frame erection, concrete pours and movement of materials will also be via use of luffing jib crane and works procedures including safety procedures and site restrictions will be agreed with nominated contractor nearer the time. Communication and coordination will be in the form of:

- Daily sos
- Daily Take 5
- DABS meeting
- Point of works risk assessment
- Regular RAMS review
- Weather monitoring

Hazards	Risks	Arrangements to control risks.
Deliveries to the Site	Delivery Wagons Striking Public Access to neighbouring properties being blocked Damage to local highways Noise Nuisance to adjacent properties	All Deliveries to be pre-booked in 48hrs before due date and accepted by Torsion. All deliveries will be banked by the TCL banksman. A Meeting to be arranged with the Highways to discuss any potential issues prior to commencement on site. All Deliveries are restricted to between the hours of 08:00 till 17:00 to minimise on noise nuisance.
Delivery Vehicles using access roads	Obstruction to neighbouring properties, Potential to strike operatives, Students & public	All Deliveries to be booked in (including liaison with neighbouring properties)

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

The Project Director is responsible for ensuring a Temporary Works Register is developed to manage the stability of permanent and temporary structures.

The following temporary works have been identified for this project;

Permanent / Temporary structures	Controls
1. Perimeter Hoarding / Gates 2. Pile matt 3. Piling Platform 4. Tower Crane Base 5. Formwork, Falsework, and back propping to concrete frame 6. Cantilever Platforms 7. Perimeter scaffolds 8. Propping to facilitate upper floor slab works 9. Hoists , Mast climbers & excavations	For each of the examples indicated the Temporary Works Co-ordinator will be required to ensure that all the calculations for the Temporary Works have been submitted for approval prior to the temporary works commencing. The temporary works designer will need to be suitably qualified for his calculations to be valid.

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3.1.5 Preventing Falls

The Torsion Group will adopt the HSE's hierarchy of control measures prescribed in the Work at Heights Regulations 2005 – see Work at Height Procedure APR 306

Only proprietary step-ups & Podiums can be used on this Project without the need for a permit.

Ladders and stepladders are strictly controlled by a Torsion Group Ladder / Stepladder Permit.

Scaffolding works will only be erected / dismantled by recognised NASC contractors working to the NASC guidelines

3.1.6 Work with or near fragile materials

No fragile materials have been identified

Fragile material location	Arrangements to prevent access
N/A	N/A

3.1.7 Control of lifting operations

All lifting operations will be controlled in compliance with the Lifting Operations Procedure APR 308.

No lifting operations are to take place without a Lifting Plan being approved and appointments made for Appointed Person, Crane/Lift Supervisor, Slinger / Signaller, and Crane Operator.

The Project lifting strategy is to use a single Luffing Jib Tower crane, to construct the reinforced concrete frame and slip form lift shaft. All other materials including bathroom pods are to be serviced with the same method

The operation of the luffing tower crane will not over sail adjacent properties or carriageways. All locking software will be used to prevent oversailing of Metrolink.

3.1.8 The maintenance of plant and equipment

All plant and equipment are to be maintained in good working order. Inspections of plant and equipment are to take place before use each day, and records of statutory inspections recorded weekly. Copies of inspections are to be issued to The Torsion Group. Any plant or equipment found not to be in good working order is to be taken out of use until it is repaired or replaced.

The Torsion Group Site Management / supervision will prevent the use of any plant and equipment found to be in an unacceptable condition.

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

All excavations are to be strictly controlled by a Permit to Dig APR 305a.

3.1.10 Other Significant Risks (as identified in Schedule 3)

Element	Yes	No	Control Measures
Work on wells, underground earthworks, ducting and tunnels.		x	
Work on or near water where there is risk of drowning		x	
Work involving diving		x	
Work in a caisson or compressed air working		x	
Work with Explosives		x	
Existing "mineshaft"		x	

3.1.11 Traffic Routes and segregation of vehicles and pedestrians (APR 307)

A site-specific Plant and Vehicle Management Plan (APR 307a) will be developed with the key schematic drawings displayed and located on the:

- The Torsion Group site office notice board.
- In the A3 construction induction training format.
- On the site notice board
- A copy of the TMP will be located within the Site Office / Canteen / Front Gate Notice Board cabin and displayed in the site access points for deliveries and pedestrians.

Specific zones are identified on the TMP to segregate vehicle and pedestrian access routes and to restrict access into higher risk zones e.g., loading and unloading zones.

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3.1.12 Storage of Materials (particularly hazardous materials) and Work Equipment	
General materials:	Materials are to be stored in a safe manner in designated storage areas to reduce the risks of falling over or collapse. Storing materials at height is to be restricted unless methods of preventing falls of people and materials are provided.
Hazardous substances:	Hazardous substances are to be stored in accordance with COSHH assessments and environmental control requirements.
Bottled gas:	The requirements for storing bottled gas are detailed in the Project Fire Plan
Combustible materials:	The requirements for storing bottled gas are detailed in the Project Fire Plan
Plant:	Plant will be stored in a designated area away from building and temporary accommodation.
Equipment:	Small tools and equipment will be removed from site or stored on site in designated tool boxes, vaults within the welfare facilities.

3.1.13 Fire (APR 316)

The Project Director shall ensure that all necessary fire precautions are implemented, and that site personnel and visitors are aware of all fire drills, all escape and muster points and the positions of all firefighting equipment in the event of a fire.

A Fire Safety Plan is to be prepared to include procedures to reduce the risk of fire and for dealing with fires, explosion, and other major incidents. The Fire Safety Plan should consider the following:

- There is a responsible person in charge of fire safety who can assess fire risks, understand fire growth, and spread, will prepare and update site evacuation plans as necessary
- The Fire Safety Plan includes procedures to reduce the risk of fire and for dealing with fires, explosion, and other major incidents
- Establish an agreed and suitable Fire Muster Point
- Co-ordinate with adjacent occupiers on matters of fire safety
- Maintain adequate means of escape (including displaying signage indicating escape routes) for all personnel, visitors to the site and the public and tenants using the car parks and adjacent occupied buildings
- Advise site staff/operatives on existing building fire alarm system and procedures.
- All works undertaken on the site should be in accordance with HS(G)168 "Fire safety in construction.

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3.1.14 Any other significant safety risks identified by the Client, Principal Designer, Designers or Sub/contractors

The significant risks identified in the Pre-Construction Information Pack will be considered and control measures developed in safe systems of work for the following significant risks:

- See Appendix 8
- Work to existing services: Drainage, electric, gas, water, surface mounted services etc
- Lifting operations
- Work in public areas
- Work in/adjacent to occupied premises
- Interface with adjacent site users
- Structural collapse
- Loading and unloading/movement of equipment
- Heavy plant and equipment
- Live services including gas, electrical (overhead and underground) and water
- Manual handling/heavy lifts/handling of materials and equipment
- Mechanical and electrical
- Hot works
- Work affecting escape routes
- Ground contamination
- Construction/demolition site associated dust and fumes

3.1.15 Permits

The Project Team will be responsible for issuing, managing, and controlling permits to work for any high-risk activities identified. Under the direction of the person named as coordinator of that operation:

- Persons issuing the permits must be competent and authorised.
- Persons receiving the permits must be competent and authorised.

Where appropriate, a permit-to-work system is to be adopted for works on the following: -

- electrical services
- excavations
- hot works
- work in confined spaces
- or any other high-risk activities identified.

Daily 'hot work' permits will be required where welding, cutting, grinding, or any other spark-inducing activity is undertaken and/or the use of a naked flame is required. A fire watch should be maintained both during and for a period after the hot works have ceased.

3.2 Significant health risks, including:

3.2.1 The Removal of asbestos

[WML Consulting SI \(attached\)](#)

3.2.2 Dealing with contaminated land

In accordance with the regulations, a Waste Management Plan will be in place, which will include Waste Transfer Notices, waste carrier licenses and permits.

We will employ a competent bulk excavation contractor who is aware of the contents of the GI Report and WAC test results and will dispose of excavated spoil appropriately and in accordance with the Waste Transfer Licence & Waste Carrier Licence stated in the Waste Management Plan.

3.2.3 Manual Handling

Where reasonably practicable, mechanical means of handling are to be used.

Specific manual handling risk assessments are to be attached to task Risk Assessments and Method Statements – see Torsion Manual Handling procedure APR 317

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

The law requires the specifier of hazardous substances to firstly eliminate, or if this is not reasonably practicable, reduce risks by substituting substances.

The substances finally specified for this Project are to be assessed further to determine specific control measures and, if necessary, request an alternative safer substance.

All Contractors are required to detail the materials / Substances used in the delivery of their contracted works in their Method Statements and include a COSHH Assessment for each of the materials. Contractors are required to submit COSHH Assessments as part of their SSOW

COSHH assessments are to be attached to Risk Assessments and Method Statements for approval by The Torsion Group prior to the commencement of works.

3.2.5 Reducing noise and vibration

Noise: Noise assessments are required to be carried out to determine control measures to reduce noise. Noise exposure controls are to be identified in all relevant Risk Assessments and Method Statements. Control measures should address the protection of multiples of people before individual protection offered by PPE. Those employers generating noise are required to check that noise control measures are satisfactorily reducing noise to acceptable levels by means of a noise meter monitoring by a competent person.

Vibration: Risk Assessments are to identify processes, tools and equipment that expose people to vibration, including whole body vibration and hand/arm vibration. Vibration exposure controls are to be identified in all relevant Risk Assessments and Method Statements.

Personnel who are at risk from vibration are to be regularly monitored for signs of vibration health problems. Such monitoring is to be recorded.

Due to the nature of the building being constructed near to existing residential accommodation, noise and vibration will have to be assessed, monitored and controlled.

Contact to be made and regular liaison with the local community representative if there is one to assess the impact of the works on residents.

3.2.7 Exposure to UV radiation (from the sun)

Long trousers, T-shirt (not vest) and high-visibility vest is the minimum standard for clothing on this project.

A weekly forecast, including temperatures and, when available, UV forecast will be posted on the site notice board.

4.0 Managing the Environmental

4.1 Nuisance (On site and in the Community)

The following control measures are required to prevent the following nuisances to the surrounding community:

Noise:	Noise control will be carried out with the guidelines of the Code of Practice for Noise Control on construction and demolition sites (BS5528). Control Measures will include: - • Eliminate Works that create Noise • Carry out the works by an alternative method • Use Noise Suppression & monitoring ie piling • Insulate the area where noisy works may be carried out
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Vibration:	• Vibration levels generated will be monitored and carried out at suitable times. • Eliminate the work which would create vibration through design • Use an alternative method to reduce vibration • Ensure operatives know trigger times
Dust and air-borne pollution:	• Eliminate works that will create airborne dust • Use an alternative method of carrying out the works to reduce dust • Dampen down external areas where possible (without creating slip hazards) • Use dust suppression on plant & small Tools • Issue PPE & RPE to mitigate risks to operatives working on tasks involved with lower exposure limits
Parking:	• No parking will be allowed on site • Several Carparks are within walking distance of the site and clearly signposted along all neighbouring routes.
Access congestion:	• Congestion will be minimal due to restricted and planned deliveries
Off-Site Congestion:	A Circular route / holding area is to be agreed, drivers unable to enter site will be expected to leave a contact number and head off around the route / to the holding area until contacted.
Mud, silt, and materials on highways (including footpaths and cycleway):	No mud or debris is expected to be generated, but this is to be monitored and if this becomes an issue the gate attendant will implement a wheel washing procedure.
Odour:	No adverse odours expected to be generated
Litter:	Litter bins are to be provided
Unacceptable language, gestures, and behaviour:	Standard of behaviour to be explained at Induction
Communication with Residents & Neighbours	Before Hoarding is erected a news letter will be hand delivered to all nearby affected neighbours, advising on upcoming works and impact. This news letter will then be sent as critical milestones are taking place. ie crane erection or road closures.

	It is also common for Torsion Construction to include local planning communities or neighbourly communities to site to discuss the upcoming project.
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4.2 Waste

Under the Environmental Protection Act 1990 and the environmental (Duty of Care) Regulations 1991 all licences obtained, and transfer notes should be retained as proof of correct disposal.

The Torsion Group will ensure, as far as is reasonably practicable, that site deliveries and collections are scheduled at suitable times during the day as to avoid anti-social hours, and local organised events where the volume of local traffic may increase.

Torsion will implement the following:

- All Waste will be transferred using licensed waste companies. All carriers will be monitored to check for destination and use of sheeting.
- Copies of Waste Carriers Licences will be in held in the site office
- Copies of Waste Transfer Station Licences will be held in the site office
- All Hazardous wastes will be transferred under licence to their appropriate destination
- Records of all skips / wastes (i.e., ticket) will also be held by Torsion in the site Office
- No demolition is planned, however reuse of materials will be promoted by site management team where possible. ie timber pattress

See waste location on site (attached)

Routing and Swept Path Analysis (attached)

No reversing of vehicles on site is permitted, unless banksman/traffic marshal is available for waste removal.

4.3 Pollution

Suitable refuelling points will be established and the use of drip trays for mobile plant.

The locations of the storage / refuelling areas will be in such a position so as not to interfere / affect any existing ground conditions

An emergency spill kit will be retained on site in a prominent location with associated signage displayed.

4.4 Damage to habitat

No potential damage envisaged during the Project.

Any unforeseen damage will be dealt with as per the Emergency Environmental Response Plan

Protection of trees and shrubs

Trees identified for retention should be protected in accordance with BS:5837, Section 9.3. The Torsion Group will provide tree-protective fencing and ground protection, necessary to ensure that the root protection areas (RPA's) of retained trees are safeguarded.

4.5 Spread of invasive flora species

N/A

4.6 Archaeological find

N/A – Not expected

4.7 Conservation

Energy - Non-critical electrical equipment (lights, heaters, fans, PC's, photocopiers, printers, etc) are switched off and not left on stand-by

Water – Metered Water supply

4.8 Any other significant environmental risk identified by the client, CDM Coordinator, designers, or sub/contractors

South side shrubbery located within the Leeds City Council grass area, is to be removed according to the recent ecology report provided by Future Ecologists.

5.0 Requirements for the Health and Safety File**5.1 Layout and format**

The layout and format will be as per the requirements contained within the pre-construction information

5.2 Arrangements for the collection and gathering of information

All relevant information will be gathered and issued to the Principal Designer within the timescales specified by the client.

Information collection schedule

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Collection from Designer / Contractor	Date Information Required
Project Manager to advise on nomination. ie Itacads/Zutec	Throughout & before gateway 3

Information delivery schedule	
Information for delivery	Date Information to PD

5.3 Storage of information

All relevant information will be gathered and issued to the Principal Designer within the timescales specified by the client.

Copies	Number Required
Hard copies	TBA
Electronic copies	TBA

6.0	Appendices
1	Client, Principal Designer, Designers, Principal / Main Contractor, and Other Consultant Contact Details
2	Principal / Main Contractor Key Personnel Contact Details
3	Sub/Contractors' Contact Details
4	Project HS&E Rules
5	Project Safety Organisation & Emergency Response Chart
6	Project Fire Plan
7	Project Logistics and TM Plan

Appendix 1

Client, Principal Designer, Designers, Principal Contractor, and Other Consultant Contact Details

Designated Party	Contact Details	
Client	Company name:	Capital & Centric
	Address:	Neptune Mill 64 Chapeltown St Manchester M1 2WQ
	Contact name:	
	Telephone:	
	Email:	
Principle Designer CDM	Company name:	
	Address:	
	Contact name:	
	Telephone:	
	Email:	
Principal Contractor (Head Office)	Company name:	Torsion Construction Limited
	Address:	1280 Century Way Leeds LS15 8ZB
	Telephone:	0333 235080
	Name	
	Tel Number	
BREEAM	Email	
	Company name:	
	Address:	
	Name	
	Telephone:	
Architect / Lead Designer	email	
	Company name:	
	Address:	
	Contact name:	
	Telephone:	
Structural Engineer	Email:	
	Mobile:	
	Company name:	

	Address:	
	Contact name:	
	Telephone:	
	Email:	
	Mobile:	
External Project Manager /Contract Administrator	Company name:	Abacus
	Address:	4 th Floor. Queens Street, Manchester. M2 5HS
	Contact name:	
	Telephone:	
	Email:	
	Mobile:	
MEP Consultant (Client Side)	Company name:	
	Address:	
	Contact name:	
	Telephone:	
	Email:	
	Mobile:	
Quantity Surveyor	Company name:	
	Address:	
	Contact name:	
	Telephone:	
	Email:	
	Mobile:	

Construction Phase

Health, Safety & Environmental Plan

Torsion

Appendix 2

Torsion Group Key Personnel Contact Details

Managing Director			Site Manager		
Ed Wootton	Office	Torsion Head Office		Office	
				Mobile	
				Email	
Operation/Regional Director			Site Manager back shift		
Richard Potts	Office	Torsion Head Office		Office	
	Mobile			Mobile	
	Email			Email	
Project Lead			M&E Manager		
J.Conboy	Office	Site		Office	
	Telephone			Mobile	
	Email			Email	
Snr. Site Manager			Health, Safety & Environmental Advice		
	Office		Mark Owen	Office	Torsion Head Office
	Mobile			Mobile	
	Email			Email	
Senior Commercial Manager			Senior Quantity Surveyor		
James Gould	Office	Torsion Head Office		Office	Site
	Mobile			Mobile	
	Email			Email	
Planning Manager			Quantity Surveyor		
Darren Chew	Office	Site		Office	
	Mobile			Mobile	
	Email			Email	

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Appendix 3 - Contractors' Contact Details

Name of Contractor	Contact Details	
Moorhead Excavation Ltd	Trade:	Demolition
	Name:	Colin Fitton
	Position:	Director
	Address:	Westfield Court Lower Wortley Road Leeds Ls12 4PX
	Telephone:	
	Email:	
	Mobile:	
	Name:	Jordan Morris
	Position:	Managing Director
	Address:	
	Telephone:	
	Email:	
	Mobile:	
Green Piling	Trade:	Piling
	Name:	Graham Eaton
	Position:	Senior Estimator
	Address:	
	Telephone:	
	Email:	
Spencer Civils	Trade:	Ground enablement & concrete frame
	Name:	Dan Hurn
	Position:	Construction Director
	Address:	Head Office First Floor Unit 1 Silkwood Park Wakefield WF5 9TJ
	Telephone:	
	Email:	
	Mobile:	

Appendix 4 – Project Health & Safety Environment Rules

Access control

- All site personnel and visitors are to sign in when entering site and sign out when leaving site.
- The signing in book is in the corridor within the site offices
- The designated site entrance(s) must be used. Hoardings and fences must not be climbed or otherwise breached.

Alcohol & Drugs

- The consumption or possession of alcohol on the site is prohibited. No person will be allowed to work on site if they are suspected to have recently consumed alcohol or to be under the influence of alcohol.
- The possession or taking of drugs or other intoxicating substances on this site other than for authorised medical purposes is prohibited. The taking of drugs for medical purpose is to be notified to the Project Manager. Alternative work arrangements may need to be considered if the side effects of medicines are known to affect concentration.

Awareness training

- All site personnel must attend the full health, safety, and environmental induction training. Visiting drivers are to attend visiting driver induction training. Visitors are to attend escorted visitor induction training.

Behaviour

- No site personnel are to interfere, damage or abuse any welfare facilities, fire equipment, safety signs or any other items provided in the interests of health, safety, and the environment.
- Offensive language, gestures and wolf-whistling is not acceptable behaviour.
- Any act of 'horseplay' is unacceptable.

Confined spaces

- Confined spaces must not be entered unless a Torsion Confined Space Permit has been issued and valid, you are authorised by the permit to enter, and emergency arrangements are in place to rescue you without putting others into unacceptable risks.

Deliveries

- Deliveries are to be booked in 48hours in advance to them arriving to site
- Delivery drivers are to comply with the requirements of the Traffic Management Plan and the directions of the vehicle Marshals
- Do not reverse on site unless you are directed by a banksman or other specific control measures are agreed and in place.
- Delivery drivers must stay in their cab unless they are wearing the mandatory PPE.
- No delivery vehicle passengers are permitted on site.

Distractions

- Radio, CD, MP3, and all personal entertainment players, etc. are prohibited on site.
- Mobile phones must not be used whilst operating vehicles, plant, and equipment anywhere on site.

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PPE

- Safety helmets, high visibility vests / coats, eyewear, safety footwear with steel toecaps and soles, and suitable gloves are mandatory PPE requirements on this project.
- High visibility clothing is to be yellow unless you are a banksman or slinger / signaller.
- Where risk assessment determines that additional specific PPE control measures are required, it must be worn.

Electrical

- No one is to interfere with any temporary or permanent electrical supply, or and electrical equipment unless they are trained and authorised to do so.
- Portable electrical appliances are not to be used unless they are PAT tested.

Emergencies

- In the event of an emergency alarm, all site personnel are to stop work and calmly gather at the assembly point.
- Following an emergency evacuation, do not re-enter site until you are authorised and told it is safe to do so.

Environment

- All waste is to be segregated into the relevant waste skips.
- All fuels and oils are to be kept in bunds.
- No refuelling is to take place without the use of drip trays, and suitable funnels are required if fuels are to be poured into tanks.
- Any fuel or chemical spills are to be contained by spill kits, and any contaminated waste disposed of as special waste.

Fire

- All fire extinguishers are to remain in their allocated positions and must not be tampered with. A specific fire extinguisher is to be provided for any hot works.
- No hot works (naked flames, extremely hot surfaces, spark emitting works) are to take place unless a Hot Works Permit has been issued and valid.
- No compressed gas bottles (LPG, acetylene, oxygen, etc) are to be left in the buildings / structures when not in use. Every bottle is to be removed to secure vented compounds at the end of each shift.
- All compressed gas bottles are to be kept in the vertical position, with acetylene and oxygen bottles securely chained.
- All combustible waste is to be removed from the buildings / structures on a regular basis, at least by the end of each shift.
- Flammable materials are only to be brought into the building / structure on an 'as required' basis.
- The burning of materials is not permitted on site.

First Aid

- If you need first aid, get it, or ask for it.

Excavations

- No digging or driving of road pins or wooden stakes is to take place unless a specific 'Permit to Dig / Break Ground' has been issued and remains valid.
- Never enter an excavation until it has been inspected and declared to be safe by a competent person:
 - at the start of the shift
 - after any event that may have affected the strength and stability of the excavation (e.g., severe weather) or
 - After any material, unintentionally falling or dislodged materials.
- Materials must not be stacked close to excavations.
- No person is to climb into an excavation unless the sides are suitably supported or battered back, and access is by means of a secured ladder.

Hazardous Substances (COSHH)

- Do not use hazardous substances unless you have been briefed on the required health and safety precautions for the task you are doing.

Holes & Voids

Protective hole coverings (holes in floor, utility access holes, shafts, etc) must not be removed it is part of an agreed method statement and you are authorised to do so.

Lifting

- Only site appointed slingers / signallers are to attach or detach loads being lifted, or signal to any crane operator / driver. (The exception to this rule applies to delivery drivers unloading their own loads using lorry loaders).
- You must not walk under a suspended load.
- The slinger / signaller is to direct loads being lifted so that loads are not suspended over people.
- Standard waste skips must not be lifted unless they are tested or lifted using a proprietary cradle, and in good condition.
- Mortar tubs are not to be lifted unless they are tested or lifted by proprietary lifting accessories, and in good condition.

Manual handling

- If you are not sure how to handle objects safely manually, or not sure of your physical capabilities, then do not handle them. Get help - preferably mechanical help – Read your Manual handling Assessment.

Parking

- There is No parking available on site.

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Plant and equipment

- Operators of plant and equipment shall be trained in the use of the specific plant and equipment to a standard acceptable to The Torsion Group. Certificates, cards, and qualifications are to be produced as necessary, prior to operating relevant plant and equipment.
- Site personnel are to report any plant or equipment defects to their line management without delay, taking any such plant or equipment out of service if safety, health, or the environment is in any way compromised.
- Riding on plant as a passenger is forbidden.
- Do not leave keys in unattended plant and equipment.
- Do not leave engines running unnecessarily or when unattended.
- Do not remain seated on a dumper when it is being loaded.
- Restraints (seat belts) provided in plant and equipment must be used.
- Yellow flash beacons fitted to plant are always to be used whilst the plant is in use.

Reporting accidents and incidents

- All accidents and incidents (including minor first aid and near misses) are to be reported to The Torsion Group senior site management and entered onto the Torsion Group Accident Book without delay. Those personnel working for sub/contractors are to ensure that their employer's accident book is also completed.

Restricted hours

- No work is to take place on site outside the agreed working hours / days unless permission has been granted for specific hours / days by The Torsion Group senior site management.

Risk Assessment and Method Statements

- No construction tasks are to commence until task risk assessments and method statements have been appraised and agreed by The Torsion Group senior site management.
- All site personnel undertaking construction tasks on site are to attend specific task briefings prior to commencing those tasks, and prior to any changes to the task.

Signage

- All prohibition and warning signage must be observed.

Slips, trips, and falls

- All access and emergency routes are always to be kept free from obstructions.
- All site personnel are to cooperate in keeping the site tidy, and clear away all waste or unwanted materials at the end of each shift.
- The designated pedestrian access routes on site must be used. Do not take short cuts.
- Do not trail electrical leads across walkways, corridors, etc.
- Do not leave nails protruding from timber - remove them.

Smoking

- Smoking is not allowed on any part of the site operatives will be only permitted in designated areas off site during all phases of the construction work. This also includes the use of electric cigs.

Toolbox talks

- Attendance at necessary toolbox talks is mandatory.

Welfare

- Rest (mess) rooms, canteens, etc. are to be kept clean, with waste removed to the bins provided immediately.
- Food and drink are only to be consumed in the site canteen(s).
- Persons found to be urinating or defecating on site, other than by the correct use of the sanitary conveniences will be removed from site.

Work at height

- No one is to erect, adjust, alter, or dismantle scaffolds or fall prevention / arrest equipment unless they are trained and authorised to do so.
- Access to and from scaffolds must only be via the stairs / ladders provided. No scaffolds are to be climbed by any other means.
- Tower scaffolds may only be accessed by climbing the inside using the in-built ladder.
- Tower scaffolds are to be erected, altered, and dismantled by authorised IPAF trained personnel only.
- Bandstand platforms are prohibited unless there is edge protection fitted and there is no alternative.
- Do not access scaffolds unless they have been inspected and tagged.
- The lanyards used with harnesses must be attached to suitable anchor points, including the anchor points provided in MEWP's.
- No materials or equipment are to be thrown or 'bombed' from height e.g., scaffold fittings.
- Only proprietary hop-ups are to be used on site. Milk crates, blocks, drums, pallets, etc are not permitted.
- Work off ladders or step ladders will not be permitted without a Torsion Ladder / Step Ladder Permit.
- Do not climb any ladder that is not secured at the top or footed.

Failure to comply with these site rules may result in disciplinary action.

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Appendix 5

Project Safety Organisation & Emergency Response Chart					
Contract Name		Ferrous, Manchester		Number	
				E324	
MANAGEMENT DUTY HOLDERS		HOLDER	DEPUTY		EMERGENCY RESPONSE TEAM
Project Lead		Jonathan Conboy		Jonathan Conboy	
Site Safety Supervisor					
Temporary Works Co-ordinator		Jonathan Conboy			
Fire Safety Co-ordinator (Responsible person)					
Fire Safety Marshals/Wardens				DEPUTY EMERGENCY RESPONSE TEAM	
Appointed Lifting Person					
Lifting Supervisor (Site Based Role)					
Signaller / Slinger (Site Based Role)					
COSHH Controller					
FIRST AIDER(S)		SHE ADVISER			ALTERNATIVE SAFETY CONTACT
		Name: Karyn Jones			Name:
					Tel:
KEY LOCATIONS					
	First Aid Kit (s) Site Office			COSHH Register Project office	
	Fire Fighting Kit (s) See Current Fire Plan			Evacuation Emergency Alarm – wireless system	
	Muster Point			Hospital Oxford Rd, Manchester M13 9WL	
	Spill Kits 2no. by generators & fuel bowser				
REGISTERS & PERMIT HOLDERS					
Scaffolding	UNKNOWN		Lifting Appliances / Plant		
Excavations			Permit to Dig		
Electrical Installations			Hot Work Permit		SM Team
Confined Space Permit	n/a		Fire Prevention Checks		SM team
Plant Certificates			RAMS		SM team
Key Telephone Numbers					
Police	999/112	Fire Brigade	999 /112	Ambulance	999/112
Confidential Reporting	0333 3235080	HSE Local Office	03000031747	Env. Health	0161 234 5004
Gas	0800 111 999	Electricity	0800 111 999	Water	0345 1 242424
Waste Disposal Contractor		Hazardous Waste Disposal	TBC	Spill Clean-up Contractor	
Highway Traffic Management		Street Lighting	0800 0325349	Environment Agency	0370 8506506

Appendix 6 – Project Fire Plan - to be produced nearer time of project

Appendix 7 – Project Logistics Plan

Appendix 8 - Planning Conditions Tracker

Appendix 9 – See Photos

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