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Construction Phase Plan

Grey Mare Lane



Construction Phase Plan

Project Details:			
Project Name & No.:	Grey Mare Lane	Document No.:	NW2425-Rev C
Project Address:	Grey Mare Lane Beswick Manchester M11 3TF		
What3Words:	Herbs.palace.clap		
Prepared By:			
Name:	Peter Carroll	Job Title:	Construction Manager
Signed:		Date:	
Reviewed By:			
Name:	Bill Metcalfe	Job Title:	Construction Director
Signed:		Date:	
Approved By:			
Name:		Job Title:	
Signed:		Date:	

Revision Details:			
Revision No.:	Changes Made: (The Construction Phase Plan must be formally reviewed every 3-months or where there is significant change on the project. Bullet point areas revised and overview of change. Transfer revision history forward with each change revision and update)	Revision By:	Date:
A	Document update is to pick up the new Caddick Construction CPH&SP template	PC	29.07.25
B	Durations added in line with anticipated programme in sections 3 & 3.1.	PC	15.08.25
C	Quarterly Letter to residents added on page 10 Compound location added in to appendix 05 Skip location added in to appendix 02 Routing/staff car paring location added in to new appendix 07	PC	02.09.25
D	Updated to pick up query's raised by Arcus	PC	

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Appendices – Table of Contents: (Add / remove as required)	
Section:	Title:
01	Project Notification – F10 – **to be added when project is made live**
02	Project Fire & Emergency Plan and Fire Risk Assessment
03	Tower Crane Lifting Plan
04	Security Plan and Security Risk Assessment
05	Traffic Management & Logistics Plan
06	Asbestos Management Plan

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1 Why & What:

Construction sites are a high-risk work environment.

To help plan, manage and monitor construction activities and ensure the effective coordination of our supply chain, the Construction (Design and Management) regulations 2015 (CDM 2015) requires the completion of a Construction Phase Plan for every construction project.

This Construction Phase Plan for Grey Mare Lane has been prepared and developed to detail how Caddick will plan, organise and work with our supply chain partners to maintain the health, safety and environmental of those on and around the project during the construction phase. This plan has been produced with information and support from the Client, the Principal Designer and Designers.

The project team will ensure this plan, and its supporting documentation are developed and comply with the requirements of the contract and has been prepared, reviewed and issued to all required supply chain partners and other relevant stakeholders / interested parties.

Our overall approach to Health, Safety & Wellbeing is detailed in our Caddick HS&E Minimum Standards**.** This Construction Phase Plan will provide detail on the project specific arrangements.

All other links used in this document are internal Caddick links. Copies of the referenced documents are available upon request.

2 Health, Safety & Wellbeing Objectives:

Our goal is to achieve industry leading health and performance. We will achieve this by reducing Health and Safety risk and creating positive working environments. To do this, we need everyone to play their part.

Project specific and client objectives and deliverables:

1. On time
2. To specification
3. Within budget
4. Without reportable accidents or environmental incidents
5. To ensure that no persons, or the environment, is put at significant risk.
6. To ensure that all relevant legislation is complied with.
7. To achieve a considerate constructor, score of 40 or over
8. No Fatalities
9. No major injuries
10. No Dangerous occurrences
11. No uncontrolled exposure to substance of processes hazardous to health

We will frequently review our objectives and targets to ensure we are delivering industry leading Health and Safety performance and meeting our client and key stakeholder / interested parties' expectations.

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3 Project Information:
Scope and description of the project:
The affordable housing scheme of 82 apartments for social rent will be on a vacant site on the corner of Grey Mare Lane and Ashton New Road. The former brownfield site was previously occupied by the Manchester Bar pub, which was demolished in 2020. The development will deliver a mix of one and two-bed apartments. The proposals include private garden spaces for a number of ground floor apartments, a communal garden, balconies for the majority of apartments above ground floor level and high-quality landscaping. A planned new pedestrian link will also improve the connectivity to Grey Mare Lane and Ashton New Road from Newcombe Close. The project is currently planned to take 85 calendar weeks to complete from our start on site

3.1 Project Duration:			
Contract Start Date:	10.11.25	Contract Completion Date:	25.06.27
Project Operating Hours:			
Monday to Friday:	07:30 – 17:00	Saturday & Sunday:	08:00 – 13:00
Out of hours arrangements:			
Out of hours works will be avoided where possible, however power floating of floors and some concrete finishes are expected to run on past these times.			

3.2 Project Notification:	
Notification to the HSE (F10):	**Will be applied for during the construction phase of the project**
A copy of the F10 is held in the project office and displayed on the project information board.	

3.3 Planning Restrictions:	
Restriction Type:	Restriction noted in the contract documents and planning consents:
Working times: (E.g. noisy activities)	07:30 – 17:00
Logistical / transport routes:	Please refer to the traffic management plan which is located in appendix 05
Vibration:	**TBC**
Other:	**Awaiting planning condition activities**

4 Pre-construction Information:			
Survey Information:	Date Received:	Location / File Reference:	Information is available and / or state where further investigation is required from the client:
Known history of the site:	15.04.2025	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Phase 1	Refer to Phase 1 report in estimating folder as per link
Planning conditions / constraints:	TBC	TBC	
Party wall agreements:	TBC	TBC	
Structural survey:	TBC	TBC	
Geotechnical survey and ground condition:	15.04.25	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Phase 2	Refer to Phase 2 report in estimating folder as per link
Contaminated land:	15.04.25	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Phase 2	Refer to Phase 2 report in estimating folder as per link
Asbestos survey and other hazardous materials:	15.04.25	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Phase 2	No fibres detected in Phase 2 report (refer to page 23 of phase 2 report)
Unexploded ordnance: (UXO's)	20.09.2024	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\UXO	As per email from Sutcliffes The summary is below from the report. *"As part of our further investigations we need to provide a toolbox talk to the drillers, advising them of protocols if anything is discovered.* *These will be included in our RAMS"*

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4 Pre-construction Information:			
Survey Information:	Date Received:	Location / File Reference:	Information is available and / or state where further investigation is required from the client:
Other: (State below)			
Confirm pre-construction information has been provided / gathered and is available to review upon request:			Yes

4.1 Buried Services:			
Service Type:	Date Received:	Location / File Reference:	Service owner and contact details: (Phone number and email)
Electricity:	27.07.23	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Electricity Northwest 0800 195 4141 planrequest@enwl.co.uk
Water & sewage:	28.07.23	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Refer to 'UU' pdf in hyperlink location
Drainage:	28.07.23	TBC\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Refer to 'UU' pdf in hyperlink location
Gas:	27.07.2023	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Cadent Gas 0800 111 999
Telecommunications:	20.09.2024	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Refer to TDS report which states "there is Low Voltage electrical cabling, and BT Openreach apparatus entering the development from the eastern boundary
Fibre optics & cable:	20.09.24	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	GPR Survey required ahead of CCL starting works on site to ensure now additional

4.1 Buried Services:			
Service Type:	Date Received:	Location / File Reference:	Service owner and contact details: (Phone number and email)
			equipment has been installed
Other: (State)	TBC	TBC	
Confirm the most up to date service information has been gathered and is available to review upon request:			**Awaiting GPRS**

4.2 Above Ground Services: (Including in existing building / premises)			
Service Type:	Date Received:	Location / File Reference:	Service owner and contact details: (Phone number and email)
Electricity:	27.07.23	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Electricity Northwest 0800 195 4141 planrequest@enwl.co.uk
Water & sewage:	28.07.23	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Refer to 'UU' pdf in hyperlink location
Drainage:	28.07.23	TBC\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Refer to 'UU' pdf in hyperlink location
Gas:	27.07.2023	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Cadent Gas 0800 111 999
Telecommunications:	20.09.2024	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	Assumed BT Openreach Refer to TDS report which states "there is Low Voltage electrical cabling, and BT Openreach apparatus entering the development from the eastern boundary".
Fibre optics & cable:	20.09.24	\\cadd-ap3\Estimating\NW2425 Grey Mare Lane\006 TENDER DOCUMENTS\Utility	GPR Survey required ahead of CCL starting works on site to ensure now additional

4.2 Above Ground Services: (Including in existing building / premises)			
Service Type:	Date Received:	Location / File Reference:	Service owner and contact details: (Phone number and email)
			equipment has been installed
Other: (State)			
Confirm the most up to date service information has been gathered and is available to review upon request:			Yes

4.3 Existing Buildings, Occupied Premises and Surrounding Community:		
Building / User:	Applicable: (tick)	Consideration, coordination and planning requirements:
Hospital and / or medical practice:	☐	N/A
Listed / heritage:	☐	N/A
Residential / public community:	☐	The site will be accessed from Newcombe Close which is a residential area. Timing of deliveries will need be co-ordinated to avoid vehicles parking up in the residential area. Delivery times will also need to be closely monitored so unloading and vehicle management is carred out in line with the planning conditions (working/delivery times to be added in to this document when they are confirmed). Quarterly newsletters will be issued to local residents advising them of the upcoming works on site. The newsletter will also contain contact numbers/details of the CCL management team.
College and / or university:	☐	N/A
Retail, commercial and or office accommodation:	☐	Grey Mare Lane is home to Beswick Library. Additional cabin space closer to our project and away from our compound is required and has been provisionally agreed with One Manchester. This will enable us to put cabins closer to the construction site to keep foot traffic away from the public library
Highways:	☐	Please refer to the traffic management plans later in this document
Vulnerable persons – medical users: (e.g. mental health facility, emergency access etc.)	☐	N/A

4.3 Existing Buildings, Occupied Premises and Surrounding Community:		
Building / User:	Applicable: (tick)	Consideration, coordination and planning requirements:
Vulnerable persons – schools & facilities: (Under 16)	☒	Grey Mare Lane is home to East Manchester Academy. Additional cabin space closer to our project and away from our compound is required and has been provisionally agreed with One Manchester. This will enable us to put cabins closer to the construction site to keep foot traffic away from the school
Airport:	☐	N/A
Armed forces / MOD:	☐	N/A
Nuclear:	☐	N/A
Other:	☒	MCFC stadium is located north of these stie therefore consideration will need to be taken re timing of deliveries and the requirement to avoid interaction with sports fans during midweek and weekend football fixtures.

4.4 Existing Traffic / Infrastructure Routes:		
Existing Infrastructure Type:	Applicable: (tick)	Restrictions or other hazards arising from existing infrastructure:
Roads:	☒	Clear details of access routes to and from the site are to be provided to our supply chain which highlights the direction in to site. Please refer to the traffic management plan which is located in Appendix 05 of this document.
Right of way:	☐	N/A
Cycle ways:	☐	N/A
Pedestrian footpaths:	☒	As the site is located in a built up residential area CCL will employ a gate man to ensure the road out side of the site is kept clear so we do not impact the
Bridleway:	☐	N/A
Railways, trams and / or underground:	☐	N/A
Canals and / or rivers:	☐	N/A

4.4 Existing Traffic / Infrastructure Routes:		
Existing Infrastructure Type:	Applicable: (tick)	Restrictions or other hazards arising from existing infrastructure:
Other: (State)	☒	The project is located next to MCFC football stadium and as such deliveries should be restricted during match days. No deliveries should take place on a Saturday morning when there is a early kick off at the football stadium. Deliveries in the week will be stopped from 3:30pm weekdays if an evening football match is taking place to restricted interaction with supporters

5 Design Management:
CDM Compliance:
Designers of permanent and temporary works are required to element / reduce risk so far as reasonably practicable through design. The residual risk of installing, maintaining and / or dismantling an element of temporary / permanent works must be communicated to the relevant stakeholders and identified in the Project Design Risk Register and the Health & Safety File and O&M Manuals.
Permanent Design:
The arrangements for design management are detailed in the Caddick design management review flow chart with project specific details including who are the designers, consultants and how communication and coordination is managed. Residual risks inherent in the permanent design must be identified and communicated with the Principal Designer and other stakeholders. **Health & Safety File:** Information on residual risk must be captured in the Health & Safety File and O&M Manuals. The Health and Safety File and O&M Manual will be collated as the project progresses and issued to our O&M document controller who will put together the final documents. It is the responsibility of the project PM to request and collet this information from our supply chain, taking in to account times scales needed to review and update this documentation as necessary. Our admin team will collate this and put it into a format suitable for our client ready for hanFdover.
Temporary Works:
Definition: Any temporary structure used to support a temporary load in a temporary condition.

5 Design Management:

The arrangements for managing the design brief, installation, maintenance and dismantle of temporary works are detailed in the Temporary Works Process

The arrangements for making the appointments of PC Temporary Works Coordinator(s) and Temporary Works Supervisors will be managed through the Caddick Designated Individual Simon Goldsmith and the Temporary works process

Project Design Risk Register:

The purpose of the register is to check and consider significant risks throughout the lifecycle of the project and identify control measures to mitigate risk.

The Project Design Risk Register will be developed at the initial review meeting stage and regularly reviewed by the Principal Designer and the project team. The register will be shared with relevant stakeholders as required.

6 Client Interface:

Interface, communication and coordination with the client will be detailed in the project SharePoint site

7 Supply Chain Management:

Procurement:

The procurement of the supply chain is planned, managed and monitored in the online CHAS portal.

All members of the supply chain will undertake and complete the Pre-Qualification exercise before invitation to tender will be issued.

Upon successful tender, the contractor will be invited to a Package Start-Up Meeting.

Package Start Up:

The Package Start-Up Meeting will be completed for all new contractors starting on the project.

This meeting is critical in ensuring the supply chain partner is set up in the right way and provided key Health and Safety information to enable the successful delivery of their package.

The meeting will be recorded using the Caddick Package Start-Up Meeting template located on field view.

Performance Review:

Supply chain key performance indicators (KPI's) on this project will be implemented and monitored in accordance with the Caddick Supply Chain Relationship scoring.

7 Supply Chain Management:

Supply chain performance on the project will be measured by the Caddick Project Lead, the appropriate Package Manager and other members of the Caddick team were required (e.g. the local HS&E support etc.) against key areas.

Improvement plans:

Supply chain poor performance will trigger the appropriate intervention. An improvement plan will be agreed and developed with tangible targets and objectives.

Where the improvement plan is successful and the agreed level of service and health safety and environmental performance is resumed, a lesson learnt alert will be completed and continued monitoring will resume.

Where the improvement plan is not successful, the appropriate escalation and action will be undertaken.

High Performance:

Supply chain with consistent high performance will be recognised and escalated within Caddick.

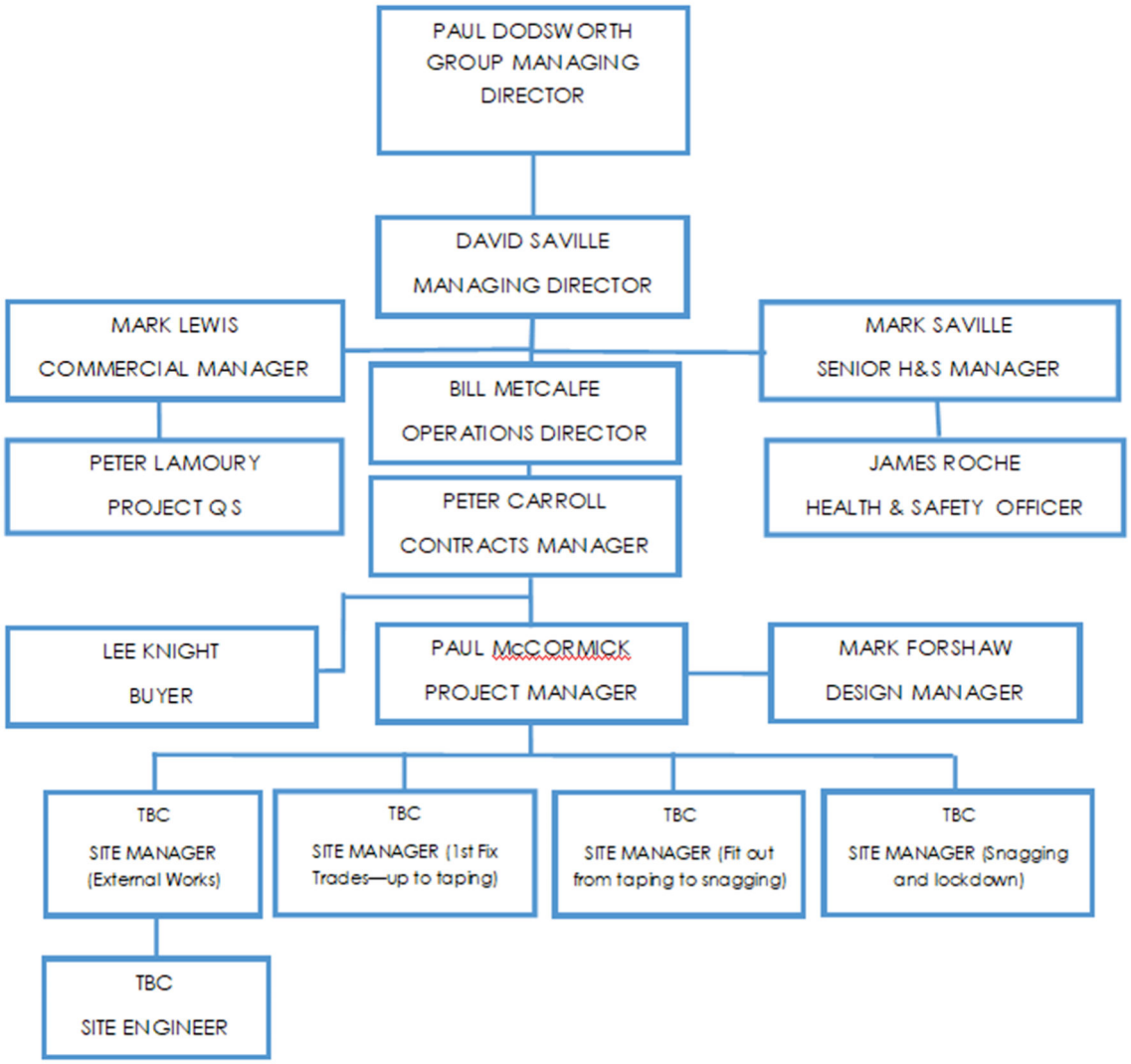
8 Project Roles & Responsibilities:

Key Contacts:	
Client:	Lola Barlow - Great Places housing group 2a Derwent Avenue Manchester M21 7QP Lola.Barlow@greatplaces.org.uk Tel: 0300 123 1966
Client Representative:	Tim Norbury - Arcus Consulting Arcus Consulting LLP Dalton House Dane Road Sale M33 7AR t.norbury@arcus.uk.com Tel: 0161 905 3222 Mobile: 07425 180 672
Principal Designer:	Charles Shortland – Bowker Sadler Hatherlow House Romiley Stockport SK6 3DY charles.shorland@bowker-sadler.co.uk

8 Project Roles & Responsibilities:	
Key Contacts:	
	Tel: 0161 406 7333 Mobile: 07802 898 008
Architect:	Kirsty Medcraft - Bowker Sadler Hatherlow House Romiley Stockport SK6 3DY Kirsty.medcraft@bowker-sadler.co.uk Tel: 0161 406 7333 Mobile: 07425 180 672
Structural Engineer:	Toby Crayden – Sutcliffe 18 – 20 Harrington Street Liverpool L2 9QA toby.crayden@sutcliffe.co.uk Tel: 0151 227 3155 Mobile: 07425 637696
M&E Consultant	Lee Parker - Davies Partnership Cestrian House Lightfoot Street Hoole Chester CH2 3AS lee.parker@Daviespartnership.co.uk Tel: 01244 315568
Principal Contractor:	Caddick Construction
Regional Managing Director	David Saville Chepstow House Trident Business Park Warrington WA3 6BX Davesaville@caddickconstruction.co.uk Tel: 01925 640890
Construction Director	Bill Metcalfe Chepstow House Trident Business Park Warrington WA3 6BX BillMetcalfe@caddickconstruction.co.uk Tel: 01925 640890 Mobile:
Construction Manager	Peter Carroll Chepstow House Trident Business Park Warrington WA3 6BX PeterCarroll@caddickconstruction.co.uk Tel: 01925 640890 Mobile:

8 Project Roles & Responsibilities:	
Key Contacts:	
Project Lead:	Paul McCormick Chepstow House Trident Business Park Warrington WA3 6BX Paulmccormick@caddickconstruction.co.uk Tel: 01925 640890 Mobile: 07900 005 829
SHEQ Support:	James Roach Chepstow House Trident Business Park Warrington WA3 6BX JamesRoach@caddickconstruction.co.uk Tel: 01925 640890 Mobile: 07768 599 757
HSE Regulator:	Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS
Local Authority:	Manchester City Council **DETAILS TBC**

8.1 Project Team Organisation Chart:



8.2 HS&E Appointments and Other Key Roles:

For the successful management of key projects risks, we need the right people in the right positions.

The Project Lead will then formally nominate and appoint the relevant persons into the required coordinator role.

8.3 HS&E Appointments Register: (Add / remove rows for deputies as required.

HS&E Appointment Title:	Name:	Contact:
PC Temporary Works Coordinator	TBC	TBC
Assistant Temporary Works Coordinator	TBC	TBC
Temporary Works Supervisor	TBC	TBC
Lifting Appointed Person	TBC	TBC

8.3 HS&E Appointments Register: (Add / remove rows for deputies as required.		
Lifting Supervisor	TBC	TBC
Crane Coordinator	TBC	TBC
Fire & Emergency Coordinator	TBC	TBC
COSHH Coordinator	TBC	TBC
Asbestos Coordinator	TBC	TBC
Legionella Coordinator	TBC	TBC

9 Welfare:

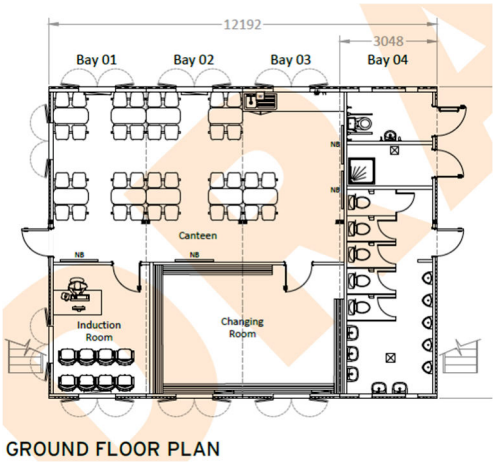
Our goal of creating positive working environments includes the provision of welfare arrangements for our staff and supply chain partners.

Suitable and sufficient welfare provision will be available for all those working on this project. Welfare provision will consider peak numbers of personnel on the project.

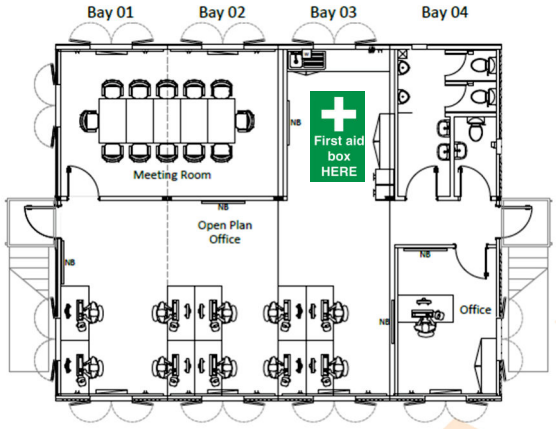
All welfare areas will be regularly cleaned and inspected to ensure that they are in good working order. This includes suitable stock of consumable items.

Caddick apply a No Smoking/No Vaping policy on site, with the exception of the designated areas. These will be highlighted during the site induction and are at the location as shown on Appendix 02 of this document (adjacent to the entrance to the building)

Welfare / Office Location:



GROUND FLOOR PLAN



FIRST FLOOR PLAN

9.1 Type of Welfare:

The project will supply the below type of welfare, or a combination (tick / confirm all those that apply).

The below hierarchy of welfare provision should be considered and reviewed. The best welfare type for the project will be provided where possible.

Type of Welfare:		Comments:	Confirm Welfare Type:
1	Fixed / static welfare installation (Temporary Building and / or accommodation)	Connected to water, foul and power mains.	☐
2	Portable welfare unit (Temporary Building)	To be used from week 8 until completion of the project. Flushing units with portable water bowser and waste storage tanks. With sufficient washing facilities, seating and table, heating, and changing facilities.	☒
3	Portable / towable welfare unit	To be used between weeks 1 and 8. Consisting of chemical toilet, sufficient washing facilities, seating and table, heating, and changing facilities.	☒
4	Welfare vehicle	Consisting of chemical toilet, sufficient washing facilities, seating and table, heating, and changing facilities.	☐

9.2 Fire Rated Temporary Buildings / Accommodation:

Are temporary buildings within 10m of the permanent structure?	No
Where temporary buildings are within 10m of the permanent structure, the temporary buildings must be fire rated.	
Confirm the **Project Fire & Emergency Plan** and **Fire Risk Assessment** has been completed and includes fire safety arrangements for temporary buildings / accommodation?	TBC once project awarded

9.3 Peak Numbers of People at Work:

Anticipated peak No. of men:	Anticipated peak No. of women:	Anticipated peak No. of vulnerable persons:	Total No. of persons:
60	5	7 (trainees/apprentices)	72

9.4 Supply Chain Welfare Arrangements:

Are there instances where the supply chain will provide their own welfare?	Yes

9.4 Supply Chain Welfare Arrangements:	
Has the proposed supply chain welfare been reviewed and accepted?	Not at this stage
List the supply chain members who are providing their own welfare and their arrangements:	
▪ M&E: ▪ 1x 20ft temporary building office cabin. ▪ 1x 20ft temporary building Storage unit ▪ Metframe ▪ 1x 20ft temporary building office cabin. ▪ 1x 20ft temporary Storage Unit ▪ Joiner ▪ 1x 20ft temporary building office cabin. ▪ 1x 20ft temporary Storage Unit ▪ Groundworker ▪ 1x 20ft temporary building office cabin. ▪ 1x 20ft temporary Storage Unit **Pad foundations for temporary buildings and fire safety requirements will need to be reviewed and accepted by Caddick Design Group.**	

9.5 Canteen Facilities:		
Total number of available seatings:	Serviced canteen:	Canteen open times:
4 on 4 unit 36 (canteen)	No	N/A
NOTE: The use of deep fat fryers is prohibited.		
How will the use of the canteen be managed in relation to number of people and available seating? (Where applicable)		
We are anticipating a maximum number of operatives on site (including CCL staff) to reach 72 no operatives at any one time Break times will be separated into two shifts for the operatives on site and these will be split as follows 10:00 – 10-15 & 10:20 – 10:35 12:00 – 12:30 & 12:45 – 13:15 Naturally some break periods my be adjusted outside of these times where trades are working with wet products.		
Additional Canteen Arrangements: (Where applicable)		
Not anticipated at this stage.		

9.5 Canteen Facilities:

9.6 Toilet Facilities:		
Men Only Toilet Facilities:		
Total number of cubicles:	Total number of urinals:	Total number of washbasins:
5	5	5
Women Only Toilet Facilities:		
Total number of cubicles:	Total number of washbasins:	Confirm Provision for Sanitary Products Disposal:
2	2	2
Mixed Toilet Facilities: (If applicable)		
Total number of cubicles:	Total number of washbasins:	Confirm Provision for Sanitary Products Disposal:
n/a	n/a	n/a
Disabled Toilet Facilities:		
Total number of toilets provided:	Location of toilets:	
7	All located within welfare units provided by Caddick Construction	
Other Toilet Arrangements: (Where applicable)		
▪ N/A		

9.7 Changing Facilities:		
Men Only Changing Facilities:		
Peak No. of men using changing facilities:	Changing facilities are designed to accommodate:	Total number of lockers:
16	16	36
Women Only Changing Facilities:		
Peak No. of women using changing facilities:	Changing facilities are designed to accommodate:	Total number of lockers:
1-2	1	2
How will the use of the changing facilities be managed in relation to number of people, available space and number of lockers etc.?		
The changing facilities on site are predominantly expected to be used by the groundworkers, LGSF contractor, brickwork contractor and roofing contractors. We believe the break down of the operatives will be as below		

9.7 Changing Facilities:

- Groundworker 10 operatives
- LGSF Contractor 6 operatives
- Brickwork Contractor 15 operatives
- Roofing Contractor 4 operatives

These will not be all on site at the same time during the project (i.e. brickwork team will be limited to 3 or 4 operatives while the light gauge steel frame is being erected, roofing contractor will be on after LGSF has been completed for example)

The facilities on will be suitable to accommodate 18 operatives at any one time

9.8 Office Working Facilities:

Caddick Office:

Anticipated peak number of people using office Space:	No. of permanent desk space:	No. of visitor desk space:	No. of meeting rooms:
6	10	4	2

Supply Chain Office:

Anticipated peak number of people using office Space:	No. of permanent desk space:	No. of visitor desk space:	No. of meeting rooms:
Tbc	Tbc	Tbc	0

Additional Office Working Facilities:

- Kitchen break out areas located in CADDICK office.
- Private and lockable meeting room / space for new and / or expectant mothers to rest and express milk (2nd office space)

10 Project Wellbeing Arrangements / Initiatives:

Mental Health Lead for this project:	TBC
Mental Health Champion for this project:	TBC

We all have mental health, sometimes we have good mental health and sometimes we have poor mental health. Unfortunately, it is recognised that many people suffer from poor mental health in our industry. This has resulted in one of the highest suicide rates in any industry in the UK.

We recognise that more needs to be done and are we committed to raising awareness around mental health and wellbeing by providing support and intervention to those that need it.

10 Project Wellbeing Arrangements / Initiatives:

We want to create positive working environments for everyone on this project. This means creating a workplace in which everyone is comfortable to speak up, where people look out for one another, and which people can feel safe and supported.

The below are arrangements and initiatives to enhance and improve the wellbeing of all those working on this project:

- Commitment from the Project Lead, Paul McCormick that every member of the Caddick project team will have agreed, written and defined roles & responsibilities to remove any ambiguity of their role and expected output.
- The provision of Mental Health First Aiders and the clear means of further wellbeing support.

  First aid facilities will be provided under the control of a fully qualified First Aider on site. Caddick will be providing a minimum of 1 first aider per 25 operatives on site. Location of the 1st aid facilities is as per the cabin layout plan on page 18
- Development of a mental health and wellbeing calendar that includes initiatives / campaigns throughout the year.
- Set maximum working hours in Bio site (or other means of access control) to notify project management of those who are working excessive hours within the Caddick team and our supply chain.
- The provision of a multi-faith room / quiet room.
- Mental Health Awareness training will be hosted and made available to everyone working on the project.
- Flexible working arrangements to support those with commitments outside of work e.g. childcare etc.

11 Project Rules:

These project rules are to help keep those working on and around this site safe.

Rules that apply to all Caddick **projects:**

1. We will work safely or not at all.
2. No discrimination, bullying or harassment of any kind.
3. Any poor behaviour that causes offence to others will not be tolerated.

11 Project Rules:

4. Respect the welfare and other shared facilities. These facilities are here for the use of everyone.
5. A safe system of works must be reviewed and accepted by Caddick before any works are permitted to commence.
6. Report incidents or unsafe working conditions as soon as it safe to do so.
7. Do not alter / modify scaffolding, edge protection or access equipment without the right training and instruction.
8. Do not operate plant or equipment without the right training and instruction.
9. Always wear PPE, and task specific PPE where required in the safe system of works.
10. Substance misuse on this project will not be tolerated. Any person found or suspected of substance misuse will be subject to the Caddick Drug, Alcohol & Other Substances Policy

Project specific rules:

1. Keep noise to a minimum and work within the conditions of the planning requirements to ensure we maintain a positive relationship with our neighbours
2. Follow local parking restrictions and requirements at all times
3. Follow and respect walkways and exclusion zones at all times

12 Inductions:

Project Induction:

Everyone intending to work on this project or completing regular visits, must attend the Caddick Project Induction.

The Project Induction will provide attendees with information on project specific hazards, controls and emergency evacuation arrangements.

When:	Monday to Friday	Time:	08:00hrs
Where:	Ground floor - induction room		

Documents required to be inducted:

All persons being inducted on this project must provide the following documents:

- Skill card (CSCS, CCDO, CISRS etc.).
- Training records.
- Identification that has a picture of the individual.

12 Inductions:

- Evidence of a safety critical medical within the last 3 years – if a lifting operator role (Construction Projects) (All Plant operators for Civil Engineering projects)
- Evidence of right to work in the UK.

Supervisor Induction:

All supervision will attend the Caddick Supervisor Induction within the first month of joining the project.

This interactive induction highlights how we want to engage with each other, put people to work and collaborate to reduce risk and create a positive working environment for everyone working on this project.

The Supervisor Induction is valid for 2 years upon completion and is accepted on all Caddick projects. Record of the induction should be recorded on the Bio site system.

When:	First Thursday of the month	Time:	15:00hrs
Where:	Ground floor - induction room		

High-Risk Activity Inductions:

Some areas / specified activities due to increased risk will require a specific induction before entry and commencement of works is permitted.

The High-Risk Activity Inductions on this project are:

- Metfframe Induction – contact TBC for attendance
- M&E Induction – contact TBC for attendance
- Scaffolding Induction – contact TBC for attendance
- Groundworks - contact TBC for attendance
- Lifting Induction – contact TBC for attendance

13 Health Compliance Training and Competency:

Competence is defined as the application of skills, knowledge, experience and behaviours consistently to achieve a specific outcome.

The competency of everyone on this project will be continuously assessed by their employer to ensure that people are competent for the activity they are undertaking.

Additional training for plant, equipment and high-risk works must be provided as required before people are put to work e.g. work at height, confined space etc.

Caddick personnel training will be in line with the Caddick Job Mandatory Training Matrix. Additional compliance training will be provided to enable continued develop

13 Health Compliance Training and Competency:

and where the risk is present. The Caddick Health and Safety mandatory training matrix can also be used as a reference to support our supply chain training requirements where required.

Caddick and supply chain training records must be kept up to date and made available upon request.

14 SHEQ Communication, Consultation, and Information:

We will appropriately consult and communicate on all HS&E matters.

The below table details the primary methods of communication and consultation that we will use on this project to ensure we are communicating, consulting and coordinating key HS&E information.

Title:	What:	When:	Who:
Package Pre-Start Meeting:	A key meeting to discuss key project / package arrangements and HS&E risk.	Prior to contractor commencing works	Caddick Package Manager and other suitable Caddick representatives. HS&E support attendance is recommended for high-risk packages. Supply chain – the person who is managing the works on site and other suitable representatives (e.g. their HS&E support)
Worker Consultation Meetings:	A forum for operatives to discuss how things are going on the project.	Last Thursday 10am of the month	A minimum of one operative from every supply chain partner. Increased numbers may be required as directed by the Caddick project management.
Project Health and Safety Meetings:	A meeting for Supervisors and Managers to discuss and review Health and Safety performance on the project.	Monthly	Caddick Management and supply chain supervisors / managers.

Construction Phase Plan

Caddick.

Title:	What:	When:	Who:
Site Coordination Meetings:	A meeting to review the effectiveness of works and to plan and coordinate future work activities and logistical arrangements.	Weekly	Caddick Management and supply chain supervision / management.
High-Risk Activity Workshop:	An opportunity to collaboratively review the plan and control measures for high-risk activities.	Before the commencement of a high-risk activity	Led by the supply chain partner undertaking the works. Relevant Caddick management and supply chain partner supervisors / managers.
Daily Activity Briefing:	A pre-activity briefing reviewing the anticipated works. Specifically looking at key risk and control measures for the task and collating feedback from the team.	Pre-activity commencement with the operatives involved	Communicated by the supply chain (or Caddick where self-delivery) supervisor responsible for the activity. Attended by the operatives completing the activity. A member of the Caddick team will attend a supply chain members daily activity briefing at least once a week.
Toolbox Talks:	An opportunity to communicate key and current HEALTH AND SAFETY information to the workforce.	Weekly	Communicated by the supply chain or Caddick where self-delivering. Attended by relevant operatives.
Targeted Review:	A collaborative review with the supply chain on a chosen area of risk.	As required/Monthly	Relevant Caddick management and supply chain partner supervisors / managers.
Incident Kick Off Meeting:	A meeting to review and discuss a significant incident and agree actions going forward. Level 4 or 5 incident (High Potential or actual).	As soon as possible after the event – within 24hrs	Chaired by the responsible person. Attendance as required in the Caddick Incident Severity Matrix. Representation from the supply chain may be invited.

Construction Phase Plan

Caddick.

Title:	What:	When:	Who:
Incident Closeout Meeting:	Closeout meeting where the incident root cause and learning outcomes are shared. Level 4 or 5 incident (High Potential or actual).	Upon the completion of the incident investigation	Chaired by the Lead Incident Investigator and supported by the responsible person. Attendance as agreed in the Incident Kick Off Meeting.

15 Safe Systems of Work:

A safe system of work (SSOW) is a formal procedure that defines the safe methods to ensure that hazards are eliminated, or risks minimised when completing an activity.

A SSOW includes a risk assessment, method statement and where required, lift plan, COSHH assessments, rescue plan etc.

All activities must have a reviewed and accepted SSOW before works are permitted to commence.

SSOW Review:

All SSOW documentation must be submitted to Caddick for review a **minimum of 14 days prior** to the activity commencing.

The SSOW will be reviewed by the relevant primary reviewer and other relevant reviewers e.g. health and safety Coordinators / subject matters experts etc. as required.

Upon review a SSOW Review and Acceptance form will be issued to the author with either a status A or status C:

- **Status A =** The safe system of work has been reviewed and **accepted**.

  The activity is permitted to commence in line with the agreed plan.

- **Status B** = The safe system of work has been reviewed and accepted **with comments**

- **Status C =** The safe system of the work has been reviewed and **rejected**.

The activity is **not** permitted to commence.

Comments on where the SSOW needs review / amending will be included on the SSOW Review and Acceptance form.

A meeting / conversation with the reviewer on the comments will be made available to clarify and support what is needed to ensure the SSOW is suitable.

How SSOW will be submitted for review on this Project:

15 Safe Systems of Work:

All SSOWs must be submitted to the project manager for review 14 working days before the activity is due to commence on site via email.

High-Risk Activities:

High-risk activities present increased risk to the workforce and others.

A high-risk activity is defined as an activity that without control measures if an event occurred, the outcome of the event would be a high potential or fatal incident (level 4 / 5).

Examples of high-risk activities**:** Asbestos removal, structural demolition, complex works at height, complex lifting operations, deep excavation / drainage, working around live HV and / or high-pressure water and / or gas, installation / removal of complex temporary works, large volumes of hot works etc.

To demonstrate thorough planning and understanding of the key arrangements to keep people safe, a High-Risk Activity Workshop may be requested by the Caddick management team.

The High-Risk Activity Workshop will be hosted and presented by the supply chain partner to the relevant Caddick management team.

This workshop is an opportunity for everyone involved in the high-risk activity to collaboratively review the plan and discuss if the control measures and arrangements are suitable to keep people safe.

SSOW Communication:

Effective communication of the safe system of works is critical to the safe delivery of the activity. The SSOW's must be communicated to all those involved in the activity.

A record of communication to the workforce must be completed and made available upon request.

The supply chain is encouraged to develop their SSOW's in a pictorial format to aid in effective communication and understanding.

Where the workforce does not have a basic level of speaking and understanding English, key health, safety and Environment information must be translated into their native language. Evidence of translation must be provided upon request.

SSOW Review Cycle:

The SSOW of works will be reviewed frequently and in accordance with the below:

- **High-risk activities =** every 3-months.
- **Medium risk activities =** every 3-months.
- **Low risk activities =** every 6-monts.

15 Safe Systems of Work:

- Or where significant change has been identified.

16 Permit to Work System:

Permits to Work are required for specified high risk activities. These include Permit to Break Ground, Hot Works, Confined Space etc.

Permits will be managed, reviewed and accepted / closed in accordance with the Caddick Permit to Work Procedure.

16.1 Permit Management:

Permit Name:	Applicable to this Project:	Managed on Field View / Hard Copy:	CADDICK Authoriser:
Permit to Break Ground	Yes	Field View	TBC
Hot Works Permit	Yes	Field View	TBC
Confined Space Permit	Yes	Field View	TBC
Permit to Access Riser or Lift Shaft	Yes	Field View	TBC
Temporary Works Permit	Yes	Field View	TBC
Permit to Work on, Test or Work Near Essentially Live Electrical Apparatus	Yes	Field View	TBC
Permit to Work on, Test or Work Near Isolated Electrical Apparatus	Yes	Field View	TBC
Permit to Work	Yes	Field View	TBC
Ladder Permit	Yes	Field View	TBC

17 Management & Supervision:

In accordance with the project working hours, the Caddick Project Lead will resource site management against the type of work being undertaken, the number of persons on site, number of working locations and the risk profile of activities.

A suitable number of Caddick management will always be physically present on-site during work activities.

17 Management & Supervision:

All supply chain management and supervision working on this project and responsible for construction activities must be deemed competent and have the appropriate and in date training. The below is a minimum training requirement:

- **Managers:**
- Site Managements Safety Training Scheme (SMSTS); or CISRS Manager / Supervisor Course; or CCDO Demolition Manager Course.
- Management skill card – in line with Build UK Partner Card Scheme Matrix.
- **Supervisors:**
- Site Supervisor Safety Training Scheme (SSSTS); or CISRS Manager / Supervisor Course; or CCDO Demolition Supervisor Course.
- Supervision skill card – in line with Build UK Partner Card Scheme Matrix.

During the Package Pre-Start Meeting the required level and ratio of supervision will be agreed with Caddick project management team and the supply chain partner. Supervision arrangements will be risk assessed and appropriate to the risk profile of the package.

18 Putting People to Work:

Prior to works commencing, members of the Caddick team will set time aside time every morning to walk the project and engage with members of the supply chain.

These walks will check the work areas have been set up right, the right equipment is available, and operatives have received a daily activity briefing before starting works. This is also an opportunity to talk with the operatives to hear their challenges, suggestions and improvement ideas.

19 HEALTH AND SAFETY Monitoring:

Our goal is to create industry leading health and safety performance.

To achieve this, we will monitor health and safety compliance against our Caddick Minimum health and safety Standards, processes and procedures.

We will monitor health and safety performance using the following methods on this project:

Managers Weekly HS&E Inspection

The Project HS&E Inspection is completed once a week by the Caddick project team focusing on the adequacy of HS&E arrangements on site and welfare areas.

19 HEALTH AND SAFETY Monitoring:

When – Weekly on every project

Who – A member of the Caddick project team with support from others as required.

See **Project HS&W Inspection procedure** for further information.

HS&E Team Inspection

The project HS&E Team inspection is completed on each project by a member of the HS&E team focusing on the adequacy of HS&E Arrangements, legal and minimum standards compliance.

When – Monthly on every project

Who – A member of the HS&E team

See **Project HS&W Inspection procedure** for further information.

HS&E Monthly Look ahead

The HS&E Monthly look ahead is to be completed on all projects by a member of the HS&S team focusing on upcoming activities including high risk Items, ensuring appropriate planning is in place.

When – Monthly Basis

Who - Completed by a member of the HS&E department with support from the project team.

20 Incident Reporting & Emergency Response:

All Health, Safety & Environmental incidents must be reported to Caddick as soon as it is safe to do so.

Health, safety & Environmental incidents will be investigated in accordance with the Caddick incident severity matrix, this will determine the roles & responsibilities including the Lead Investigator, the level of investigation required, and the level of business action and support needed to enable a successful investigation.

The supply chain must fully cooperate and support Caddick during the investigation process. The level of support and frequency of contact will be agreed at project level.

Emergency response for the project is detailed in the Project Fire & Emergency Plan, key information will be communicated during the Project Induction and displayed on the information boards.

21 Project & Company Learning:

We want to learn from the successes and when things don't go to plan. We can take these learning opportunities and embed them into our ways of working.

Best Practice & Innovation:

21 Project & Company Learning:
During the lifecycle of this project, we encourage our supply chain to embrace and deploy best practice and innovative methods of working to improve Health, Safety and Environmental on this project. Where best practice and innovation are deployed and recognised by the Caddick project and Health, Safety & Environmental team, a Best Practice Alert will be produced and shared with the HS&E team and wider business.

22 Supporting Project HEALTH AND SAFETY Plans / Documents:				
Document Title:	Document Reference No.:	Applicable: (Confirm)	Confirm reviewed within last 3 months:	Document Reviewed By:
Project Fire & Emergency Plan	Refer to Logistics Plans	☒	☐	P Carroll
Fire Risk Assessment	To be developed	☒	☐	TBC
Tower Crane Lifting Plan	To be developed	☒	☐	TBC
Security Risk Assessment	To be developed	☒	☐	TBC
Traffic Management & Logistics Plan	Refer to Logistics Plans	☒	☐	P Carroll
Asbestos Management Plan	N/A	☐	☐	N/A

23 Key Project Risks:		
The below are the Top Five high-risk activities / hazards that have been identified as presenting significant risk within this review cycle. This can be completed using the findings from the Project HS&E Risk Register and with help from the project HS&E support.		
No.	High Risk and brief description of arrangements:	Applicable Caddick Minimum HS&E Standard Title:
1	Work at height / falls from height / falling objects. Supply Chain management must ensure compliance with the statutory obligation to provide a safe place of work for any person required to work at height. They must apply the following hierarchy of controls: • Provide suitably protected working platforms, this may be scaffolding or mechanical/electrical platforms. Where the aforementioned is not practicable.	Refer to Caddick Minimum Standards Document CSG0-27 pages 18, 19

23 Key Project Risks:		
	• Provide suitable personal suspension equipment. Or where either of the aforementioned is not practicable: • Provide a suitable and sufficient means of restraining a fall of any person. • Provide a suitable and sufficient means of arresting a fall of any person. • All tools used for working at height or if working within 2m of an edge should be tethered. Caddick aims to eliminate work at height risks through forward planning, adopting proactive measures such as: • Designing structures and building envelopes to avoid fall risks (for example early installation of external walls and roof parapets). • Installing guardrails (or equivalent) on steel frame members before lifting into place. • Pre-fitting temporary handrails to precast concrete stairs. • Fitting proprietary lift shaft gates to lift shaft openings. • Leading edge protection.	
2	Lifting operations – use of Tower Cranes. A competent Lift Supervisor must be nominated by the Supply Chain to co-ordinate lifting operations on site. A lift plan must be developed identifying key trained and competent personnel i.e. crane supervisor, crane driver, machine operator, banksman, and slinger. This lift plan must be submitted to Caddick site management at least 14 days before the lift is to take place. A schedule of lifts must be drawn up by a representative from the Caddick site management and the Supply Chain Partner. This will detail all the items to be lifted by the crane during the day in question. Any Lifting Appliance will require all statutory certificates and registers for the lifting equipment and lifting accessories to be readily available for inspection prior to starting operations. The Supply Chain will ensure that all statutory	Refer to Caddick Minimum Standards Document CSG0-27 pages 15, 25,

23 Key Project Risks:		
	inspections, examinations, and tests are carried out and that planned maintenance is conducted as per the manufacturer's guidance. All mobile and tower crane lifting operations will be carried out under the control of a daily 'permit to lift'.	
3	Buried Services All ground breaking activities must be undertaken in accordance with Caddick's Service Avoidance Plan (SAP), Internal Guidance CSG014 and HSG47. A GPR utility survey to PAS 128 B standard must have been undertaken within 3 months of works commencing. This will be provided by Caddick As a Supply Chain you are required to appoint a Digging Services Supervisors (DSS) who holds a valid certificate for training for avoiding buried services. Note: Groundwork's contractors joining our supply chain have a 6-month grace period to get DSS trained. Workers carrying out excavation works by hand should wear flame retardant coveralls and must only use fully insulated digging tools. Where ground penetration/excavation is required, a rigorous cable avoidance tool (CAT) survey must be carried out, with emphasis on use of the signal generator ("genny"), before a permit to work will be issued. Any CAT must have data logging and GPS capability e.g. CAT 4P or equivalent and be used in conjunction with the genny associated and the survey data must be included in the permit. Anyone engaged in excavation operations must have received a task specific briefing in accordance with Caddick's procedures covering the safe system of work and the controls to be used. Detectable tracer tape must be used on installation of new services on the site to ensure going forward these are easily identifiable.	Refer to Caddick Minimum Standards Document CSG0-27 pages 29 including vacuum excavation
4	Temporary Works Temporary works failure is a major cause of accidents on construction sites. Before any	Refer to Caddick Minimum Standards Document CSG0-27 pages 12, 22, 25, 27, 28

23 Key Project Risks:		
	temporary works commence on site we must ensure that; 1. Temporary works co-ordinator has been designated on to the project and this person has had sufficient training to carry out this work 2. Ensure that all temporary works are covered with a clear design brief that confirms exactly what is required using drawings, sketches, photographs and written word. 3. Ensure that the design has been completed using one of Caddicks trusted temporary works designers. 4. If required, ensure that a 2nd review check is carried out on the TWD (for specialist none-standard items) 5. Ensure the temporary works register is kept up to date 6. Ensure that temporary works for crane mats (for example) have not altered or changed condition ahead of these being used. **If in doubt site teams are to refer back to the SHEQ team for guidance before proceeding on site**.	
5	People & Plant Interface Independent walkways to be introduced on to the scheme to limit as far as is reasonably practicable the interface between site plant and machinery and operatives on site. Regular reviews of the walkways and traffic/footway management plans will be undertaken by the site team to ensure this information is kept up to date. This will be passed on to our sub-contractors through daily briefing meetings and the updating of traffic management plans which will be put in on notice boards.	Refer to Caddick Minimum Standards Document CSG0-27 pages 8, 18, 23, 24, 26, 28, 31,

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
Section 2 – General						
Pg 10	PPE	Yes	Yes	High	Safety Helmets to ISO EN 397 standard Safety Boots to ISO EN 20345 standard Safety Gloves to EN 388 standard (Cut resistance 3 unless otherwise stated in the risk assessment Hi-visibility vests/ jacket Additional PPE should be identified through risk assessment e.g. safety lanyards, RPE, hi-vis trousers, eye protection etc. PPE needs to be clean and tidy	Low
Pg 11	RPE	Yes	Yes	High	RPE must be to the FFP3 standard and be of a "Press to Check" type or equivalent Filters should be replaced regularly, in accordance with the manufacturer's instructions Powered hooded respirators must comply with EN 397 providing head protection as well as respiratory Protection – must comply with 12941 All users of RPE must be face fit tested and hold a valid certificate for the RPE being worn	Low
Pg 13	Fire Prevention	Yes	Yes	High	Adequate detection and prevention measures will be incorporated during the contract planning stage in line with HSE Guidance (HSG 168) and the Joint Code "Fire Prevention on Construction Sites" latest edition All flexible temporary protective coverings used on	Low

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					internal finished surfaces or fittings must conform to the Loss Prevention Standard LPS1207 All sites will produce a specific fire plan and fire risk assessments	
Pg 16	Portable Tools	Yes	Yes	High	Supply Chain must ensure that all portable tools are controlled by a competent person Portable tools must only be issued to and be operated by competent persons. Inexperienced operatives must have direct supervision whilst being trained Battery operated tooling is the preferred option Electric tools must be 110v; other voltage equipment will only be permitted with the approval of Caddick site management Portable tools must be inspected before use and be subject to both a weekly and three monthly formal inspection. 110v cable extension reels must be fitted with a thermal cut Supply Chain must report any defects and withdraw it from service.	Low

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
Pg 16	Vibration	Yes	Yes	High	Maximum use time for tools generating significant vibration outputs should be specified and communicated to workers This must be monitored A nominated and competent supervisor must be identified within the Supply Chain organisation for the implementation and ongoing monitoring of control measures Supply Chain must ensure that their workers who are at risk from HAVS or VWF receive routine medical health surveillance	Low
Pg 17	Cutting stations – controlling sparks, dust and reducing noise	Yes	Yes	High	We expect our Supply Chain Partners to use cutting stations as they provide a safe workstation which controls sparks, reduces noise and can provide ontool dust extraction Use work equipment or other measures that will prevent dust and fumes from being dispersed into the work areas Extraction units must be classified H (High) or M (Medium) and have the classification clearly identifiable on the equipment	Low

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
Pg 18	Noise	Yes	Yes	High	Supply Chain should identify any items of plant or processes which generate noise levels in excess of 80dB(A)over 8 hours and conduct a noise assessment as part of the RAMS. • Select low-noise techniques and equipment wherever practicable. • Isolate noisy tasks using acoustic enclosures. • Segregate noisy tasks from other site activities to protect people nearby. • Place safety warning signage (hearing protection must be worn etc.) at the boundary of the hearing protection zones. • Provide hearing protection and training for employees in how to use it correctly. • Use monitoring equipment at the workface to verify actual noise levels. • The need for health surveillance and monitoring arrangements are to be risk assessed. As Supply Chain Partner, you must carry out the health surveillance identified.	Low
Pg 18	Work at Height	Yes	Yes	High	Where working at height forms part of a Supply Chain plan of work, Caddick management will provide that	Low

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					Supply Chain with our relevant guidance documents relating to working at height. The guidance document cover: • Working at Height - CSG 001 • Edge Protection Standards - CSG 005 • High Rise Construction – CSG007 • Safe Use of Hoists - CSG 009 • Holes and Voids – CSG 010 • Safe use of Mast Climbers – CSG 011 • Best Practice guide for Low Level Access Equipment - CSG 15 They must apply the following hierarchy of controls: • Provide suitably protected working platforms, this may be scaffolding or mechanical/electrical platforms. Where the aforementioned is not practicable. • Provide suitable personal suspension equipment. Or where either of the aforementioned is not practicable: • Provide a suitable and sufficient means of restraining a fall of any person. • Provide a suitable and sufficient means of arresting a fall of any person. • All tools used for working at height or if working	

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					within 2m of an edge should be tethered.	
Pg 20	Mobile scaffold towers and podiums	Yes	Yes	High	All towers must be: • Advanced guard rail (AGR) type if possible. • Erected in accordance with the manufacturer's instructions under the supervision of a PASMA trained person. Manufacturers guidelines on safe erection of the mobile tower should be available on site. • Scaffold towers which are identified as incomplete or unsafe must be rectified or otherwise dismantled. • A ladder permit must be obtained from Caddick site management. Podiums must have outriggers and inward opening gates. Podiums used for low-level work platforms must be of an approved products specification to BS 620:2016.	Low
Pg 25	Manual handling	Yes	Yes	High	Supply Chain must assess their manual handling activities where there is a risk of injury. Wherever possible design out or mechanise a handling activity through prior planning. Adopt the hierarchy of risk controls – eliminate, reduce, isolate, control, for example by selecting smaller unit sizes. Equipment used to reduce the risk will include (but not be limited too)	Low

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					• Board trolleys and transit benches • Material and personnel hoists • Pallet trucks • Mobile Plant including Telehandlers and FLT's	
Pg 27	Excavation Works	Yes	Yes	High	Supply Chain management must appoint a competent person to co-ordinate all excavation activities (Digging Site Supervisor) that must sign up to and comply with the Caddick Service Avoidance Procedures. A permit to penetrate / break ground must be obtained from our site management for any activity which breaks the ground In addition to the foregoing, for all work associated with excavations (including trenches and open cut), Supply Chain management must ensure that the following controls have been considered and implemented where applicable: • Competent trained/instructed workforce including a banksman in relation to excavations. • Type of ground and associated stability. • Shoring arrangements. • Defined angle of cut/safe angle of repose. • Safe egress for wildlife. • Preferential consideration of vacuum excavation	Low

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					where services are known to exist. Fencing arrangements to stop people or vehicles from falling in. Barriers such as heras type or pedestrian barriers should be used to protect excavations and must be at least 2m away from the excavation edge. We do not accept "Chapter 8" style barriers on our sites. • Means of controlling vehicular approach and unloading arrangements. • Access and egress, leaving in a safe condition. • Ground contamination and gas controls. • Provision of PPE (flash proof clothing). • Service location, identification and protection for underground and overhead services. • Proximity to tree root protection areas. • Plant and equipment requirements (insulated tools). • Lifting operations. • Daily inspection. • Weekly examination and recording. • All temporary works must be submitted in advance for approval by the Caddick Temporary Works Co-ordinator and subjected to an appropriate regular inspection regime thereafter by a competent person. • Record of inspections must be maintained on site and be available to Caddick on request. • Signage to warn people of the excavation.	

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					• You will not be permitted to move any measures that are put in place to protect trees. **Dash camera on excavators** Cameras must meet the following standards: • Auto start and stop function. • 1080p resolution. • 32GB memory. • Looping memory (ensuring the device continually records when memory is full.) • SD cards used must be at least class 10 standard	
Pg 28	Piling Operations	Yes	Yes	High	Piling operations should only be undertaken by specialist contractors who are members of the Federation of Piling Specialists. Contractors should be provided with a copy of Caddick's Safety Guidance document on Safe Operation of Piling Operations - CSG-26 at pre-let and pre-start meetings. Piling mats should be subject to a temporary works design to ensure stability of the piling rig. Compressed air lines should be managed and where appropriate whip lines fitted at connection points. Compressed air should never be used to clear blockages.	Low
Pg 29	Underground services	Yes	Yes	High	All ground breaking activities must be undertaken in accordance with Caddick's Service Avoidance Plan (SAP), Internal Guidance CSG014 and HSG47	Low

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					Caddick will appoint an Underground Services Co-ordinator as part of the SAP and permit to penetrate/ disturb ground process. A GPR utility survey to PAS 128 B standard must have been undertaken within 3 months of works commencing. This will be provided by Caddick. As a Supply Chain you are required to appoint a Digging Services Supervisors (DSS) who holds a valid certificate for training for avoiding buried services. Note: Groundwork's contractors joining our supply chain have a 6-month grace period to get DSS trained. Workers carrying out excavation works by hand should wear flame retardant coveralls and must only use fully insulated digging tools. Where ground penetration/excavation is required, a rigorous cable avoidance tool (CAT) survey must be carried out, with emphasis on use of the signal generator ("genny"), before a permit to work will be issued. Any CAT must have data logging and GPS capability e.g. gCAT 4P or equivalent and be used in conjunction with the genny associated and the survey data must be included in the permit. Anyone engaged in excavation operations must have received a task specific briefing in accordance with Caddick's procedures covering the safe system of work and the controls to be used. Detectable tracer tape must be used on installation	

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					of new services on the site to ensure going forward these are easily identifiable.	
Pg 30	Housekeeping	Yes	Yes	High	Our first principle is to design out waste by reducing packaging, designing smarter and reusing materials. To identify the most efficient ways to manage waste removal, Caddick expects all contractors to store material and debris arising from their work in a safe manner that does not present a risk to themselves or others working around them. Supply Chain must maintain their workplace in a clean and tidy condition. They must not permit rubbish, debris, dust, etc., to accumulate and they must ensure that clear access is maintained at all times. Combustible debris must be removed at regular intervals Caddick operate a 'Safe Space – Clean as You Go' policy. You must support this by: • Removing waste materials throughout the day so that it does not accumulate at the work area or overload bins. • Providing waste bins or other suitable containers to collect and move your waste to the disposal point. • Ensuring your workforce place waste into containers – piles of rubbish will not be accepted.	Low

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					Contractors who fail to maintain a tidy working environment will be asked to suspend works and will be served with a 24hr clean up notification.	
Pg 32	Environmental Protection/Refuling	Yes	Yes	High	RAMS must include robust refuelling procedures and an emergency plan to deal with any fuel spillage. Refuelling points must be at least 10m from watercourses, drains or gullies. RAMS must consider the working environment that the plant will be used in. For example, plant used indoors may require forced ventilation, or have a scrubber fitted. Fuel, oil, and chemicals should be stored in a designated area that: • Should be located on an impermeable surface or hard standing, wherever possible. • Should be located away from main traffic routes and protected. • All drums of chemicals, fuel and oil must be bunded. The bund must either be the volume of 110% of the drum/ container or, where there are multiple drums/ containers the greatest of 110% of the largest or 25% of the combined full capacity of all. A plant nappy and spill kit (protected from the elements) should be stored in the fuel storage area	Low

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					and a fire point should be in the vicinity. Fuel bowsers should be labelled with capacity and kept locked when not being re-fuelled. Regular checks should be undertaken to ensure the bund remains intact. Supply Chain will be required to assist in the reporting of all environmental data monthly, including the quantities used of water, fuel and electricity. Failure to comply with any reasonable request for such data will result in a NCR being issued which may result in a reduction to any interim and final payments as determined by Caddick. CoSHH Assessments must be carried out for all hazardous substances and appropriate control measures developed. Assessments should form part of the RAMS. ` Suitable storage containers for CoSHH items must be provided. Records of these assessments must be monitored and made available to Caddick on request. All personnel associated with the use of hazardous substances must be provided with all necessary protection and must be instructed on the relevant CoSHH Assessment, hazards, and controls.	

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					Small containers e.g. Ad Blue (25l) and gerry fuel cans must be stored on bunds when not in use.	
	Electrical Equipment Testing	No	N/A	High	System construction and maintenance: All electrical systems and equipment must be safely constructed and maintained to prevent danger. Hazardous environments: Equipment exposed to damage, weather, dust, or flammable substances must be constructed or protected to prevent danger. Competence: Only competent, adequately trained individuals should carry out electrical work. Isolation and lock-off: A clear means to cut off and isolate power must be available. For work on dead equipment, adequate precautions must be taken to prevent re-energisation. Live work: Work on or near live conductors is prohibited unless it is unavoidable and suitable precautions are in place. Earthing: Precautions, such as earthing, must be taken to prevent danger from charged conductors. Access and lighting: Adequate working space, access, and lighting must be provided near electrical equipment.	

24 Project HEALTH AND SAFETY Risk Register:						
Section No.	CADDICK Minimum HEALTH AND SAFETY Standard Title:	Standard Applicable to Project Risk?	Able to Comply with the Standard?	Initial Risk Rating:	Project Specific Controls: (Where applicable)	Residual Risk Rating:
					Temporary installations: These must be installed to the standards in BS 7671, particularly Section 704. They must be safe, reliable, and able to withstand environmental and mechanical damage. Reduced low voltage (110V): The use of 110V centre-tapped-to-earth (CTE) portable equipment is standard on UK construction sites to limit the maximum voltage to earth to 55V. Residual current devices (RCDs): Where 230V mains voltage is unavoidable, RCDs must be used to provide additional protection against electric shock. Cable management: Cables must be protected from damage, kept out of walkways, and not subjected to strain. Heavy-duty rubber or arctic-grade cables are often required. Work near live electricity: Construction site managers must understand the building's electrical system, and work should be performed on isolated (dead) circuits whenever possible. Testing on site will be undertaken at 12 monthly periods	

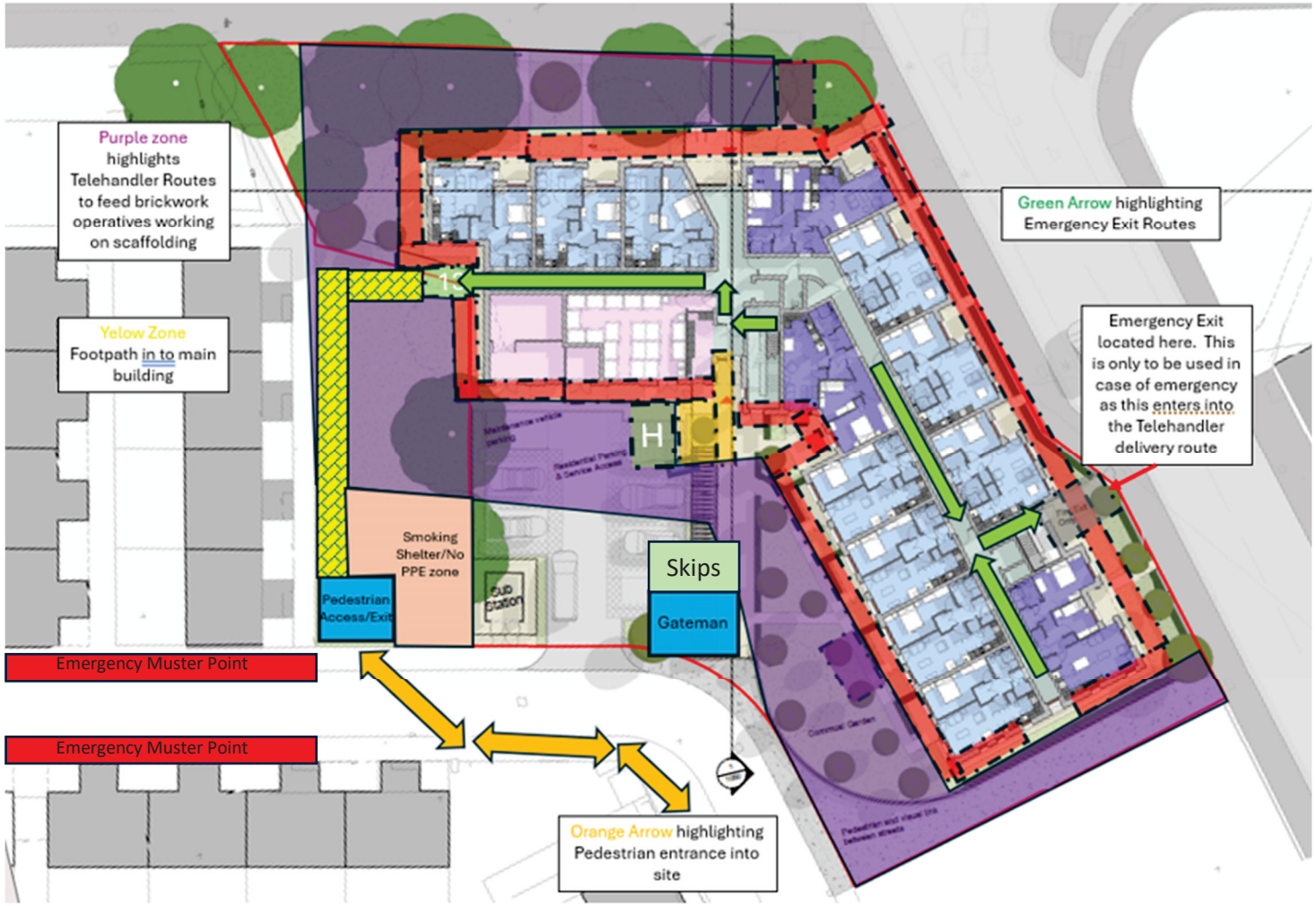
Appendix 01	Project Notification – F10 – **to be added when project is made live**

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Appendix 02	Project Fire & Emergency Plan

Construction Phase Plan



Access Scaffolding to building perimeter. Scaffold to be inspected weekly in line with CCL minimum standards

Proposed Hoist Location. Daily/Weekly user inspections to be carried out on the hoist. Additionally, the passenger lifts must be inspected at time of handover and every six months by a competent person, as mandated by the Lifting Operations and Lifting Equipment Regulations (LOLER)

Loading Bay from Hoist in to building. Scaffold to be inspected weekly in line with CCL minimum standards

Telehandler to be used to distribute materials from delivery vehicles to the hoist and loading bay area. Telehandler "lift" inspection requirements under LOLER (Lifting Operations and Lifting Equipment Regulations) mandate a thorough examination by a competent person at least every six months

Emergency Muster Point

Emergency Muster Point added to pavement area away from flow of emergency traffic which may need to attend site.

Appendix 03	Mobile Tower Crane Plan (Lifting Plan to be developed)

Construction Phase Plan

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This drawing is for reference only. Falcon Tower Crane Services Ltd accepts no responsibility or liability for any information contained within. All dimensions to be checked by site.

This drawing is for reference only. All dimensions and heights are to be confirmed by site.

All drawings are based upon the information given by site and/or detailed on our quotation. All information is finalized upon receipt of the contract and/or site survey.

Unless given, the site/contractor is to confirm all crane base(s) and building(s) levels as soon as possible

It is recommended that sites with multiple cranes have anti-collison installed.

Any hatched areas indicated on the drawing show the areas of no over-sail and/or no lifting zones. This is to be confirmed by site

Rev	Date	Initials	Description
P01	DATE	TBC	Initial positioning for comment & approval

FALCON
TOWER CRANE SERVICES LTD

Shipdham Airfield Industrial Estate
Shipdham, Thetford, Norfolk, IP25 7SD

Tel: 01362 821048
Fax: 01362 821233
Email: falcon@falconcranes.co.uk

Client
MetStructures

Project Address
Grey Mare Lane
Manchester

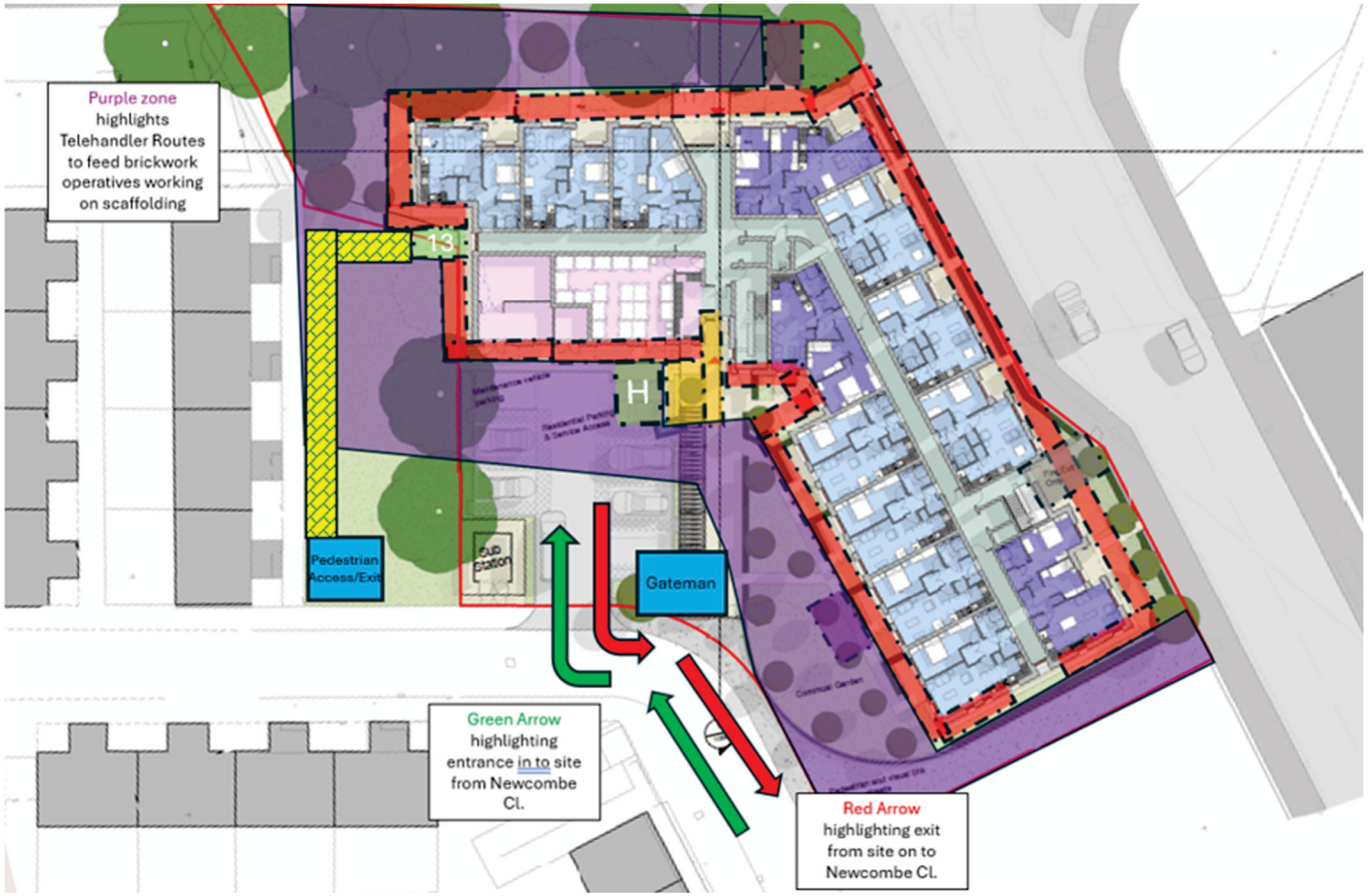
Title
POTAIN T85
45m JIB SETC

Scale	Date
NTS CONVERTED PDF	5/6/25
Drawn by: PD	Quote no.
Checked by:	Status: PRELIM

Project	Origin	Zone	Level	Type	Role	Number	Rev
E	FTCS	ZZ	ZZ	DR	X	0001	P01

Appendix 04	Security Plan and Security Risk Assessment

Construction Phase Plan



Entrance into site will be through a biometric turnstile which is located to the area described as 'Pedestrian Access/Exit'

All regular visitors, operatives and staff members will be logged on to the system at the time of their site induction.

Access to visitors will be via the same gate with an intercom system linked to the office to enable the turnstile to be opened for non-inducted persons visiting the project.

Vehicular access will be through a metal gate which will remain closed during the daytime (locked at night) and will only be opened to facilitate the delivery vehicles which are entering/exiting the site.

Skips will be open type unless RAMS dictates a closed type skip. All skips will be covered ahead of them leaving the project

Construction Phase Plan

Appendix 05	Traffic Management & Logistics Plan

Directions into site – Option 1



Directions into site if approaching via Ashton New Road A662 From Manchester City Centre (south)

1. After passing Manchester City Football Stadium on your Left-hand side, turn Right on to Grey Mere Lane
2. Travel down Grey Mere Lane for Approx 125 meters and then turn Right in to Hopedale Cl.
3. After approx. 35 meters turn right on to Newcombe Cl. The site is situated approx. 80 meters along Newcombe Cl.
4. The site is situated on your right-hand side.

Please always respect residents and speed limits
All drivers Must report to the gateman on arrival
No unloading can take place without prior approval
PPE must be always worn as per the site rules by all operatives working or unloading on the project.
Caddick expect all contractors and delivery drivers to work in accordance with our Minimum Standards Document

Proposed Compound Location

Timber Fencing

Construction Phase Plan

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Directions into site – Option 2



Directions into site if approaching via Ashton New Road A662 From the North

1. Head towards Manchester City Football ground along the A662. Grey Mere Lane will be found approx. 160 meters on the Left after the junction of A662 and Alan Turing Way
2. Travel down Grey Mere Lane for Approx 125 meters and then turn Right in to Hopedale Cl.
3. After approx. 35 meters turn right on to Newcombe Cl. The site is situated approx. 80 meters along Newcombe Cl.
4. The site is situated on your right-hand side.

Please always respect residents and speed limits

All drivers Must report to the gateman on arrival

No unloading can take place without prior approval

PPE must be always worn as per the site rules by all operatives working or unloading on the project.

Caddick expect all contractors and delivery drivers to work in accordance with our Minimum Standards Document

Proposed compound location (Heras Fencing)

Timber Fencing

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Appendix 06	Asbestos Management Plan

ENP-12 Asbestos in Soil

It is very common on brownfield sites to uncover previous waste, materials and other items containing asbestos materials. These asbestos materials are generally leftover from historical demolition and associated construction works previously undertaken at the site.

Regulatory Background

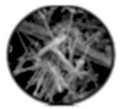
Relevant regulations and guidance from authoritative organisations include The Control of Asbestos Regulations 2012 (CAR), the HSE Managing and Working with Asbestos Control of Asbestos Regulations 2012 Approved Code of Practice (ACOP) L143 2013, HSG 248 Asbestos: The analyst guide for sampling, analysis and clearance procedures. The Hazardous Waste Regulations 2005, The Health and Safety at Work Act 1974 and the CIRIA publication Asbestos in Soil and Made Ground C733: a Guide to Understanding and Managing Risks. CAR-SOIL: Interpretation for Managing and Working with Asbestos in Soil and Construction and Demolition Materials

Key message

- Asbestos is primarily hazardous by inhalation
- Asbestos has been proved to cause mesothelioma and lung cancers in humans
  - Different types of asbestos have different potencies. In general, it seems crocidolite > amosite > chrysotile
- Very little guidance on asbestos in soil in the UK or elsewhere
  - Also, a limited amount of research to base guidance on
  - Only existing UK guidance (ICRCL 64/85 ver2) notes that 0.001% asbestos in soil can exceed occupational exposure limits (0.1 f/ml air)
- Risks from asbestos in soil can be assessed using BS10175:2011/CLR11 approach but:
  - Specific precautions will be needed during all site works
  - Sampling and testing strategies may be different from other contaminants
  - Asbestos-specific techniques will be needed for site investigation, risk estimation and evaluation
- Asbestos is potentially present at nearly all types of post-industrial site, but likely mostly at low concentrations

Asbestos is composed of six different types of natural minerals:
Most common types

- Chrysotile
- Amosite
- Crocidolite
- Tremolite
- Actinolite
- Anthophylli





Practical approach

The practical approach to dealing with an asbestos contaminated site remains virtually undiscussed however if we take a basic risk model and apply a 5-step process for approaching asbestos in soil, identifying the likelihood of contamination on site, and how we should deal with it should minimises the impact on construction.

Step 1
Actively engage with any contractor who is involved in the work must be the first step and define the problem. This involves assessing existing data and engaging an experienced asbestos soil surveyor as early as possible. This critical stage determines the level of further investigation required and, crucially, allows the client to understand any remedial cost implications early in the development process. This includes time-based costs from delays in construction if greater remedial works are required; if affected stakeholders have been identified; or if licences are required to deal with any contaminants.

Step 2
Forward planning, focuses on the development of a solution strategy that satisfies all interested parties, minimising disruption to the original development timescales. The remedial approach is based upon the findings from Step 1, taking into account the characteristics of the asbestos materials, their distribution and the soil type; the proposed land use; cost/benefit analyses; the impact on potential stakeholders; and the attitude of local regulators.

Step 3
The combined outcome of the first two steps facilitates Step 3: establishing a plan of work. Based on a thorough understanding of the site and its surroundings, specific methodologies can be formulated. At this point the key factors considered in planning and executing the work include the licensing regime; coordination with other contractors on site; site layout and access arrangements; plant and personnel decontamination; control measures and air monitoring strategy; and risk-based management of waste disposal.

Step 4
Engaging trained professionals to competently deal with the health and safety risks associated with asbestos contamination is paramount. Understanding the training policies, standards and accreditations that any chosen remediation contractor possesses is referred to as Step 4, Competency, and can play a big part in planning sign off at the end of decontamination works.

Step 5
The culmination of Steps 1-4 are ultimately designed to get you to the point of validation. After acquiring successful planning sign off, the project manager should ensure that he/she has access to all validation records and, where material has been retained onsite, an asbestos management plan. Reports will include a detailed audit trail of material movements, including disposal/reuse records and as-built drawings. Training should also be given to all follow-on site workers to ensure they have the knowledge to protect themselves and others.

Solutions/Treatment

We along with our specialist contractor should establish formal contact with the regulators, to explain what our surveys identified which should include extensive trial pitting and analytical testing to evaluate the type, extent and condition of asbestos. We can then look to create a site-specific Risk Assessment, Exposure Assessments and Plans of Work (POW) all of which are necessary to adequately plan works involving asbestos in accordance with the Control of Asbestos Regulations (CAR) 2012.
Several factors influence the methodology of asbestos remediation. These include but are not limited to: the media in which the asbestos is present, the form of asbestos - either asbestos containing materials (ACM's) or friable Asbestos fibres, concentrations and the types of asbestos (Crocidolite, Chrysotile or Amosite). Other factors may include proximity of works to the public, other contractors and site/environment conditions.

Examples of types of remediation techniques include:

Hand-picking;
Screening;
Solidification;
Soil washing;
Clean cover systems;
Offsite disposal; or
Offsite treatment;
and on-site controlled re-use

Control and Protection Measures

As part of the Risk Assessment and Plan of Works (POW) process, the works will be classified into one of the following categories:

- Non-Licensed asbestos work;
- Notifiable, Non-Licensed Asbestos Work (NNLW);
- Licensed Asbestos Work.

Generally, the most common type of work relating to asbestos in soils is Notifiable, Non-Licensed Asbestos Work (NNLW). This type of work requires notification to the local HSE office but does not require a license to undertake. For most NNLW work involving asbestos in soils, it is usually necessary to implement similar control methods and procedures to those that a licensed asbestos contractor will use. These may include but are not limited to:

- Full training - using staff that are adequately trained in Non-Licensed work.
- Use of appropriate PPE and RPE such as Category 3 Type 5 coveralls and FFP3 respirators.
- Record keeping ensuring staff receive medicals at least every 3 years (from April 2015).
- Using various dampening down techniques to control moisture and prevent fibre release.
- Utilising full decontamination facilities for staff.
- Installation of appropriately marked and segregated work areas and transit routes for both pedestrians and site traffic.
- Designated areas and ongoing various environmental monitoring activities including fugitive dust monitoring and collection and analysis of samples, reassurance monitoring and working area leak tests.

Construction Phase Plan

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Appendix 07	Staff Car Parking and Routing Map

Staff Car Parking and Routing Map



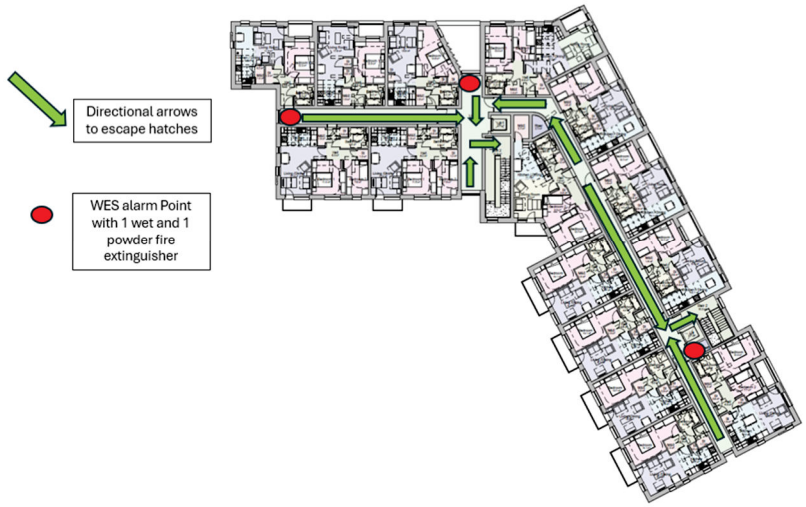
Construction Phase Plan

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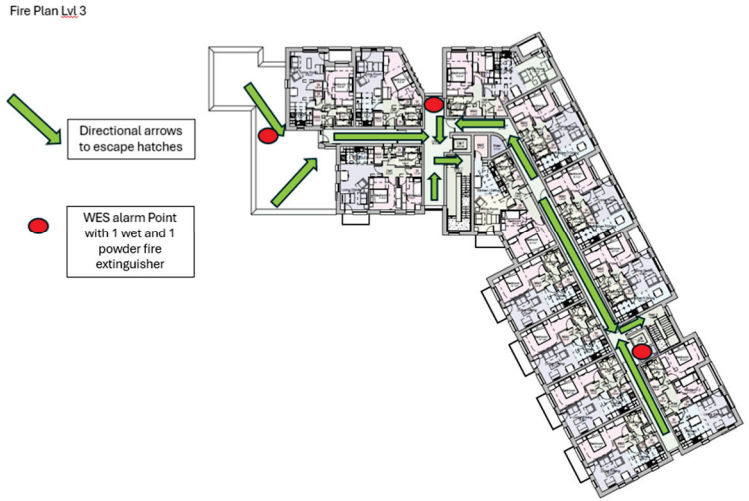
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Appendix 08	Fire Points

Fire Plan Lvl 1 - 2



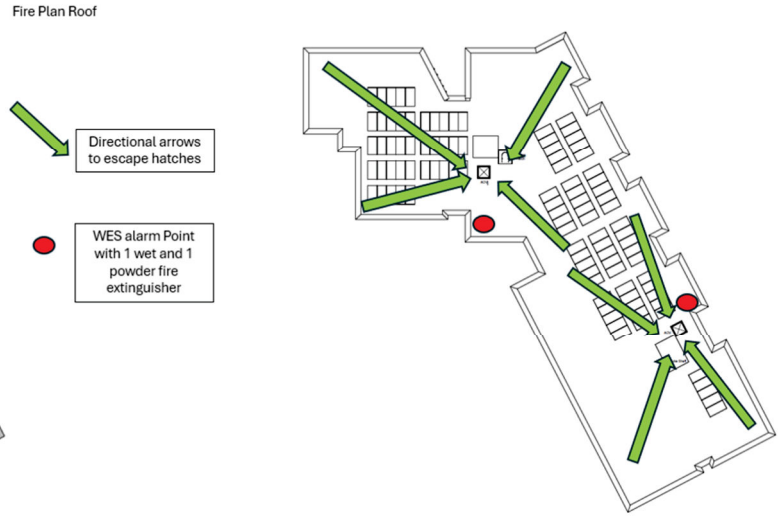
Fire Plan Lvl 3



Fire Plan Lvl 5 - 6



Fire Plan Roof



Construction Phase Plan

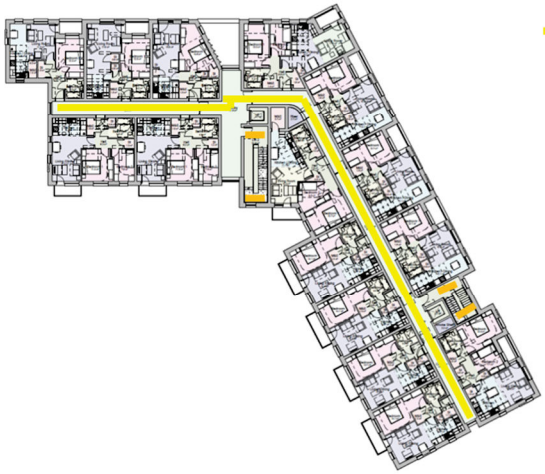
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Appendix 09	Temporary Supplies

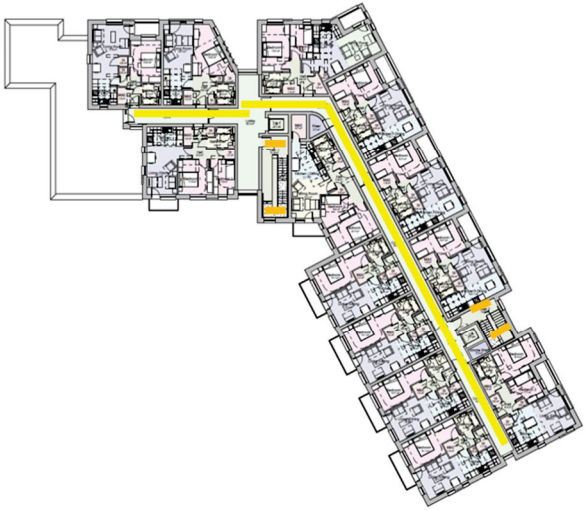
Temp Electrics 1 - 2

- Lighting cable to corridors and power line with 110v supply outside each apartment front door
- Lighting to half landing and landing on stairs. Cables to be a high level
- Temporary 'mains' power to allow lift installation to be completed to allow lift installation to take place



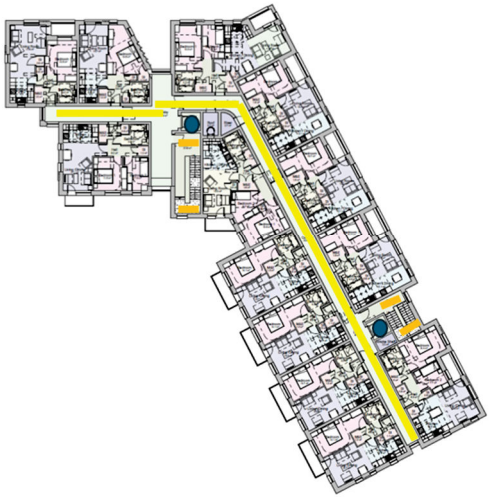
Fire Plan Lvl 3

- Lighting cable to corridors and power line with 110v supply outside each apartment front door
- Lighting to half landing and landing on stairs. Cables to be a high level
- Temporary 'mains' power to allow lift installation to be completed to allow lift installation to take place



Fire Plan Lvl 5 - 6

- Lighting cable to corridors and power line with 110v supply outside each apartment front door
- Lighting to half landing and landing on stairs. Cables to be a high level
- Temporary 'mains' power to allow lift installation to be completed to allow lift installation to take place



Appendix 10	Emergency Preparedness and Response

SHEQ-06 Emergency Preparedness and Response

Emergency Preparedness and Response Procedure

Scope

This procedure scopes the requirements for environmental and OH&S emergency preparedness.

Associated Documents/records

- Fire Log
- Fire Risk assessment
- COSHH register
- Spill response procedure
- Incident Report form

Responsibility

The responsibility for Implementation of the Procedure is with the Head of SHEQ. Ensuring the procedure is maintained and followed lies with all members of Caddick Construction Staff and Supply Chain

Definitions

OH&S incident: any incident or exposure to a hazardous condition including

- Fire (office or site)
- Hazardous material - personal contamination/injury
- RIDDOR reportable incident

Environmental incident: any discharge to land, air or water that could cause environmental damage, example of environmental incidents includes but is not restricted to the following:

- Fuel or chemical spillages
- Leaking plant or equipment causing land or water contamination
- Uncontrolled emission to air
- Contaminated water entering the watercourse or drain.
- Windblown dust and waste contaminating the site or neighbours.
- Breach of storage containment affecting air, land, watercourse or drain.
- Disturbance of protected species e.g. nesting birds
- Damage to retain/ protected trees e.g. digging in root protection zone

Associated documents / records

- SHEQ 07 Risk assessments
- SHEQ 04 Environmental aspects
- Environmental aspects register.
- Significant aspect controls (SACs) incorporating emergency procedures.
- Risk assessments and associated material data safety sheets
- Fire risk assessment and associated evacuation plans
- Emergency evacuation plans for individual departments, storage locations and construction areas

SHEQ-06 Emergency Preparedness and Response

Useful web links

- HSE
- Environment Agency
- Natural England

Procedure Index

1. **Emergency procedures**
2. **Testing emergency preparedness for fire**
3. **Testing emergency preparedness for special construction areas**
4. **Training**
5. **Records retention**

1.0 Emergency procedures

1.1 The company employs trained first aiders for all medical emergencies.

The first aiders are made known to all employees and Subcontractors by the management team and names displayed in various locations about the site/ Office.

1.2 Individual emergency considerations are covered in the relevant sections of specific (MSDS) material safety data sheets and COSHH sheets. Measures planned or intended to deal with occupational health and safety or environmental incidents shall comply with MSDS/COSHH sheet arrangements.

1.2 Emergency procedures covering the organisations significant environmental aspects are an integral part of the organisations individual environmental aspects sheets, see section 4.4.7 of individual significant aspect control sheets (SACs).

Spill response procedure available in the event of a significant spillage. Should the spillage leave the site boundary the Environment Agency or other applicable Regulator should be informed.

1.3 Client emergency preparedness arrangements

Where client emergency preparedness arrangement are stipulated as a requirement acknowledgement of the appropriate occupational health and safety and environmental controls shall be acknowledged via the customers induction/ toolbox talk procedure and associated induction records.

1.4 Emergency service requirements

Fire Precaution: In the event of polluted fire water run off the nominated Fire warden will inform the Environment Agency via the **hot-line on 0800-807060**. Primary action is to retain polluted water on site to minimize off site impact. The company is responsible for providing information on all surrounding land & drainage systems to the emergency services.

Do we have an arrangement/ supply chain partner for pollution clean up?

SHEQ-06 Emergency Preparedness and Response

Fire evacuation procedures are fully documented as part of the organisation's fire risk assessment and practiced at specified frequencies.

Improvements for the above are determined following testing and documented in the company's action log.

3.0 Testing emergency preparedness on Sites

Evacuation and containment measures are documented as part of the Fire risk assessment. Measures relating to materials safety data sheets and other applicable OH&S data form part of the emergency plan, see COSHH register for various materials and appropriate emergency preparations.

Improvements for the above will be determined following review or testing and shall be documented in the company's action log as appropriate.

Environmental emergency drills will completed on sites as part of the emergency preparedness. This may include a spill drill, response to protected species disturbance or significant damage to trees.

4.0 Training

Training records will reflect training competence for all employees. Where applicable, permit to work documentation must reflect emergency preparedness arrangements and plans and the training levels required by those involved in the operation of the permit. This principally impacts on work completed by contractors.

Improvements required relating to competence and training shall be documented in the company's action log.

5.0 Records relating to this SHEQ procedure

See Sharepoint records control list search for all records referenced under system reference source SHEQ-06

Construction Phase Plan

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Appendix 11	Confined Spaces

CSG-004 CONFINED SPACES

Scope

This guidance covers safety precautions for work in confined spaces, the use of a permit to work system and emergency and rescue arrangements resulting from works undertaken or controlled by Caddick Construction.

Purpose

To ensure that adequate precautions and arrangements are in place prior to any work being undertaken in confined spaces.

Definitions and Notes

A Confined Space is defined as any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

A confined space can be:

- Permanent. This is identified as a space that is reasonably enclosed and a specified risk is normally expected to be present, for example a manhole.
- Temporary. This is identified as an area in which the potential for confined conditions may be created, although no specified risk is considered to exist under normal operating conditions, for example a basement room undergoing restoration using volatile materials.

A 'Competent Person' or 'Supervisor' in relation to this procedure is someone who has sufficient experience of, and familiarity with, the relevant processes, plant and equipment so that they understand the risks involved and can devise necessary precautions to meet the requirements of the Regulations. In complex cases more than one person may be needed to conduct assessment of risks relating to specific required areas of expertise.

- Such person will have successfully attended a training course on how to prepare for and execute work in a confined space.

A 'Responsible Manager' in relation to confined spaces is someone who has successfully attended a confined space awareness course covering identification, entry preparations, working within and emergency arrangements.

Associated Documents

Confined spaces entry Permit form SAF05-25

Some confined spaces are fairly easy to identify, for example, closed tanks, vessels and sewers. Others are less obvious but may be equally dangerous, for example, open-topped tanks and vats, closed and unventilated or inadequately ventilated rooms, shafts and silos, or constructions that become confined spaces during their manufacture.

Areas may also become confined spaces due to occasional work being carried out - e.g. a poorly ventilated room where adhesives are being used to fix floor coverings; hot works generating fume or heat in a confined plant room.

The Hazards

The hazards associated with confined spaces include:

- Flammable substances and oxygen enriched atmospheres
- Ingress or presence of liquids
- Toxic gas, fume or vapour
- Oxygen deficiency

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- Free-flowing solids
- Excessive heat
- Plant and machinery

Other hazards not directly associated with the confined space such as; electricity, mechanical equipment, noise, dust and working space should be adequately accounted for in the risk assessment and subsequent method statement.

Risk Assessment

Specified risks in relation to confined spaces include:

- Serious injury from a fire or explosion.
- Loss of consciousness or asphyxiation due to heat, gas, fume, vapour or lack of oxygen.
- Asphyxiation due to a free flowing solid e.g. flour, grain, sand, etc (This includes being trapped as well as being engulfed by a free-flowing solid).
- Drowning.

The following factors should be considered.

- Previous contents and residues in the space.
- Contamination
- Hazards created by the work activities proposed (e.g. welding, cleaning chemicals, etc.).
- Ingress of gases, liquids or particulate materials
- Oxygen deficiency or enrichment.
- The physical dimensions of the space; for example work in boilers

Hierarchy of Controls

Firstly try to avoid the need for entry into the confined space. Unless there is no other reasonably practicable way to carry out the work, no person should work in a confined space.

Where entry is necessary, it should be carried out in accordance with a safe system of work. The main elements to consider when designing a safe system of work, and which may form the basis of a permit to work are:

Supervision

The degree of supervision should be based on the findings of the risk assessment, but as a minimum there must be one person immediately outside of the confined space whenever anyone is inside, to raise the alarm if necessary

Competence

In addition to meeting the training requirements for confined space entry, persons carrying out work in confined spaces must be adequately trained and experienced for the task they are to perform. People carrying out work in a confined space must be physically capable of entering and working in the confined space, and capable of a rapid exit in case of emergency, whilst wearing the necessary personal protective equipment and possibly breathing equipment. The size, weight, agility and general fitness of individuals may affect any decision as to their suitability for confined space working.

Communication

Adequate arrangements must be in place for communication between those inside the confined space, those inside and those outside and to summon help in case of emergency. The communication arrangements must be failsafe.

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Testing / Monitoring the Atmosphere

Dependent on the previous contents of a confined space, adequate arrangements must be in place to confirm a safe atmosphere before entry, to ensure the atmosphere remains safe during the work and to raise the alarm if the atmosphere becomes unsafe

Gas Purging

If necessary for safety, adequate arrangements must be made to remove any harmful gas, fume, mist, vapour or dust within the confined space prior to entry

Ventilation

Effective arrangements must be made to ensure an adequate supply of fresh air within the confined space and to safely remove any harmful gas, fume, mist, vapour or dust which may arise during the work.

Removal of Residues

Cleaning or removal of residues is often the purpose of confined space work. In some cases residues will need to be removed to allow other work to be undertaken safely. Appropriate measures should be taken where risks from the residues are identified. For example, dangerous substances (such as hazardous gas, fume or vapour) can be released when residues are disturbed or, particularly, when heat is applied to them.

Isolation of Gases, Liquids and Flowing Materials

Adequate arrangements must be in place to prevent the ingress of any gas, liquid or solid material in potentially harmful quantities during the work. Ideally, all incoming pipelines or other routes of ingress should be disconnected from the confined space

Mechanical and Electrical Isolation

Before entry, all mechanical and electrical parts within the confined space should be securely isolated and locked off from all power sources. If the nature of the work requires power to be available to parts within the confined space, then adequate precautions must be in place to prevent harm from such mechanical or electrical parts.

Selection and Use of Suitable Equipment

All tools and equipment must be suitable for intended purpose and the environment within the confined space. Consideration must be given to the weight, noise levels, ergonomics etc involved in using tools and equipment. If powered tools must be used within the confined space consideration must be given to the risk of fire, explosion or electrocution and the least hazardous option must be selected, e.g. intrinsically safe, battery powered or extra-low voltage equipment. In metal tanks, particularly in wet conditions, consideration should be given to compressed air tools rather than electrically powered tools.

Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

This must be of a type suitable for the intended purpose, and should only be used when other, more effective controls are not reasonably practicable, or to protect against residual risk after other controls have been implemented. Records of face fit testing, storage and cleaning records need to be readily available.

Gas Cylinders and Internal Combustion Engines

Petrol-fuelled internal combustion engines are not to be used in confined spaces. Gas cylinders should not normally be used within a confined space unless special precautions are taken. Portable gas cylinders for heat, power or light, and diesel fuelled internal combustion engines are nearly as dangerous as petrol-fuelled engines, and are inappropriate unless exceptional precautions are taken. Where their use cannot be avoided, adequate ventilation needs to be provided to prevent a build-up of harmful gas and to allow internal combustion engines to operate

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properly. The exhaust from engines should be vented to a safe place well away from the confined space, downwind of any ventilator intakes for the confined space, and the means checked for leakage within the confined space.

Gas Supplied by Pipes and Hoses

The use of pipes and hoses for conveying oxygen or flammable gases into a confined space should be controlled to minimise the risks. It is important that at the end of every working period, other than during short interruptions, the supply valves for pipes and hoses are securely closed before the pipes and hoses are withdrawn from the confined space to a place that is well ventilated. Where pipes and hoses cannot be removed, they should be disconnected from the gas supply at a point outside the confined space and their contents safely vented.

Access and Egress

Points of access and egress must be suitable in number, size and location to allow safe entry / exit of people and equipment, and to allow for rapid exit in case of emergency. When deciding upon suitable access/egress points, consideration must be given to any PPE and / or RPE people may need to wear. Access/egress points must be secured to prevent unauthorised access during breaks in the work

Fire Prevention

All necessary precautions must be taken to prevent a fire, e.g. remove flammable materials, to the extent that is reasonably practicable, from the confined space before any potential ignition source is introduced. Waste materials should not be allowed to accumulate within the confined space during the work; they should be removed as soon as possible. Potential sources of ignition must be effectively controlled, and smoking strictly prohibited in or near confined spaces.

Lighting

If natural light is not sufficient to move and work safely within the confined space, then artificial lighting must be provided. Any lighting provided must be of a type and quantity that is suitable and sufficient for the environment within the confined space and adequately protected against damage. Consideration should be given to task lighting as well as general lighting, e.g. lights worn on a headband to leave hands free

Static Electricity

In order to prevent shocks from static electricity, and prevent sparking which may be a fire risk, it may be necessary to effectively bond all conducting items and connect to earth

Smoking

Smoking shall be prohibited in a confined space.

Emergency Arrangements

Before any person enters a confined space, the necessary emergency organisation and arrangements must be recorded and be in place to deal with foreseeable emergencies including rescue provision for casualties.

Limiting Working Time

Even with very fit and healthy individuals, the conditions within a confined space and the nature of the work, e.g. strenuous work in high temperatures, may require that work is only permitted for short periods followed by periods of rest and cooling down. A specific assessment shall be undertaken by the Competent Person where this factor is deemed to apply.

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Some General Controls

Confined spaces shall be provided with adequate ventilation and, where necessary, monitored to ensure the absence of hazardous vapours and that a sufficient supply of fresh air is maintained. Otherwise, a suitable type of breathing

apparatus must be provided and used. Ventilation shall be provided via clean air being forced into the space rather than by foul air being extracted.

The works Supervisor shall be aware of the materials, equipment and tools taken into the confined space and shall ensure that nothing is left behind following completion of the work that should have been removed.

No internal combustion engine shall be used in a confined space unless provision is made for the egress of exhaust gases.

Special consideration must be given when using solvents or other substances which may give off fumes or dust and where the concentration of such fumes or dust may become hazardous.

Rescue Arrangements

No person should enter or work in a confined space, unless suitable and sufficient arrangements have been made for rescue in an emergency situation. The emergency arrangements should take into account the confined space, the known hazards and associated risks and the likely nature of an emergency rescue. Factors that should be considered include:

- Rescue and resuscitation equipment - rescue equipment will often include lifelines and lifting equipment (since the strongest person is unlikely to be able to lift or handle an unconscious person on their own)
- Control of plant - shutting down adjacent plant before attempting a rescue may be required
- Raising the alarm and rescue - persons inside the confined space must be able to call for help to those outside
- First aid – operatives must be trained in emergency first aid
- Safeguarding the rescuers - multiple fatalities have occurred where rescuers have been overcome by the same conditions as the people they have tried to rescue. Those assigned a rescue role must be protected themselves
- Public emergency services - may be an advantage in notifying the local emergency services in certain cases
- Fire safety - if there is a risk of fire, suitable and sufficient fire fighting equipment must be available at the confined space, and within the confined space if necessary to aid escape in the event of a fire.
- Training - training and refresher training in Emergency First Aid is essential

Training is to be provided to ensure that all persons concerned with rescue are familiar with emergency and rescue arrangements as indicated in the permit to work system.

Where it is considered necessary under the risk assessment rescue and escape drills are to be organised by the Responsible Manager / Supervisor on a regular basis.

Rescue equipment, including, where necessary, resuscitation apparatus, oxygen, safety harnesses and breathing apparatus shall be made available when required. Again this should be done by or in conjunction with the Client or Controller of the premises on which the confined space exists.

Training Requirements

Suitable training providers are available through the CCL Supply Chain database and will cover, as a minimum:

- Awareness of the Confined Space Regulations.
- Avoiding unnecessary entry.
- Understanding of work to be undertaken, the hazards and necessary precautions.
- An understanding of safe systems of work and, where appropriate, permits to work.
- How emergencies arise, the need to follow emergency arrangements and the dangers of not doing so.
- Where necessary the use of Respiratory Protective Equipment or Breathing Apparatus.
- Emergency and rescue arrangements.

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Appendix 12	SHEQ-22 Fuel Storage and Use Procedure

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Fuel Storage and Use

This procedure applies to all fuels and Highly Flammable Liquids used on site, g
but not limited to:

- Diesel
- Petrol
- LPG
- Other flammable hydrocarbons

STORAGE

The location of fuel storage facilities is to be properly planned, taking into acc :

- Location of local drainage, watercourses and other environmentall e
  items (minimum distance 10m, ideally 30m+).
- Direction in which any unintended spill may flow on or off site
- Accessibility for refuelling purposes.
- Accessibility for fuel deliveries and emergency vehicles.

All HFL and Fuel storage areas are to be-

- Clearly marked on the site plan and included in the fire grab pack.
- Clearly marked and segregated, locked and clearly signed / pı es
  displayed.
- Equipped with suitable Spill Kit and Firefighting equipment.
- Stood on impermeable standing, weather protected if open bund.
- Encased by a bund(s) capable of retaining 110% of the contents' volu

All LPG storage areas are to be-

- Secured and suitably signed
- Of a cage type construction
- Organised so full and empty cylinders can be kept separate.

FUEL DELIVERY AND REFUELING

Site teams to arrange fuel storage points in safe location from logistics corric e
and minimum of 10m from drains or watercourse, with secure area and signc

Include spill response and checklist poster

DISPOSAL/REMOVAL OF EMPTY CONTAINERS / HAZARDOUS WASTE

Empty containers or used spill kits are to be segregated and contained as hazardous waste. Refer to the hazardous waste disposal procedures.

ENVIRONMENTAL PROCEDURE

Environmental Policy and Procedure is to ensure legislative compliance and avoidance of pollution to air, land or water, as well as hazardous waste from incorrect practice. This procedure relates to the storage and use of fuel.

The Control of Pollution (Oil Storage) (England) Regulations 2001 apply to all storage of fuel oils and requires that any oil storage in drums or above ground tanks with a capacity exceeding 200 litres must be bunded.

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 enacts the EU requirements of the ADR Directive, with specific inspection regimes of fuel bowsers carrying diesel and transported on the carriageway to be checked by competent persons, with certificates (periodic, intermediary and exceptional) to be attached to each tank.

PRECONSTRUCTION PHASE ACTION

Inspection requirements of fuel bowsers

There is an exemption under the ADR that means certification of tanks does not apply where quantities are not more than 450 litres, but the Carriage of Dangerous Goods etc Act only apply if a tank (more than 1m³ and fixed to running gear) or an Intermediate Bulk Container (IBC) (more than 3m³ and not fixed to running gear) is moved between sites. Tanks should ideally be moved empty as the certification applies regardless of fuel volume carried, but the 450 litres rule applies for IBC's.

Where regulations apply, tank shells and their equipment shall undergo periodic inspections no later than every 5 years. This includes:

- An external and internal examination
- A leak proof test of the shell
- A check of the satisfactory operation of all the equipment
- As a general rule, a hydraulic pressure test

Shells and their equipment shall undergo intermediate inspection at least every 2.5 years after the initial inspection and each periodic inspection. These intermediate inspections may be performed within 3 months before or after the specified date and shall include:

- A leak proofing test of the shell with its equipment
- A check of the satisfactory operation of the equipment

For this purpose, the tank shall be subjected to an effective internal pressure at least equal to the maximum working pressure.

When the safety of the tank or of its equipment may have been impaired as a result of repairs, alterations or accident, an exceptional inspection shall be carried out. If an exceptional check fulfils the requirement of either a periodic inspection or intermediate inspection, then it can be considered as one of those and recorded as such.

The tests, inspections and checks shall be carried out by the expert approved by the competent authority. Certificates shall be issued showing the results of each inspection, even in the case of negative results. A copy of these certificates shall be attached to the tank.

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Appendix 12	SHEQ-22 Fuel Storage and Use Procedure (Continued)

OPERATIONAL PHASE ACTION

Fuel, oil and chemicals should be stored within a designated area that:



- Must be at least 10m from any surface waters (e.g. rivers, brooks, streams etc) and any surface water drains, or at least 50m from a borehole or well.
- Should be located on hard standing, wherever possible.
- Should be located away from main traffic routes or logistics area where they are liable to be damaged or knocked or, if not able, to be protected from collisions.
- Drains within 10m area that cannot be avoided must be bunged or sealed with heavy duty rubber storm mats.

All drums of chemicals, fuel and oil must be bunded. The bund must either be the volume of 110% of the drum/container or, where there are multiple drums/containers, 110% of the largest or 25% of the combined full capacity of all containers (whichever is the greater volume). All bunds must be stored in a covered area. This is to prevent the bunds and drip trays accumulating rainwater, maintaining the bund capacity and preventing accidental spills from overflowing bunds.



All mobile bowsers and fuel cell tanks must be bunded. The integral bund should be void from diesel and other liquid and should be checked on a weekly basis to ensure there is no liquid accumulating within it, as this negates the purpose of the bund's 110% capacity. All mobile bowsers and storage tanks must be lockable and locked when not in use. Integrity of mobile bowsers must comply with the Vehicle Certification Agency's inspection regime and procedures.

Weekly checks must also include integral bund of generator day tanks to ensure that these retain 110% capacity. Care must be made to inspect hoses and couplings to ensure that these have not failed nor show signs of decay (cracked, creased, oily surface or drips of oil indicating likely failure). Note that failure or signs of hose failure within the generator housing will lead to potential pollution event, as the fuel bowser serving the generator will over-top the generator's integral bund, sized for a smaller day tank volume. Braided hoses are preferred to prevent damage or failure from decay.



Plant nappies must be used for all refuelling and filling of machinery and equipment. Preference is given to spill or plant nappy as they are more effective and avoids rainwater accumulation. Drip trays may be suitable for activity on uneven ground only. The plant nappy should be placed to catch any drips during the refuelling or filling, i.e. beneath the filling point. Any drips must be contained and disposed of appropriately as hazardous waste. A good example is to use oil only spill pads in the drip tray to absorb any drips and so ensure the water is safe for disposal.



All refuelling and filling of equipment and machinery must occur within the designated area. Where this is not possible fuel/oil must be carried in a clearly labelled container, and a drip tray must be used when refuelling away from the designated area. The container must be returned immediately to the designated area, or stored within a drip tray until it is returned.

Spill kits must be located close to the designated storage area and must be appropriate for the quantity and type of chemicals, oil and fuel stored on site. The different types of kit available include:

- Universal – absorbs Oils, Coolants, Solvents & Water
- Oil only – absorbs oil, NOT water
- Haz-Mat – absorbs most acids and bases

For substances not listed above, please request details of the required spill kit from the contractor planning to use it, eg. pesticides would require cat litter as the spill kit.

PROCESSES (if applicable)

Weekly Site HSE Checks are carried out on all Caddick Construction sites and should be recorded using the Field View system. It is advisable that photos are taken of all oil and fuel storage locations as part of these weekly checks, along with a photograph of site layout and the relevant inspection certificates.

FURTHER INFORMATION & WEBPAGE LINKS

http://www.hse.gov.uk/fireandexplosion/petroleum.htm

http://www.hse.gov.uk/chemicals/

For relevant legislation, please refer to Register of Environmental Legislation