

Construction Management Plan

Gould Street, Cadent Compounds

Gould Street and Bilbrook Street,
Manchester M4 4TF

MCR Property Group

MCR PROPERTY GROUP

Introduction

This Construction Management Plan (CMP) details the works and related management aspects for the installation of 2no. pressure reduction stations (with associated boundary treatment and associated works) on land to the East of Gould Street and to the South of Bilbrook Street, Manchester M4 4TF.

This CMP includes:

o Display of an emergency contact number;
o Communication strategy with residents;
o Details of Wheel Washing;
o Dust suppression measures;
o Compound locations where relevant;
o Location, removal and recycling of waste;
o Routing strategy and swept path analysis;
o Parking of construction vehicles and staff; and
o Sheeting over of construction vehicles.

To aid reference to the specific requirements above, page numbers are provided below:

- Display of an emergency contact number **(See PAGE 3)**
- Communication strategy with residents **(See PAGE 3)**
- Details of Wheel Washing; **(See PAGES 36 and 37)**
- Dust suppression measures; **(See PAGE 34)**
- Compound locations; **(See PAGE 16)**
- Location, removal and recycling of waste; **(See PAGE 16)**
- Routing strategy **(See PAGE 36)**
- Parking of construction vehicles and staff; **(See PAGE 36)**
- Sheeting over of construction vehicles. **(See PAGES 36 and 37)**

EMERGENCY CONTACTS

Contact	Number
Rory Carroll / Project Manager	07979653150
Howard Nicholson /	07979653151
Matt Sanderson / Site Supervisor	07971008853
Phill O'Sullivan / United Living	07966472321
Scott Pollinger / Design Manager	07944789780
MCR Property Group / Head Office	01612743330

Resident Communication

Letter drops will be posted to the nearby residents of Gould Steet, which will state the beginning date of the works and what they entail. After work begins regular updates will be posted to the external notice board for residents to keep up with.

A designated email address will be set up and given to the residents. This is so they have a way to ask any questions and queries they may have.

General Notes

This CMP will be maintained by the project management team to reflect the controls proportionate to the progress of the project.

The Project Manager may formally appoint or nominate some roles to complete and maintain any relevant subsidiary plans or processes held within this CMP.

Where no appointments or nomination are made, the role is retained by the Project Manager.

The internal plans and processes included within the phase plan will be reviewed weekly by project teams and audited monthly by monthly by company health & safety managers. Additionally, an independent H&S advisor will review periodically.

Where digital (soft) documents are produced or documents are of high importance, they should be held on the central server under the project directory. This includes copies of relevant project plans i.e. Environmental / traffic / Fire / lifting / temporary works, which must be saved & retained on the server whilst being updated.

Lever Arch files will reference the same Section Number and Title with Appendices.

A set of spine labels will be available – Print A4 for small files and A3 for ring binder.

REV	Comments	By	Signature	Date
A	Pre-construction	MF	MFirth	06.03.25
B	Addressing planning comments	MF	MFirth	16.04.25
C	Update for Planning Submission	EB	Eliot Baker	25.09.25
D				
E				
F				
G				
H				

Contents

Introduction 2
EMERGENCY CONTACTS....3
Resident Communication....3
General Notes....4
MCR....8
0 H&S POLICY, RESPONSIBILITIES, STRUCTURE & STANDARDS....9
0.0 Health & Safety Policy....9
0.1 Project Roles and Responsibilities....10
0.2 Health & Safety System Structure....11
0.3 H&S Performance, Measure & Review....12
B4–1.0 Pre-Construction Information (PCI)....14
1.1 Construction Phase Health & Safety Plan....18
Working Compound Location Plan: The red outlines are the working areas.....18
2 Risk Assessment Method Statements (RAMS)....22
2.1 Company Risk Assessment Method Statements (RAMS)....24
2.2 Contractor Risk Assessment Method Statements (RAMS)....25
2.3 Individual Risk Assessments....25
2.4 Permits to Work....26
3 CDM & Contractors....27
3.1 Contractor Competency....27
3.2 Contract Appointments....28
3.3 Co-ordination....31
4 Environmental Management....35
5 Traffic Management....37
5.1 Traffic Management & Facilities Plan....37

6 Fire & Emergency Plan 41
6.1 FIRE & EMERGENCY PLAN.....41
6.2 HOT WORK PROCESS.....43
7 Temporary Works & Works at Height.....45
7.1 Temporary Works 45
7.2 Work at Height.....47
8 Plant, Equipment & Lifting 50
8.0 PLANT & EQUIPMENT 50
8.1 Temporary Electrics.....52
8.2 Small Plant Assessments 54
8.4 TOWER CRANE LIFTING PLANS 55
9 Training & Competency.....55
9.1 SAFETY INDUCTIONS.....56
9.2 TOOL BOX TALKS 57
9.3 BEHAVIOURAL PROCESS & SITE RULES 58
10 Occupational Health Process.....62
10.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH 62
10.2 PERSONAL PROTECTIVE EQUIPMENT.....63
10.3 MANUAL HANDLING.....66
10.4 NOISE & VIBRATION 66
10.5 HEALTH SCREENING.....67
10.6 WELFARE STANDARDS.....68
10.7 SMOKING & VAPING 68
10.8 DISPLAY SCREEN EQUIPMENT.....69
11 INSPECTION & MONITORING PROCESSES.....69
12 INCIDENT MONITORING PROCESS.....70

12.1 INCIDENT MONITORING 72
13 HEALTH & SAFETY FILE 73
13.1 Information for inclusion into the Health & Safety File 73
13.2 Health & Safety File Coordination 74
APPENDIX 0 75
Health and Safety Policy Document 76
Health & Safety Policy Statement 77
Environmental Policy Statement 78
Stress Management Policy Statement 79
APPENDIX 1 80
Temporary Handover of Site Form 81
APPENDIX 2 82
APPENDIX 3 83
Intro Developments EL 84
DN Sheffield EL 85
APPENDIX 4 87
APPENDIX 5 89
APPENDIX 6 90
DN Sheffield First Aider Certification 91
APPENDIX 7 92
APPENDIX 8 93

MCR

The company holds Health and Safety as a core business value and is committed to creating a future free of incidents, injuries and ill health, where:

- All stakeholders actively create safe environments;
- Leadership, passion and commitment are present at all levels;
- Working safely enhances quality, improves productivity and generates Value;
- Attitude and behaviour replace statistics as a measure of success;
- People are enabled to make safe choices about their own and their neighbour's safety and to challenge the environment in which they work;
- Good safety behaviour is admired, respected & recognised across the organisation;
- Peer pressure has replaced policing – acting unsafely is anti-social;
- We have a competent workforce actively contributing to the safe planning
- Our business only welcomes those who support our vision – no compromise.

We take pride in everyone returning home safely, every day!

This Plan describes how we intend to manage Health, Safety and Environment issues on this Project. I expect everyone working on the project to comply with its requirements & work to maintain the standards.

Print Nam [redacted]
Title: [redacted]r

Signed: [redacted]

Date: 03/03/2025

Principal Contractor Duty:

As principal contractor, we will plan, manage, monitor and coordinate the construction activities on the project in compliance with regulation 13 of the Construction, Design & Management Regulations.

Sub-Contractor(s) Duty:

As subcontractors, we expect you to plan, manage and monitor your own construction activities on the project and comply with all reasonable requests surrounding health & safety in compliance with regulation 15 of the Construction, Design & Management Regulations.

0 H&S POLICY, RESPONSIBILITIES, STRUCTURE & STANDARDS

The policies listed below will be maintained in Appendix 0 of this plan and where updates occur in line with business standards and / or changes in legislation and working practices, the changes will be digitally communicated to all staff. The Directors Health & Safety Policy statement will be displayed on the project H&S noticeboard for persons working on projects to view.

0.0 Health & Safety Policy

0.0.0 Company H&S Policy Document (Appendix 0)
0.0.1 Health & Safety Policy Statement (Appendix 0)
0.0.2 Environmental Policy (Appendix 0)
0.0.3 Harassment Policy (Appendix 0)
0.0.4 Stress Management Policy (Appendix 0)

0.1 Project Roles and Responsibilities

0.1.1 Roles & Responsibilities Matrix

Site roles & responsibilities Arrangements for Controlling Significant Site Risks

Note: The hazards and issues above have been identified by Intro Developments to assist those planning the works, they may not be exhaustive and need to be supplemented where appropriate by trade specialists or where required by site conditions.
Minimum controls are detailed in the health, safety & Welfare system.

A Assess
I Implement

No:	Reference:	Description of hazard / risk control	Project Manager	Package Manager	SNR Site manager	Site Manager
01	Plan	Pre-Construction Assessment i.e.: Asbestos, Lead, Demolition	A&I	A&I	A&I	A&I
		Construction Phase Assessment i.e. Health, Safety Plan	A&I	I	I	I
02	Assess	Risk Assessment: Company & Subcontractor	A&I	A&I	A&I	A&I
		Individuals Assessments (Young Person etc.)	A&I	I	A&I	A
		Permit Systems: (Dig / Confined Space etc.)	A&I	I	I	I
03	CDM	Contractor: (Competency, Appointment, Coordination etc.)	A	I	I	I
		Contractor & Workforce Communications	I	I	I	I
04	Environment	Environment: Noise, vibration, Nuisance. waste	I	A&I	A&I	A&I
		Environmental: Waste	I	A&I	A&I	A&I
05	Traffic	Public and pedestrian walkways	I	A&I	A&I	A&I
		Deliveries, Loading and Unloading	I	A&I	A&I	A&I
		Vehicle & Plant Movements on site only	I	A&I	A&I	A&I
		Underfoot Conditions (Slips, Trips and Falls	I	A&I	A&I	A&I
06	Fire	Fire & Emergency Planning	I	A&I	A&I	A&I
		Combustible Materials, Flammable Substances	I	A&I	A&I	A&I
07	Temp Work & Work at Height	Temporary Work scheme Assessment	I	A&I	A&I	A&I
		Excavations, Form & Falsework, support & access systems	I	A&I	A&I	A&I
		Work at Height assessment	I	A&I	A&I	A&I

08	Plant & Equipment	Lifting Activity planning	I	A&I	A&I	A&I
		Mobile Plant Assessment	I	A&I	A&I	A&I
		Static Plant Assessment	I	A&I	A&I	A&I
		Electrical Plant Assessment	I	A&I	A&I	A&I
09	Competency & Training	Competence Maintenance	I	A&I	A&I	A&I
		Training Analysis	I	A&I	A&I	A&I
		Induction	I	A&I	A&I	A&I
10	Welfare & Occupational Health	Welfare Provision (Sanitary Conveniences / seating etc.)	I	A&I	A&I	A&I
		Control of Substances Hazardous to Health (MSDS etc.)	I	A&I	A&I	A&I
		Occupational Health Assessment (Noise, Vibration etc.)	I	A&I	A&I	A&I
11	Inspection	Inspection & Monitoring	I	A&I	A&I	A&I
12	Incident	Incident & Investigation	I	A&I	A&I	A&I
13	H&S File	Collation of information for the Health & Safety File	A&I	A&I	A&I	A&I

0.2 Health & Safety System Structure

0.2.1 Health & Safety Minimum Standards

It is the intention of this document to set out the minimum health & safety standards that must be complied with on company projects.

These standards will be supported and underpinned by relevant H&S policies, plans, and process in the company management system.

These standards do not replace any legal obligations (including risk assessment), approved codes of practice (ACoP's), or guidance documents produced by the Health & Safety Executive (HSE), or other relevant industry bodies.

We will communicate with, and support all contractors to achieve these standards and other requirements.

Non-compliance with these standards is likely to result in works being stopped and/ or the commencement of disciplinary proceedings. All costs associated with non-compliance will be at the cost of the relevant contractor.

We work safely, or not at all, and we expect this from all individuals and every organisation working on our projects. We empower anyone to speak up if they have any concerns.

The Health & Safety documentation required to meet both the company and legislative requirements must be kept on site and made available upon request.

A targeted review of contractor documents will be conducted weekly by the project teams.

0.3 H&S Performance, Measure & Review

0.3.1 Performance Measure & Review

Introduction

Measurement is an accepted part of the 'plan-do-check-act' management process. Measuring performance is as much part of a health and safety management system (SMS) as financial, production or service delivery management.

The primary purpose of measuring health and safety performance is to provide information on the progress and current status of the strategies, SMS and activities used to control risks to health and safety.

Measurement drives the development of the SMS, and so the control of risk, by:

- Providing information on how the system operates in practice;
- Identifying areas where remedial action is required;
- Providing a basis for continual improvement; and
- Providing feedback and motivation.

Measurement provides information on both the level of performance, and why the performance level is where it is.

Measuring Performance

Measuring performance will gauge the adequacy, usage and implementation of the SMS. This, in turn will:

- Highlight if the correct balance of resources / effort is being targeted proportionately;
- Identify if control measures are proportionate to the hazards and risk presented.

The measuring process itself is an essential element of the health and safety management system, so its correct implementation will be monitored via a systematic approach to the safety management system using each prescribed section, and its individual requirement. The following will be measured:

- Hazard trends (Operative Hazard Cards)
- Inspection trends (Project / senior / Independent)
- Behavioral Notices issued by projects
- Enforcement Actions
- Injuries & incidents

Injury & Incident Statistics

In line with the company 'Incident Investigation Process', collection of relevant information is to be carried out in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR). This requires information to be collated for employees, either direct or indirect and the public, employees on site.

Injuries: Will be categorised as follows:
Minor: Where an incident has occurred and resulted in first aid being necessary and / or entered within the site accident book (B510).
Lost Time: Where a person has not been able to attend work for 1 day due to an on-site injury, not counting the day of the injury.
7 Day: Where a person has not been able to attend work for over 7 days due to injury, not counting the day of the injury.
Specified: Where an injury occurs which is included on the specified list included in RIDDOR

The number and type of injury will be collated and reported back to the Health & safety Manager as soon as practical / on a weekly basis.

The site attendance hours of staff and operatives and visitors, will also be collected periodically by the Health & Safety Manager to formulate the AFR (Accident Frequency Rate).

The AFR can then be calculated: $\frac{\text{AFR} = \text{Total RIDDOR (R) accidents} \times 100{,}000}{\text{Total hours worked on Project}}$

Incidents: Will be categorised as follows:
Near Miss / Hit: Incidents which could have resulted in more serious consequences.
Dangerous Occurrence: Where an incident occurs which is included on the specified list included in RIDDOR.

Review & Improvement

All health & safety data, will be collated for future improvements and reported back to the business, monthly.

A senior review group will meet at least quarterly, consisting of Directors, Safety Manager(s), and external consultants where appropriate, to review performance and consider if changes are necessary to policy / the safety management system.

Project Managers will meet at least quarterly, to review performance and identify improvement or change requirements

B4–1.0 Pre-Construction Information (PCI)

1.0.1 Pre-Construction Information

The Pre-Construction Health & Safety Information has been collated by the client & Principal Designer with assistance from the principal contractor. The information contains both desk studies and site reports from applicable consultants and be held in Health & Safety File(s) 1.0.

Preconstruction Information will include existing records, plans & any issues or restrictions which may affect the project. The pertinent items included within the information supplied, has been extracted and described below for use in formulating the Construction Phase Health & Safety Plan and for use by contractors in formulating risk assessments for implementation on the project as required.

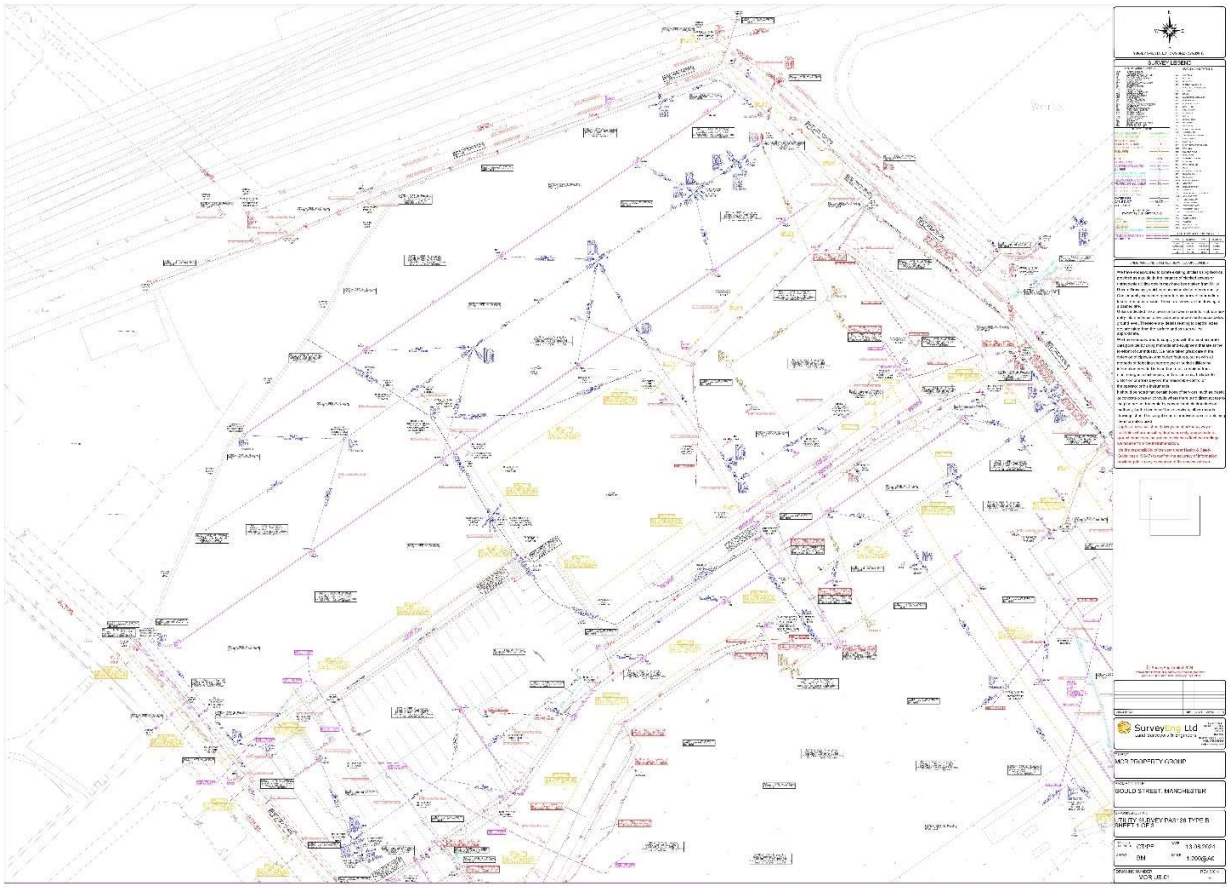
1.0.2 Site (H&S) Set-Up Assessment

An assessment of the HS&E materials, equipment, and signage etc. which will be required during the project, will be undertaken by the project Manager at the earliest opportunity. This assessment will be in conjunction with formulation of the relevant plans included within the phase plan section below i.e. environmental, traffic, fire & lifting etc. which, when completed will indicate the quantities required.

This assessment can then be agreed with the other members of the project team i.e. Quantity surveyors and buyers, within a suitable timeframe to afford senior management approval time, and delivery as required.

1.0.3 Existing Services

Below is a GPR showing all of the existing below ground services for the entire development.



1.0.4 Utilities Management Plan

This is not application at this stage.

1.0.5 Contaminated Land

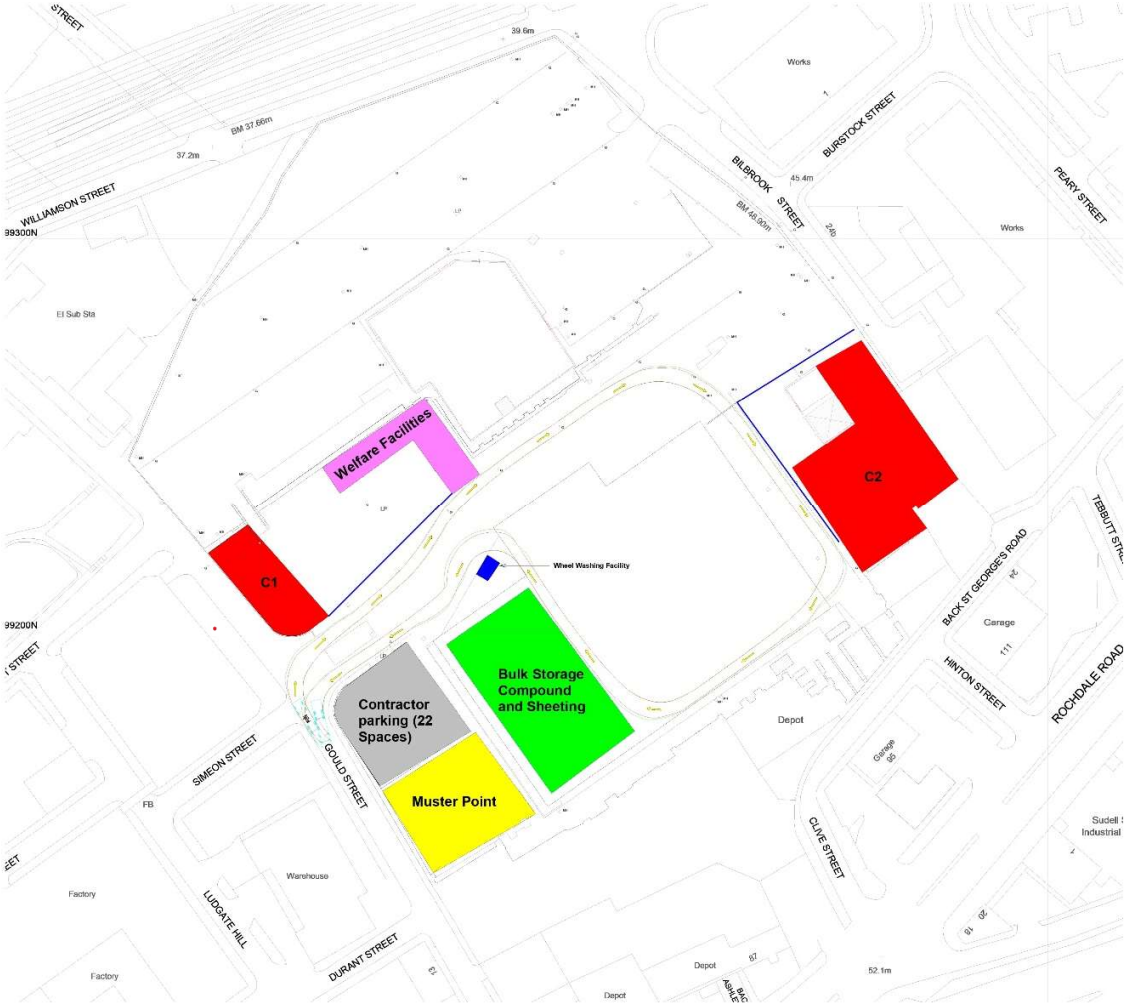
Contaminated land has been identified, and the remediation strategy has been approved by Manchester City Council Reference Condition 6 – 128431/FO/2020. This is only for the enabling works for the gas compounds and diversion.

1.0.6 Waste Management Plan

All non-essential combustible wrapping and packaging shall be removed to a safe place away from the working area and be disposed of at the earliest opportunity, and in any case not less than once per day.

- Separate metal bins, with close-fitting metal lids, shall be provided for combustible materials such as oily rags.
- Unwanted materials from open areas of the site shall be collected at regular intervals.
- All recycling collection points and other combustible waste materials awaiting disposal shall be kept in an area as far as reasonably practical away from the building under construction, temporary buildings, smoking shelters, stores and equipment.
- All dry vegetation must be cleared regularly.

All spoil, waste and materials will placed within the green area below, which is placed in a way as to not hinder the access and egress of vehicles.



1.0.7 Asbestos

This is not application at this stage.

1.0.8 Knotweed

There has been no Japanese Knotweed identified on site.

1.1 Construction Phase Health & Safety Plan

The key requirements and actions defined below to confirm how the company will manage Health, Safety and welfare to reduce the risk of incidents on the project. H&S File 1 will be created with the appendices as lettered within.

1.1.0 Project Particulars

This Construction Phase Health & Safety Plan has been formulated in advance of the construction works utilising the available pre-construction information. It will be revised during the project as change necessitates. Senior management, health & safety management or 3rd Party health & safety inspectors may also review during inspection and monitoring processes.

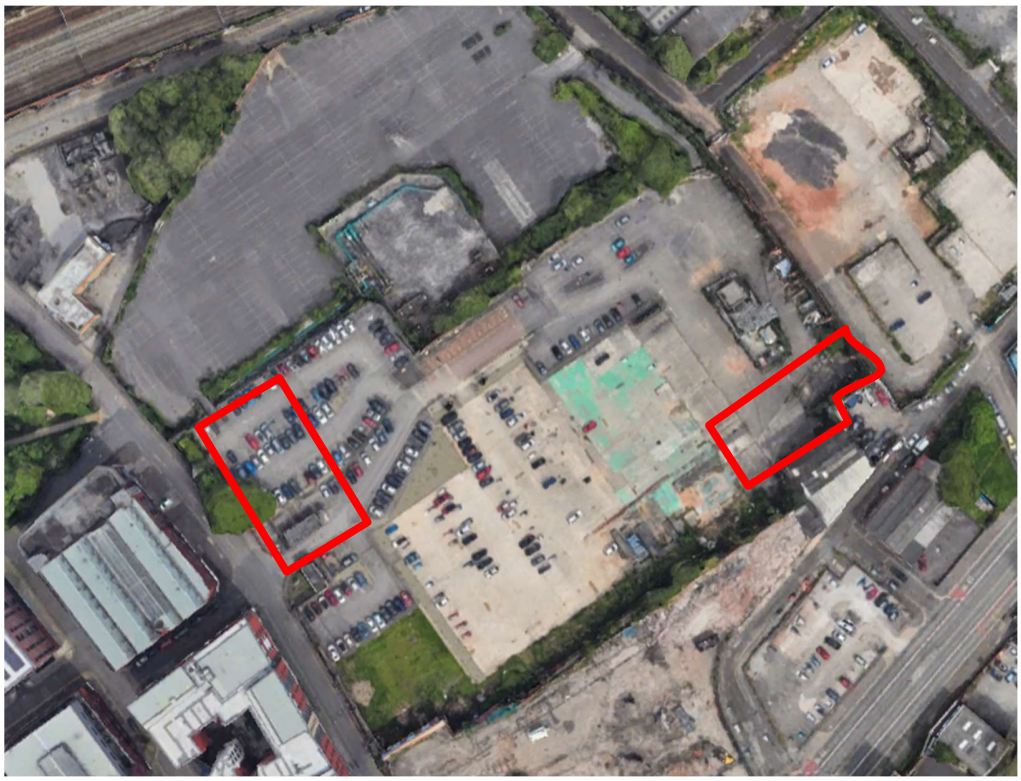
Project Description:

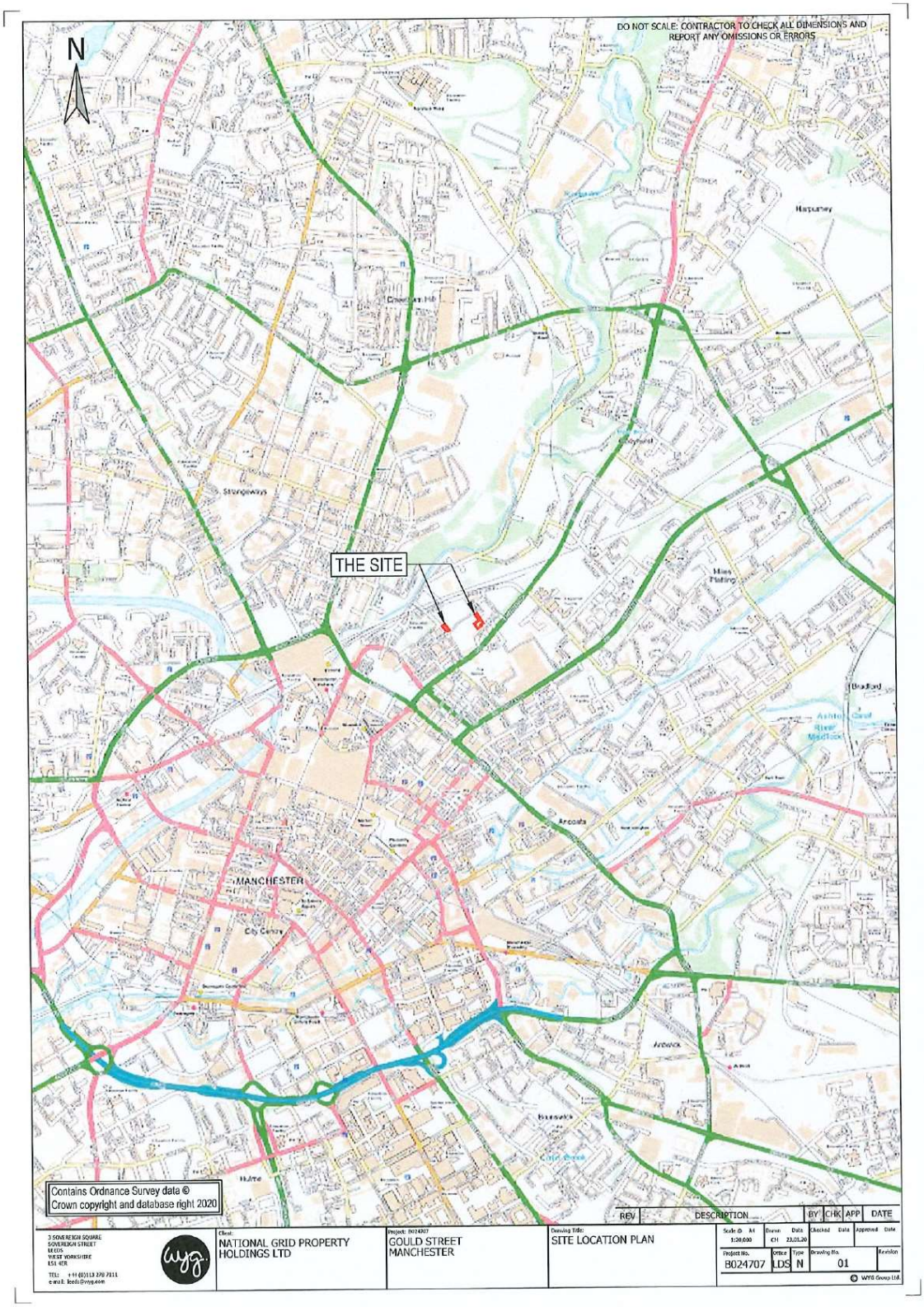
Reinforced concrete retaining walls to form a permanent working compound for the Cadent relocation works.

Programme:

Enabling Works programme: 12 Weeks

Working Compound Location Plan: The red outlines are the working areas.




DO NOT SCALE: CONTRACTOR TO CHECK ALL DIMENSIONS AND REPORT ANY OMISSIONS OR ERRORS
N
THE SITE
MANCHESTER
Contains Ordnance Survey data © Crown copyright and database right 2020
REV
DESCRIPTION
BY
CHK
APP
DATE
NATIONAL GRID PROPERTY HOLDINGS LTD
GOULD STREET MANCHESTER
SITE LOCATION PLAN
B024707
LDS
N
01

Project Appointments

All the original appointment letters from below will be held in Appendix 1 of this plan.

NOTE: Where the Project Manager does not appoint or nominate a role, that duty is retained.

The project manager and / or appointee must ensure the procedures detailed in this plan / Company Management System are adhered to as a minimum.

The Project Manager may also appoint further managers to suit the individual circumstances of the project following agreement with the senior management. Such appointments which may or may not require a formal letter of appointment, will be listed within this plan.

1.1.1 Project Manager Appointment

Where deemed necessary, a project manager will be appointed by the construction director, or contract manager where appointed, to be responsible for safety on the project.

1.1.2 Site Management Appointment(s)

Where deemed necessary, further site managers will be appointed by the project manager to assist them in their duty as project manager.

1.1.3 SHEQ Management Appointment(s)

Where deemed necessary, a SHEQ manager will be appointed by senior management to assist them in their duty as project manager.

Visiting Management:

Dawa Singh	Construction Director

Project Management:

Rory Caroll	Project Manager
Matt Sanderson	Site Manager
Richard Wadkin	H&S Inspector/consultant

1.1.4 Emergency Contact Numbers

Appointment	Name / Number
Construction Director Responsible for Safety on Site	Dawa Singh / 07799662114
Management Appointments	Scott Pollinger/ 07944789780
Project Manager	Rory Caroll / 07979653150
Site Supervisor	Matt Sanderson / 07971008853
Environment Coordinator	TBC
Traffic Coordinator	TBC
Fire Coordinator	TBC
Crane Appointed Person	TBC
Plant Coordinator	TBC
Temporary Works Coordinator	TBC
Temporary Works Supervisors	TBC

1.1.5 Temporary Handover of Site Supervision

Where deemed necessary by the project lead, the supervision of certain activities may be handed over to a competent subcontractor supervisor.

Please contact your SHEQ manager at the earliest opportunity to discuss any competencies which may be relevant to the specific activities being undertaken on the project.

This form also requires sign off by the applicable Director and / the Head of Construction.
Form can be found in Appendix 1

2 Risk Assessment Method Statements (RAMS)

The key requirements and actions defined below to confirm how the company will manage the risk assessment process to reduce the risk of H&S or commercial incidents on the project. H&S File 2 will be created with the appendices as lettered here.

2.0.0 Project Residual Risk Assessment

The table below, completed by the project manager, provides detail of an overview of risks to health & safety on the project considering the pre-construction information and the proposed construction activities.

This information should be reviewed by all contractors, prior to assessment of any proposed construction activities, to formulate RAMS which are suitable & sufficient, for approval by the project manager.

Residual Risk Assessment:

Hazard / Risks:	Rating A-E	Contractor Actions Required to Reduce Risks
Residual Pre-construction risks	C	Working in the vicinity of live underground utilities.
Contractor Interfaces	E	The contractor will have the entire site to themselves with no interaction with the public or other contractors.
Environmental Aspects	E	As part of the remediation strategy for the enabling works all made ground will be stored on site. It will then be dealt with during the main remediation. Wheel Wash Facilities by means of a portable jetwash will be used during the enabling works. All stone deliveries vehicles will be sheeted.
Plant & Pedestrian Interfaces	D	The only interface between plant and pedestrians will be at the site entrance where the banksmen will be provided for any deliveries.
Fire & Emergency Risk	E	All works are carried out in an open area with no combustible materials.
Plant restrictions	D	The only restrictions for the enabling works are working around live cadent gas installations which will be supervised by Cadent Plant Protection.
Lifting Boundaries etc.	N/A	N/A
Electrical	N/A	N/A
Temporary Works Risks	C	Risk of collapse of excavation although all excavation will be battered back to a 1 in 2 slope.
Work at Height Risks	N/A	N/A
Occupational Health Risks	C	To be assessed within the RAMS.

2.0.1 Risk Assessment Guidance Document

A Risk assessment guidance document in the form of a matrix, for use during the assessment / rating of individual risks during formulation of RAMS.

Reference: B4 - 2.0
Author: S Longsdale
Revision: 01: 2023 08

RISK ASSESSMENT GUIDANCE DOCUMENT

INTRO DEVELOPMENTS LTD

Step 1	Identify the hazards via a site visit, discussion with management, workers, suppliers, experts, manufacturer's instructions, data sheets etc.	
Step 2	Decide who might be harmed i.e.; visitors, contractors, members of the public, cleaners, young workers, other workers, client staff etc or damage caused.	
Step 3	Evaluate the Hazards against the Likelihood and Severity matrix and enter into L1 and S1 with the total into R1.	
LIKELIHOOD	**DEFINITION**	
1. Very Unlikely:	Little or no chance of occurrence; would require a freak combination of factors for the situation to result.	
2. Unlikely:	Conceivable; occurrence would require multiple failures of systems and controls or a rare combination of factors.	
3. Possible	Possible when additional factors are presented but otherwise unlikely to occur.	
4. Likely	Significant chance of an occurrence and represents a credible scenario.	
5. Very Likely	Almost inevitable that an incident would occur.	
SEVERITY	**HARM**	**DEFINITION**
1. Negligible	Persons	Superficial injury or health implications with no work time absence
	Assets	No likely damage or loss of use or function
	Environment	No damage or effect to the natural environment
2. Minor	Persons	First Aid treatment or minor short term health effects; nuisance or irritation. No lost time
	Assets	Damage requiring minor repair
	Environment	Minimal impact on the natural environment with restoration expected within 24hrs
3. Moderate	Persons	A person suffering a Lost Time Injury or injuries or persistent health effects
	Assets	Locally repairable damage, possibly extensive
	Environment	Short term controllable impact on the natural environment with restoration expected within one day to a month.
4. Serious	Persons	Major fractures, amputations, poisonings or multiple injuries
	Assets	Serious damage requiring major repair or replacement; inoperable
	Environment	Medium term impact on the natural environment with restoration taking more than one month to a year. Could result in legal non-compliance & prosecution.
5. Major	Persons	Fatal injuries, single or multiple, occupational cancer; other severely life shortening diseases, acute fatal diseases
	Assets	Major damage requiring long term repair; complete replacement, inoperable
	Environment	Long term impact on the natural environment with a restoration period exceeding one year. Likely result in legal non-compliance and prosecution.
Step 4	Decide on the control measures to be implemented or that are already in place.	
Step 5	Re-evaluate the risks with the stated control measures and enter into L2, S2 with the revised total into R2.	

LIKELIHOOD X SEVERITY	**1.Negligible**	**2.Minor**	**3.Moderate**	**4.Serious**	**5.Major**
1.Very Unlikely	1	2	3	4	5
2.Unlikely	2	4	6	8	10
3.Possible	3	6	9	12	15
4.Likely	4	8	12	16	20
5.Very Likely	5	10	15	20	25

Step 6	Assign a Risk Rating of Low, Medium or High dependent on your score in R2.
Step 7	Ensure the controls are implemented and the Risk Assessment is communicated and signed off by all relevant individuals.
RISK RATING	**DEFINITION**
Low 1-6	These risks are considered tolerable and acceptable. No further action is necessary other than to ensure the controls are maintained.
Medium 8-12	Consideration should be given as to whether the risks can be lowered. The costs of additional risk reduction measures should be taken into account. Arrangements should be made to ensure the controls are implemented and maintained.
High 15-25	**Works must not proceed!** Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently and activities should be suspended or restricted or interim control measures applied until this has been completed. Considerable resources may have to be allocated to additional control measures. Another assessment should be carried out until the Risk Category is reduced.
Step 8	Review the assessment and amend accordingly if the risks or controls change. Ensure any changes are documented and communicated.

2.0.2 Risk Assessment Method Statement (RAMS) Register

A RAMS register for maintaining in the front of file 2. To be updated by the applicable manager as each new RAMS is formulated / existing RAMS revised & subsequently filed.

2.1 Company Risk Assessment Method Statements (RAMS)

All RAMS undertaken by the company, must identify and record significant risks and any control measures deemed necessary to reduce the risk to as low as reasonably practicable.

The company may utilise / insert the other process documents recorded below into the RAMS as required in addition to issuing Personal Protective Equipment as applicable.

- COSHH Assessments or standardised controls recorded within RAMS (Section 10)
- Manual Handling Assessment for movement of materials (Section 10)
- Small Plant Assessments (Section 8)

The applicable RAMS will be checked & reviewed by the project team prior to fully consulting and briefing applicable operatives and obtaining acknowledgement signatures.

2.1.1 Risk Assessment Method Statement (RAMS) Template

A template for use in formulating Risk Assessment Method Statements (RAMS), taking account of the physical, environmental & personal hazards involved during the activity. The project manager will comment / approve where necessary.

2.1.2 Task Assessment Sheet Template

A template for use in formulating Risk Assessment Method Statements (RAMS), in place of the larger 'blank RAMS'.

NOTES:

- Where the task assessment sheet is too small, 2.1.1 should be utilised as above.
- Task assessment sheets should be given a new number and included on the Rams register.

2.1.3 Blank Risk Assessment Method Statement (RAMS) Briefing Sheet

A blank briefing sheet is available for use when evidencing RAMS briefings.

2.2 Contractor Risk Assessment Method Statements (RAMS)

The RAMS undertaken by the company's contractors must identify significant risk, required management processes and the control measures deemed necessary.

Subcontractor RAMS should be submitted **1 week** in advance of activity commencing.

For High-Risk operations RAMS should be submitted **2 weeks** in advance.

RAMS will be checked & reviewed by the project team as necessary / recorded below.

Methods of communicating the RAMS will be as follows: Sub-Contractor Supervisor to fully brief their operatives and obtain an acknowledgement Signature.

2.2.1 Subcontractor RAMS Approval Check Sheet

All RAMS submitted by subcontractors will be commented on within **2-3 Days** for all normal activities by the appropriate manager. Where the manager finds the RAMS to be acceptable, they should pass it to the project manager who must sign the approval form where satisfied or return to the appropriate manager where further changes are required. Once the process is completed and the document is approved, by both the manager & the Project Manager - it should be included on the subcontractor register & maintained in file 02.

NOTE: All RAMS, whether company or contractor, must be reviewed at a maximum frequency of 3 months (Quarterly) or following substantial change to process, resources and environment conditions.

2.3 Individual Risk Assessments

A risk assessment must be completed for specific individuals e.g., a young person (under 18 years of age), or an expectant mother or those carrying existing injuries, conditions etc.

This must be completed a week in advance of work commencement / at the earliest opportunity and submitted to the health & safety Manager for review.

NOTE: Individual assessments must be held securely in line with GDPR requirements.

2.3 Young Persons Briefing Document

A generic briefing document is available for use in briefing young persons and improving their health, safety & welfare standards as they enter the construction industry.

2.3.2 Expectant Mother Assessment

This risk assessment should only be completed by a line manager upon receipt of written notification from an employee that they are pregnant, have given birth within the last 6 months, or is breastfeeding.

The assessment should also be completed for an employee returning to work within 6 months of delivery of their baby or where breastfeeding is continuing.

2.4 Permits to Work

In order to further reduce risk at the source of an activity, and where necessary following risk assessment, permits to work may be utilised.

For high-risk company activities such as excavation, permits are to be issued by company Management in accordance with an approved Risk Assessment Method Statement.

For high-risk subcontractor activities i.e. Mechanical & Electrical permits will be issued by the specialist subcontractor & controlled under their approved Risk Assessment Method Statement and held with their RAMS files. The project manager must approve subcontractor processes.

NOTES:
Hot Work permits will be managed in accordance with section 6 of this plan.
Temporary Works permits will be managed in accordance with section 7 of this plan.

2.4.0 Permit to Work Register

A permit to work register for use in recording & evidencing the permits recorded below.

2.4.1 Permit to Break Ground (c/w Excavation Inspection Sheet)

For use where any contractor is required to penetrate / break the grounds surface. Where an excavation remains open, a daily check will be required to be completed, prior to entry.

2.4.2 Piling Permit

For use with piling contractors, to review the competencies of their plant & Equipment.

2.4.3 Permit to Access/Enter

For use where a contractor is required to enter a restricted space on the project.

2.4.4 Confined Space Permit

For use where a competent contractor is required to enter a project confined space.

3 CDM & Contractors

The key requirements and actions are defined below to confirm how the company will manage the requirements of the Construction Design Management Regulations (CDM) i.e., competence, control, co-operation and communication, to reduce the risk of H&S / commercial incidents on the project. H&S File 3 will be created with the appendices as lettered here.

3.1 Contractor Competency

The client, or their representative will formally appoint a competent Principal Designer. The company will formally appoint Architectural & structural designers plus relevant consultants to complete investigations / surveys / assessments and or prepare reports etc. during both the preconstruction and construction phases as required.

The following activities recorded under the headings below are mirrored with the commercial procedures as they will be undertaking the stated tasks .

Pre-Qualification Questionnaire (PQQ)

All contractors must be able to comply with the minimum (H&S) standards document (B4 – 0.3.1), which must be forwarded with a copy of the PQQ as required by the project lead / their delegate. Following satisfactory completion of the PQQ, contractor details will be held on the central office 'PQQ Compliance List' for use by all projects.
Project teams should ensure the PQQ is completed to a suitable standard, collating relevant documents into a contractor file in the 'pending folder', prior to final review by the appropriate health & Safety Manager.

Tender Health & Safety Qualification

Following satisfactory completion of a Pre-qualification questionnaire as above, and in order to ensure competencies remain current, If the PQQ is nearing or past 12 months old, a tender Health & Safety Qualification form will be sent out with each separate tender.
Upon successful award of the Works, this document will form part of the subcontract order and must therefore be fully completed.

Subcontractor Performance Evaluation

Following completion of contracted works the project team will use the subcontractor performance evaluation to communicate an objective view of their overall performance on the project.

3.2 Contract Appointments

3.2.1 F10 Project Notification

Where the project is notifiable under the CDM regulations, the client, or their delegate will submit an F10 to the HSE.

Current F10 Expiry date: xx

NOTE: The notification will be posted on the projects Health & Safety Notice board.

3.2.2 Client Details:

Name: MCR Property Services
Address: Universal Square, Devonshire St North Manchester, M12 6JH
Telephone: (0)161 274 3330

3.2.3 Principal Designer Appointment:

Where applicable, the client, or their delegate, will appoint a Principal Designer to assist & advise with their duties throughout the preconstruction phase i.e., initial planning & design stages plus any further design changes during the construction phase coupled with formulation of the Health & Safety File.

Principal Designer

Name: Dominic Manfredi (AHR)
Address: 5th Floor, 55 Princess Street, Manchester M2 4EW
Telephone: 07813301689

3.2.4 Principal Contractor Appointment:

The company has been appointed as Principal Contractor by the client to safely plan & manage the construction phase activities on the project.

Principal Contractor

Name: DN Sheffield
Address: Unit 1, Moorside Court, Rotherside Road, Eckington, Sheffield, S21 4HL
Telephone: 01142513030

3.2.4.1 Employers Liability (EL) Insurance (Copy held in Appendix 3 of this plan)

The principal contractor has EL insurance which will expire: 29/06/25

NOTE: The insurance will be posted on the projects Health & Safety Notice board.

3.2.4.2 Construction Programme (Copy held in Appendix 4 of this plan)

The construction programme is scheduled for completion: xx

3.2.5 Lead Designers:

Architects:

Name: AHR
Address: 5th Floor, 55 Princess Street, Manchester M2 4EW
Telephone: 01618287900

Engineers:

Name: BDP
Address: 11 Ducie Street, PO Box 85, Piccadilly Basin Manchester M60 3JA
Telephone: 0161 828 2235

Mechanical & Electrical:

Name: BDP
Address: 11 Ducie Street, PO Box 85, Piccadilly Basin Manchester M60 3JA
Telephone: 0161 828 2235

3.2.5 Key Consultants:

Health & Safety:

Name: Richard Wadkin
Address: Unit 1, Moorside Court, Rotherside Road, Eckington, Sheffield, S21 4HL
Telephone: 07525593967

Environmental:

Name: Brownfield Solutions
Address: William Street House, 173-183 Witton Street, Northwich, CW9 5LP
Telephone: 01606334844

3.2.6 Key Contractors:

Contractor	Activity	Manager	Contact
DN Sheffield Ltd	Groundwork	Rory Caroll	01142513030
M&D Foundations	Piling	Mikey Haward	01733367722
DN Sheffield Ltd	Drainage	Rory Caroll	01142513030
DN Sheffield Ltd	Substructure	Rory Caroll	01142513030
N/A	Superstructure		
N/A	M&E		
N/A	Brick / Blockwork		
N/A	Cladding		
N/A	Glazing		
N/A	Roofing		
N/A	Finishing		
N/A	Landscaping		

3.2.7 Suppliers of Materials:

ALL Suppliers of materials to the project are required to comply with the current legislation & provide relevant H&S information for use in risk / CoSHH / Manual Handling assessments etc. and for inclusion into the Health & Safety File.

3.3 Co-ordination

Health & Safety issues will be coordinated using varying methods. Minutes & other associated documents will be saved for future use as required in either progress / subcontractor files.

NOTE: A digital platform, PROCORE, will be utilised to share all relevant information to the respective parties.

3.3.0 Project Health & Safety Launch

A project Health, Safety and Welfare Launch meeting will be held in advance of the project commencing to help ensure the projects organisation & arrangements are suitable to commence on site activities with attendance of:

Construction Director:	Dawa Singh
Project Manager:	Rory Caroll
Site Manager:	Matt Sanderson
H&S Consultant:	Richard Wadkin

3.3.1 Pre-Start Minutes

The project team will conduct pre-start meetings with subcontractors discussing the foreseeable Health, Safety & Welfare issues which may arise with contract & site management. Copies will be retained in subcontractor files. Other methods of communication with contractors may include:
xx

3.3.2 (Management) Health & Safety Meeting

The project team will conduct regular meetings with subcontract management discussing the foreseeable Health, Safety & Welfare

3.3.3 (Supervisors) Daily 'Black Hat' (Supervisor's)

'Black hat' meetings will be completed **mid, to late afternoon each day** with all relevant supervisors to discuss the proposed activities of each contractor the following day and coordinate health & safety issues along with communicating any changes to site. The pertinent health & safety issues should be transferred into the daily activity briefing (DAB) the following morning by the respective supervisor to their operatives.

The method of recording the attendees & minutes of these meetings will be via a photo of the notice board with included site layout used for the meeting with notes recorded. Example items are listed below:

- Housekeeping
- Weather Forecast
- Vehicular deliveries
- New starts for induction
- Plant Positional changes
- Temporary changes Traffic layout
- Adjacent / above / below Activities

3.3.4 Operative Daily Activity Briefing (DAB's)

DAB's will be completed for each operative at the start of each day by the designated supervisor putting the operatives to work, to discuss the proposed activities for the day and consider 'black hat' notes and any changes to the RAMS or environment for example.

Other methods of communication with site workers will include:

- A project commencement health, safety & Welfare Induction
- A briefing on relevant risk assessment method statement (RAMS) (See section 2)
- Regular toolbox talks on pertinent health, safety & welfare subjects. (See section 9)
- Constant Communication with site management surrounding daily activities.

3.3.5 Health & Safety Committee

A safety committee will be held monthly and chaired by the project manager / Snr Site Manager. Delegates from both the company and their subcontracts will be invited to discuss ideas to maintain / improve the overall health, safety & welfare on the project.

3.3.6 Client Communications

Health, Safety and Welfare issues will be communicated with the client by email & formal correspondence as required coupled with meetings being convened as required. The requirement for attendance at design team meetings will be assessed in advance.

3.3.7 Principal Designer Communications

Design Health, Safety and Welfare issues will be communicated with the Principal Designer by email & formal correspondence as required coupled with meetings being convened as required. The requirement for attendance at design team meetings will be assessed.

3.3.8 Lead Designer Communications

Design (HS&W) issues will be communicated with the Designers by email & formal correspondence as required coupled with meetings being convened as required.

Design team meetings (DTM) will be held at regular intervals: Monthly

3.3.9 Enforcement Body Communications

Where a visit by an enforcement body occurs, either planned or unplanned the items discussed should be recorded to table at meetings and assign actions as necessary. The central office should be notified at the earliest opportunity, using the incident notification report as recorded in section 11 of this plan.

3.3.10 Others who May Be Affected

The following groups will be informed at the start of the project & provided with contact details:

- Neighbors / Schools etc.
- Health and Safety Executive through notifications
- Police / Emergency Services will be contacted and advised of emergency procedures.
- Environment Agency, Local Authorities will be contacted and advised of the project.

3.3.11 Health & Safety Notice Board

In addition to a signed / completed H&S Law poster being displayed in a prominent position for site management roles & operatives alike to be able to view, a Health & Safety Notice Board will be positioned at site entrance. The items listed below will be included & maintained as a minimum:

1. A current copy of the company Health & Safety Policy (0.1.A.1).
2. A current copy of the Employers Liability Insurance. (Appendix 2)
3. A copy of the F10 Project Notification (Appendix 3)
4. The project Safety Appointments (1.1.2)
5. The environmental Requirements (4.1.D)
6. A current copy of the Traffic Management plan Layout (5.1.C)
7. The Visiting Driver Requirements (5.1.D)
8. Emergency procedures i.e., first aid provision & Hospital locations (6.1.D)
9. The Specific project Rules inclusive of the Behavioural Notice process. (9.2.2)
10. Fire evacuation procedures including the location of a smoking area. (6.1.C)

3.3.12 Non-English-Speaking Workers

The same laws which apply to the UK workforce also apply to migrant and non-English speaking workers. In many circumstances this will require no further actions at project level although the communication of safety instructions is paramount. The project will use a mixture of the following solutions:

- Instructing other employees who speak good English to act as interpreters.
- Using a 'buddy system' – putting experienced workers with new or inexperienced workers who speak the same language to help smooth the transition when they are first employed.
- Using non-verbal communication to get the message across e.g., signage and symbols
- Using simple, clear English in training sessions, communicating clearly
- Providing written information in a relevant language, (Competent translator with technical knowledge)

4 Environmental Management

The key requirements and actions defined below to confirm how the company will manage environmental issues to reduce the risk of H&S/ commercial incidents on the project. H&S File 4 will be created with the appendices as lettered here.

The environmental plan will focus overall on sustainability and a reduction in carbon footprints by directing its efforts towards waste prevention and setting a number of goals surrounding a reduction in emissions, energy and water consumption, and associated vehicle mileage.

Dust suppression measures will be implemented as required. These will consist of the use of water to dampen down the stockpiles and excavated areas.

4.1 Environmental Plan

The key requirements & actions are defined below confirming how the company will manage environmental issues at project level. The project manager will nominate an environmental coordinator or retain that duty to formulate an environmental plan controlling risks identified from the construction processes in order to protect the surrounding environment. Following approval from the project manager where applicable, the plan will be communicated accordingly to those involved in the project as & when revised.

4.1.0 Environmental Assessment

Completing the table below consider which operations are applicable to the project and tick which aspects must be considered for a particular operation in order for the environmental coordinator to complete the Aspects & Impacts Register in the environmental plan.

<Operation	Aspect > Item / Description	Ecology	Archaeology	Contamination	Air	Water	Traffic	Noise	Vibration	Haz Waste	Gen Waste	Wheel Wash	Sheeting Vehicles	Dust Suppression
Site Clearance		✓		✓	✓		✓	✓	✓	✓	✓	✓		✓
Groundwork's		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Piling								✓	✓					
Drainage		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Substructure								✓	✓			✓		
Deliveries							✓	✓				✓	✓	✓

4.1.1 Environmental Information

A list of permits / consents / exemptions & licences etc. will be maintained in Appendix A:

- Hazardous Waste Producer Licence
- Discharge Permit (Section 106)
- Waste Carrier Licences
- Waste Disposer Licences

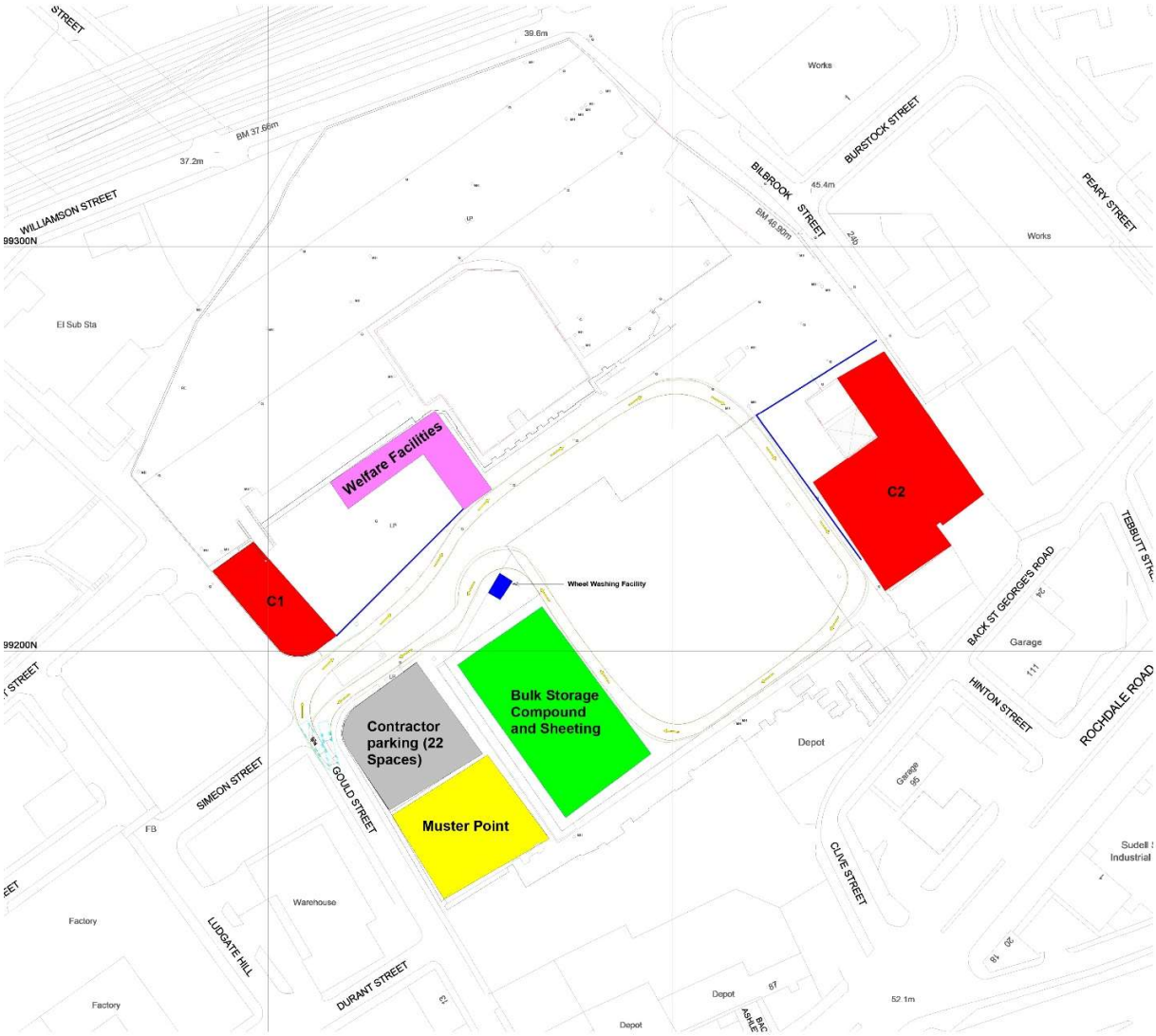
5 Traffic Management

5.1 Traffic Management & Facilities Plan

A traffic plan will be formulated to maintain the movement of construction plant, delivery vehicles, and general circulation of pedestrians safely around the project.

The project manager will nominate a traffic coordinator (Item 1.1.2) or retain that duty to formulate a traffic management plan to help ensure safe traffic management. The project Manager must approve this plan as applicable and ensure it is communicated following revisions to the project team, subcontracts and site operatives.

Swept Path Analysis:



- After careful consideration we have decided that the best access for vehicles will be to loop around the car park and exit though the Gould St entrance. As used by Mcgoff for the development at 87 Rochdale road.
- All construction vehicles will do a loop and go back out of the Gould St entrance with the help of a banksmen (The yellow arrows on the map). As used by McGoff in the past to service their compound and welfare facilities for the development at 87 Rochdale Road.
- A Banksmen will be on site to assist vehicles manoeuvring in and out of the site as there will be a height restrictor in place at the Gould St entrance.
- Wheel washing facilities will be located at the exit of the site for vehicles wheels to be washed before they exit. This will be in the form of a jet wash pack.
- Sheeting and de-sheeting of deliveries and vehicles will be done within the green area above. This is a flat area of the site that will be utilised for stone storage.
- Compound 1 still allows access to the south side of the gate house as used by McGoff in the past to service their compound and welfare facilities for the development at 87 Rochdale Road. The entrance will be as per the current access to the carpark from Gould Street.
- There will be no impact on vehicular and pedestrian access to the site as the entrance and exit is remaining the same. The amount of construction vehicles that will be entering the site are minimal meaning there should be no interruptions or impacts to traffic.
- No hoarding will be erected but a temporary heras fencing will placed around the sites.
- On this aspect of the works no footpath closures are envisaged.
- Cadent will be carrying out works outside the perimeter of the site however this will be under their supervision and statutory undertakers rights.
- In this set of work there is no intention to use any hoarding, scaffolding or skips on the public highway.

5.1.1 Traffic Management Information

Traffic management Project Information and details:

- All deliveries and collection of waste will take place between 10am and 3pm as to not make an impact on peak hour traffic.
- Meetings have been previously held with MCC and it has been confirmed that the gates/barriers can opened during the working delivery hours (10am-3pm).
- A Dilapidation survey will be carried out with the local authorities prior to commencement on site.

- All unloading or loading of vehicles will be carried out within the fenced areas of Compound 1, Compound 2 or The Bulk Storages/sheeting area. (As indicated as the blue lines around the compounds/areas.
- No impact on vehicular or pedestrian movement is expected due to the minimal amount of construction vehicles and the use of a banksman for all construction vehicle movements.
- No roads need to be closed.
- Works are outside the adopted highway including the footpath. Fencing may be required to the back of the footpath on Gould Street.
- No footpaths or carriage ways will be closed.

Pedestrian Access:

- Working Areas will be fenced off to prevent any pedestrian access.
- The only sections pedestrians will have access to are the rented out car park areas.
- All construction gates or entry points will be supervised to ensure no pedestrians stray within the working areas.

Number of construction vehicles to site:

- On the initial set up of site there will be a total of 1 Articulated wagon and 4 six wheel wagons.
- Once the site has been set up there will be an average of 2 wagons a day over the course of the works.
- There will be a total of 22 spaces available for contractors to use.

Utilities:

- There are no utility works involved in the initial site works. However Cadent Gas will be carrying out utility works in the future under their management.

5.1.2 Risk Assessment

A risk Assessment will be completed recording adequate control measures to risks identified by the coordinator. This will be maintained as Appendix B of the Traffic Plan.

5.1.3 Layout Plan

A layout displaying both logistics and general layout will be posted and maintained on the site notice board. This should be communicated as changes occur.

5.1.4 Visiting Driver Requirements

A set of requirements specific to the project will be drawn up and issued to all drivers visiting the project to ensure they are aware of the standards and pertinent rules. This will also be posted on the H&S notice board.

NOTE: Contractors must ensure the requirements are communicated to their supply chain

6 Fire & Emergency Plan

The key requirements and actions defined below to confirm how the company will manage fire and related emergencies to reduce the risk of H&S/ commercial incidents on the project. H&S File 6 will be created with the appendices as lettered here.

The project manager will usually act as 'central point of contact / emergency controller' taking control in emergency situations which may occur or nominate another manager below.

Central point of contact	Signature	Date
Rory Caroll		
Deputy		

6.1 FIRE & EMERGENCY PLAN

A fire & emergency plan will be formulated on the project in order to control the risk of fire and other emergencies. This plan will be communicated accordingly to those involved in the project when revised. The pertinent details will be explained at the site induction process. The project Manager must approve this plan.



6.1.1 Fire & Emergency Appointments

All projects must have a fire & emergency coordinator plus a deputy to cover for absences. The PM will make the appointment (Item 1.1.2) or retain which will then be held in Appendix 6 of this plan & copied to the fire plan. The coordinator must be appointed making reference to the need to have understood the emergency issues on the project & being willing to accept the role. Their competence / experience for fulfilling this role must be assessed. The coordinator will then appoint further marshals as required using the appointment letter held in the Fire Plan.

6.1.2 Fire & Emergency Risk Assessment

A risk Assessment will be completed recording adequate control measures to risks identified by the fire coordinator. This will be maintained in Appendix B of the Fire Plan.

6.1.3 Layout Plans

General Layouts will be formulated displaying the following items will be copied to Appendix C of the Fire Plan and posted in prominent positions on the project including:

- Muster Point in the event of emergency
- Emergency escape routes
- Location of firefighting equipment
- Location of CoSHH / storage
- Location of smoking area

6.1.4 Weekly Fire Controls Inspection

For complex or residential projects, the fire prevention controls will be inspected at least weekly & a record retained in appendix D of the fire plan. For smaller, non-complex projects, the inspection of the fire controls will remain with the weekly project manager inspection.

6.1.5 Emergency Procedures

Emergency contact & direction signage will be completed & posted on the site notice board & maintained Appendix E of the Fire Plan

6.2 HOT WORK PROCESS

Where hot works are to be carried out it will be necessary to implement the hot work procedures. This should be implemented daily prior to the works commencing. The procedure applies to all carrying out welding, burning, grinding etc. The procedure applies to all areas of site. The hot work permits will be issued by a member of the management team and must be requested the day prior to the requirement. Works must be in accordance with an approved risk assessment method statement (RAMS) and the Fire plan.

6.2.1 Hot Work Permit Register

A register will be completed by the issuing manager forming a project record of permits issued displaying compliance with the fire plan and legislation. This register will be maintained in Appendix G of the Fire plan. The Signatures should be made at the time of issuing the permit as acknowledgement there are adequate controls in place to commence the hot work activity. The Number should align with the permit number. The signed permit should remain with the 'receiver' (Hot Worker) until the 1-hour fire watch has been completed. The permit should then be returned & signed off with the issuer. The following items must be fully completed:

- The next sequential permit number to ascertain the number throughout the project.
- The Date the permit was issued.
- The name of the permit receiver clearly printed.
- The name of the company's subcontractor (1st generation subcontractors ONLY).
- The location of the hot works
- The signatures: Permit Issuer and Permit Receiver
- The date & time of validity (1 day maximum)
- The permit issuer signs off (Initials) upon satisfactory completion

6.2.2 Hot Work Permits

Permits will be maintained in Appendix H of the Fire plan and be relatable to the permit register. The permit issuer must satisfy themselves the items included on the permit are suitable discussed and agreed with the permit receiver. Where unsure the issuer should contact the fire coordinator.

All permits must be cancelled upon completion of the works. Where required the permit may be extended by the issuer provided all conditions remain consistent – this must be physically checked at the time. Hot work permits must be completed in full and signed off accordingly by the applicable Manager in line with the fire plan.

6.2.3 Personal Emergency Evacuation Plan (PEEP)

A template PEEP is available for use in assessing the needs of any individual who may have an impairment which may have adverse effects on their ability to evacuate in the event of an emergency on the project.

7 Temporary Works & Works at Height

The key requirements & actions defined below to confirm how the company will manage both temporary works (TW) & work at height (WaH) to reduce the risk of Health & Safety / commercial incidents on the project. H&S File 7 will be created with appendices as lettered here.

Temporary Works & Work at Height guidance

It is the intention of the guidance document to provide information and describe the company approach to managing TW and WaH risks. This document must be reviewed by both the project manager (PM) and any further appointments as recorded below.

Temporary Works Assessment

An assessment of the foreseeable HS&E 'Temporary Works' & 'Work at Height' equipment etc which will be required during the project, will be undertaken by the project Manager / Temporary Works Coordinator at the earliest opportunity. This assessment will be in conjunction with a consideration of the relevant risks presented during the construction process / sequence.

This assessment can then be agreed with the other members of the project team i.e. Health & Safety Manager, Quantity surveyors and buyers, within a suitable timeframe to afford senior management approval time, and delivery as required.

7.1 Temporary Works

7.1.1 Temporary Works Appointments

The Principal Contractor (PC) designated Individual (DI) will appoint a 'Temporary Works Coordinator' (PC.TWC), as early as possible to co-ordinate all the various TW activities.

As PC.TWC, they will be responsible for establishing and implementing suitable and proportionate TW process on the project.

The PM is by default, the PC.TWC, although may delegate the role in agreement with the DI.

Where delegated, the PM must formally appoint in writing using document 7.1.A, making reference to the need to have read & understood the temporary works guidance & being willing to accept the role.

The PC.TWC may in turn formally appoint Temporary Works Supervisors (TWS) utilising the same documents or retain all inspection and supervisory roles. Individual competence for fulfilling these

roles must be assessed by the PM and completed appointment letters should be held within Appendix 7 of this plan & copied to temporary works file / folders.

7.1.2 Temporary Works Register

The PC.TWC will formulate a TW register to record each TW item, the risk level, category and detail the control measures appropriate for that level of risk. The register makes provision for identifying dates when controls need to be implemented. It is essential external approvals, permanent works design is carried out in a timely manner.

7.1.3 Temporary Works Design Brief

The PM / PC.TWC may utilise 7.1.C to brief the details & exact requirements of proposed TW schemes from the register requiring a bespoke design solution to approved designer.

This, will usually only be utilised for category 2 & 3 TW schemes, although other suitable correspondence may be used in place i.e., contracts & purchase orders & emails etc.

7.1.4 Temporary Works Design Check

Where the designated category of a TW scheme requires a check to be completed on the original design, a design check certificate must be obtained.

Design Briefs & Design Check documents, will usually only be utilised for category 2 & 3 TW schemes, although other suitable correspondence may be used in place i.e., contracts & purchase orders & emails etc.

7.1.5 Temporary Works Inspections

A blank is available for the PC TWC to formulate checks on specific elements of TW for use by themselves or appointed TWS's as an aide memoir. When used, it should be held in file 7 with the specific item, in accordance with the TW register, as should any further inspections below.

7.1.6 Permit to Load

A permit to load / unload is available for use where specialist subcontractor documents are unavailable. When used, it should be held in file 7 with the specific item, in accordance with the TW register.

NOTE: Specialist Subcontractor temporary works procedures will be reviewed by both the project manager and the health, safety manager and if deemed suitable, may be utilised on the project. This must be formally agreed.

7.2 Work at Height

The project manager will assess the access requirements for each medium and high-risk activities and ensure relevant contractors have sufficient resource to safely plan, manage and monitor.

Work at Height Hierarchy

- Avoid Work at Height if possible.
- Use Work Equipment Which Prevents falls (Collective or personal Fall Protection)
- If a fall cannot be prevented, reduce consequences (Collective or personal Fall Mitigation)

Roles & Responsibilities

The responsibility for the safety of individuals working at height on projects rests with the 'manager or supervisor' who puts them to work, since they must ensure the correct work equipment is procured and utilised as per the manufacturer's recommendations under a safe system of work.

The items listed below may need to be considered in order to formulate a safe system of work for any 'work at height' activity proposed:

- The Permissible Ground Loadings within the work area
- The Design Loads required of any anchorage & tie loads to structures.
- Planned access route to the work area / platform for operatives.
- Planned method of loading materials onto platform considering the SWL.
- Planned method of preventing personnel, materials & tools falling
- The daily, weekly inspection regime and how it is recorded?
- The Maintenance requirements – adaption / weather issues?
- Training:
    - Operation for the specific item (familiarisation training may be required)
    - Personal Fall protection i.e., Harness / including Lanyard
- Control of Interface with other operations – Above, below, adjacent.
- How is the plant or equipment item to be secured when out of use?
- Electrical & water supply requirements
- Suitable exclusion zone below
- Test certification where required.
- Rescue provision

7.2.0 Work at Height Equipment Assessment:

Contractor	Activity	M / H	Equipment	Comments
DN Sheffield	P. Contractor	High	Hoist	Passenger Only
DN Sheffield	Groundwork	High	Drag / trench Box	Proprietary Landing
DN Sheffield	Substructure	High	Stair / Ladder	Stair Preferable
DN Sheffield	Superstructure	High	Personal Fall	

7.2.1 Work at Height Equipment Inspection

A generic inspection document for use in inspecting work at height equipment

7.2.2 Ladders (Pole & Step) & Hop Up Permit

Ladder work should be kept to a minimum & pole ladders will only be used predominantly for access purposes only.
For very short-term activities and / or where other methods are impractical, step ladders may be utilised following suitable Risk Assessment. All Ladders must be of industrial quality including grade 1 for step ladders. (Domestic ladders must NOT be utilised on site).

Inspection of access pole ladders i.e. on scaffold structures will be included within scaffold inspection process. Inspection of step ladders must be included within individual activity based RAMS covering the work.
For minor works of a short term, repetitive nature to a low height, podiums and or hop ups may be utilised. Since this usually involves horizontal movement careful consideration should be afforded on the logistics in in order to prevent manual handling issues arising. For hop ups, a consideration of the fall height is fundamental in the risk assessment as the height can change constantly via work adjacent to edge protection and stairwells etc. etc. and the lack of fall prevention mechanisms i.e. guardrails.

NOTE: Hop Ups must have a minimum platform size of 600mm x 600mm
A permit will be utilised to utilise a ladder / hop up, over other types of work at height equipment

7.2.3 Falling Objects

The risk of falling objects (Tools / Materials / Equipment) is usually higher than that of persons, and therefore both company and subcontractor activities require full assessment to consider where controls will be required to prevent falling objects.

The primary requirement is to prevent objects falling & common controls include:

- Tool Lanyards
- Material Guards (Brick)
- “Helping Hands”
- or more persons

NOTE: A mandatory tethering zone is required 2m back from edges above 2m high.

The secondary requirement is to reduce the consequences of falling objects. Common controls include:

- Route Changes
- Exclusion Zones
- Fans / Tunnels

NOTE: Exclusion zones to prevent access to all individuals from entering a defined area, where significant risk exists must be established by the contractor creating the risks, and should be of sufficient size considering falling materials being deflected.

7.2.4 Rescue Provision

A legal requirement for all work at height is the need for rescue provision… the requirement includes all work at height locations including:

- Tower Cranes
- MEWPs
- Scaffold
- Roofs

Subcontractors RAMS will be reviewed in accordance with 2.2.A RAMS Approval to ensure they are suitable and sufficient with regard to fall prevention (Person, equipment & materials)

8 Plant, Equipment & Lifting

The key requirements and actions are defined below to confirm how the company will manage the plant & equipment, both mechanical & electrical, at a project level. Plant & equipment must be managed in accordance with the relevant legislation & standards. Where the project manager doesn't nominate a plant coordinator (Item 1.1.2), they will retain that duty to follow the process & help ensure plant is fit for purpose & maintained.

8.0 PLANT & EQUIPMENT

The key requirements and actions are defined below to confirm how the company will manage the plant & equipment, both mechanical & electrical, at a project level. Plant & equipment must be managed in accordance with the relevant legislation & standards. Where the project manager doesn't nominate a plant coordinator (Item 1.1.2), they will retain that duty to follow the process & help ensure plant is fit for purpose & maintained.

8.0.1 Large plant & Equipment Assessment

The following items of plant & equipment will also be utilised on the project:

Lifting Equipment	Contractor (s)	Main Activity	Date
Dumper's			
Excavator's (Used as Cranes)			
Telehandler's			
MEWP's			
Hoists			
Lorry Loaders (Hirers Plan / RA)			

8.0.2 Plant Register

A register of all plant items on the project will be maintained by the plant coordinator as required.

Copies of Thorough Examination Certificates (TEC's) for company plant, usually 12 monthly, should be maintained in tabs in file 8. Behind the register above & with the plant item inspections below.

8.0.3 - 11 Large 'Pre-Use' Plant Inspections

All large plant items must undergo statutory pre-use inspections by the operators utilising a suitable form (See operators Manual). In each case copies should be held in file 8 under tabs

A suite of large plant inspection documents are available in B4 – 8.0

8.0.12 Use of Company Plant by Subcontractors

Subcontractors may not operate company plant items under any circumstances unless formal / written agreement is in place between the project and the subcontractor. Documentary evidence should be collated which should include a competency check as below in addition to a RAMS:

Competencies:

Internal of Site: CPCS Blue Competence Card, not a trainee red Card

NOTE: NPORS Competence Cards – As CPCS and MUST include the 'CSCS' Logo

Please consult your Health & Safety Manager for non-industry qualifications such as ITSSAR & RTITB as further assessment may be required.

External of Site (E.G. a Telehandler For loading / unloading): As Internal plus:

A Minimum age of 25 with a Full UK driving licence with No Penalty points for Drink, Drugs or Dangerous Driving

Operators must undergo familiarisation on plant where required

8.0.12 Company Vehicles

A company driver working under the direction of project manager may be required to pick up & drop off small plant items between projects. In line with insurance requirements, nominated drivers must:

1) Be fit & able to drive the vehicle.
2) Be an employee of the company.
3) Be over 25 years of age.
4) Have held a full UK driver's license for over 2 years.
   a) The license should be applicable to the class of vehicle being driven.
   b) No DVLA endorsement penalty points due to dangerous / drink / drug driving.
5) The vehicle must be legally road worthy to travel on the public highway. The following records will be held at the central office for all vehicles & copies made available to sites as required.
   a) V5 Vehicle Registration Document
   b) Current Insurance Certificate
   c) Current MOT Certificate
   d) Current Tax Registration

6) Complete pre-use checks in-line with the Highway Code. Checks / inspections to include:
   a) Water level check for coolant and windscreen washers
   b) Oil level
   c) Tyre condition / pressure
   d) Brake fluid level
   e) Lights, wipers and horn
   f) Seat belts

8.1 Temporary Electrics

8.1.1 Electrical Supply

All equipment must comply with the appropriate British Standards BS7671 including the colour coding of cables indicating the voltage rating.

- Yellow Cable = 110V
- Blue Cable = 220/230V
- Red Cable = 380/415V
- Black Cable = 500/650V

Incoming supply's must be connected by a direct method, e.g. 'hard' wired and be protected by a 30mA RCD, which will operate in all live (active & neutral) conductors with no time delay.

ALL equipment i.e. Switch / MDU's etc. should be weatherproof, of robust construction fitted with locking devices & warning signage as required.

400V equipment must be supplied using SWA cable. Flexible braided cable is only permitted where SWA is impractical & only then in areas where the risk of mechanical damage is minimal.

Electrical equipment must be maintained, inspected / tested by a competent person at intervals not exceeding 3 months or whenever the supply is modified, or equipment is relocated or adapted. The TE subcontractor will conduct relevant inspections / tests and will issue certification showing details of the equipment or installation and the results of the tests. The installation or equipment will also display an appropriate label indicating the result and date of the inspection and test.

Only competent contractors / persons who possess sufficient technical knowledge, experience & skills may undertake either live or dead work on electrical apparatus. Before any work commences on any temporary electrical installation an appropriate permit to work may be required. This requirement for this permit will be assessed and raised where applicable by the TE subcontractor and include the extent of any isolation required. There should be suitable precautions made to prevent the equipment from being inadvertently or unintentionally energised, including where practicable the locking off of isolators.

Any interruption of supply shall be reported to the relevant project manager. During such failures of supplies, all equipment & conductors to be treated live until isolated / proved dead.

NOTE: Where an authorised electrician is not present on site, the cause of the RCD or circuit-breaker operation should be assessed by the Project manager where applicable by visually checking the equipment for any apparent damage before reset.

8.1.2 Temporary Electric Risk Assessment

An assessment of the risks posed by the temporary electrical supply & distribution will be maintained on the projects residual risk assessment (2.0.0)

8.1.3 Temporary Electric Layouts & Sketches

Sketches of the planning process between the company & the electrical contractor of agreed cable routes plus the 'installed' drawings when completed are to be held in an appropriate tab for use in cable avoidance / as built information.

8.1.4 Portable Appliance Testing (PAT)

A competent Portable Appliance Testers (PAT) will be employed who can conduct testing at various time periods depending on the type, work conditions and use of individual items. A record of the tests should be kept for each item tested, within the plant register process, showing the results of parameters tested; with a label being attached to the tested item, showing: date tested, date of next test & who carried out the test.

Projects that procure new equipment delivered direct to site must ensure that the equipment is tested before putting it into use. Once tested, equipment must be suitably tagged to indicate it has been formally inspected and / or tested & must specify a date when the next formal inspection and / or test is due.

Lighting, extension leads must undergo a weekly inspection. PAT is to be completed before first use and every 3 months thereafter.

Desktop computers, VDU's, photocopiers, faxes must undergo a monthly inspection by a user. PAT is to be completed before first use & every 12 month thereafter.
Subcontractors must provide test certification & arrangement for periodic maintenance & inspection of all portable electrical equipment before being permitted to bring onto / use such equipment on company projects. Subcontractors are required to maintain a Register to record all Electrical equipment / PAT test certification.

NOTE: This applies not only to equipment belonging to the contractor, but also to equipment brought onto the project by any contractor's employee, whether direct or indirectly employed.

8.2 Small Plant Assessments

8.2.0 Small Plant Noise & Vibration Ratings

Small plant items include many residual hazards which require further control by the user. Some industry standard small plant items are included with supplier data included.

8.2.1-10 Small Plant Assessments

A suite of small plant assessment is available for use which can be utilised in conjunction with both section 2 Risk assessment and section 10 Welfare and occupational health processes to identify the hazards and controls associated with small plant use. It is recommended these are inserted within appropriate RAMS for briefing to operatives.

8.3 MOBILE CRANE LIFTING PLANS

Where a mobile crane is to be erected on the project, there are two main crane hire options:

Contract lift: The hirer will supply the crane, the operator, accessories, plan and RAMS, the latter will be based upon information supplied by the project to the hirer crane AP.

Under such circumstances the project team will be required to review the competency of the hirer's personnel, their equipment using forms below, and their RAMS using 2.1.

Managed Lift: The hirer will supply the crane and operator only. The plan & RAMS will be required to be completed by a competent person such as a crane appointed person.

Under managed circumstances, the project will still be required to review the competency of the hirer's personnel, their equipment using the crane form below, and formulate a plan and assessment using Hired Lifting Plan Template below.

Sub-contractor Cranes

Where company subcontractors employ mobile cranes, the two options remain the same and any plans & RAMS to be reviewed by a competent person in accordance with 2.1 RAMS.

8.3.0 Crane Form

The Crane Form on PAGE 1 must be completed in line with the lifting plan e.g. when any Tower, mobile / crawler crane arrives on site. The Project manager retains the duty for completing the form where required, unless or until they formally appoint a crane appointed person / crane supervisor, or nominates a competent manager to complete.

8.3.1 Hired Lift Plan

Where a visiting mobile is hired and the company is managing the crane, this template following the crane form, should be utilised by a sufficiently competent and formally appointed crane appointed person AP to ensure lifting operations are carried out in accordance with the BS 7121 series of documents.

8.4 TOWER CRANE LIFTING PLANS

Not Applicable at this phase.

9 Training & Competency

The key requirements and actions defined below to confirm how the company will manage training & competency to reduce the risk of H&S / commercial incidents on the project. H&S File 9 will be created with the appendices as lettered here.

Where possible, both the company & subcontractor operatives will be employed with the required competence levels consummate with the requirements of the project where possible. The company will assess operatives considering their skills, Knowledge, training and experience to ascertain their competence levels and where required, the project will complete further training to help ensure the competence.

9.0.1 Training Schemes

The following training schemes are recognised by the company on projects. For non CITB levy paying non construction companies, certificates to an equivalent industry wide certification scheme, may be acceptable on provision of the appropriate documentation to the project.

- CSCS Construction Skills Certification Scheme (Plus Affiliated Schemes)
- CPCS Construction Plant Competence Scheme
- NPORS National Plant Operators Registration Scheme
- BES Building Engineering Services
- CCDO Certificate of Competence of Demolition Operative
- CISRS Construction Industry Scaffolder Record Scheme
- SLCIS Steeplejacks and Lightning Conductor Scheme
- SCORE Scottish Construction Operatives Registration Executive
- NICSR Northern Ireland Construction Skills Register
- NRSWA New Roads and Street Works Act
- FASET Fall Arrest Safety Equipment Training

- IRATA Industrial Rope Access Trade Association
- SKILL Engineering Services in Mechanical Sector
- JIB Plumbers, Mechanical Engineering Services scheme
- SNIJB Scottish and Northern Ireland Joint Industry Boar
- IPAF International Powered Access Federation
- RTITB Road Transport Industry Training Board
- AITT Association of Industrial Truck Trainers
- GNO / EUS Gas Network Operations (Previously GWINTO)
- BICS Operators Proficiency Certification Scheme (Cleaning)
- GAS SAFE
- British Locksmiths Association
- Tunnel Miners Record Scheme
- Concrete Repair / Spray Concrete Operatives Record Scheme
- Drilling and Sawing Operatives Registration Scheme

Some of the above schemes have related NVQs similarly recognised by the company

9.0.2 Site Visitors

All visitors must report to the site office & sign in before venturing onsite. If they have not undertaken a site-specific induction they must be accompanied by an inducted person.

9.0.3 Delivery Vehicles

All delivery drivers must report to the site office on arrival onsite. A set of delivery driver requirements will be explained which must be signed for & Offloading areas will then be agreed. For further information, please review 5.1 Traffic Management Plan.

9.1 SAFETY INDUCTIONS

9.1.1 Induction Presentation

All personnel attending site to commence work must undergo a project specific safety induction advising them of the following as a minimum:

- The site layout including welfare.
- The site rules / Disciplinary process
- The smoking & drug & Alcohol policy’s
- The known / foreseeable hazards currently on site.

- The designated first aid personnel & emergency muster points.

Inductions will take place at **8:00am on weekdays.** Inductions at any other times i.e. after 8.00am or weekends will be strictly by pre-arrangement only. Inductions will be conducted by the Project Manager or their delegate.

9.1.2 Induction Register

A register must be completed / signed by both the inductor & inductee as a rolling attendance record. Copies of competency cards etc. should be placed in contractor tabs with receipt below.

9.1.3 Induction Receipt

Page 1 copies of the receipt should be provided to all subcontractors to enable them to complete sections 1 – 4 **in advance** of the induction commencing, recording personal & emergency details etc. This receipt will then be signed off by both the inductor & inductee.

Page 2 of the induction receipt includes a mandatory H&S test which must be completed by inductees to check they have been paying attention to the instructions contained within the induction. This test must be passed to a suitable standard and where deficiencies exist, the inductor is to consult with the inductee to ascertain why the details have been misunderstood and help clarify.

NOTE: Following satisfactory completion of the induction process for company new starters, the induction receipts, inclusive of all competency records (CSCS etc.), must be sent to the H&S manager.

9.1.4 Visitor Induction

An induction template is available for formulating a site specific visitor induction for those attending site for review purposes only i.e. no physical activity. Visitors must be accompanied by a fully inducted and responsible individual.

9.2 TOOL BOX TALKS

9.2.0 Attendance Register

An Attendance register must be utilised by the trainer / presenter which must be fully completed by all attendees where training or tool box talks are conducted on the project. All associated paperwork / applicable tool box talk should be stapled to the back..

9.2.1-25 Toolbox Talk Manual

Industry standard toolbox talks are available for use which will be conducted weekly.

9.3 BEHAVIOURAL PROCESS & SITE RULES

Both reward & discipline are considered valuable tools in improving the health & Safety culture on the project.

9.3.0 Purpose / Introduction

It is the intention of this process to set out the actions to be taken by company management when a site operative is found to be involved in either compliant, or non-complaint H&S activities.

Where good practice is identified the project manager should consider the reward mechanism i.e. breakfast sandwich or similar.

Where a breach of the site rules is identified, this process will provide a fair, effective and consistent method of managing the behavioural issues which may arise on projects.

The witness to good practice, or an offence must primarily ensure the area / operatives are safe before consulting with the operative. The operative's line manager and the project manager must be informed to help decide on the appropriate action.

NOTE: Supervisors displaying tolerance to safety breaches may also be subject to this process.

9.3.1 Health, Safety & Environmental Behavioural Notice

A behavioural Notice process is in operation on this project for use in incidents which have / may have resulted in a breach of company standards & requirements and / or placed themselves, or others at undue risk of an incident occurring.

Where formal notices are issued, they should be retained with the individual's induction receipt.

Blue Notification: Good Practice

A 'Blue Notification' notice may be issued where an individual, or a contractor has been observed to maintain higher standards of H&S than their peers.

Examples: Full compliance with RAMS; Communication of H&S incidents; continued compliance with 5-point PPE; Excluding their own activities, Clean work areas during the day.

Informal Verbal Warning

Supervisors must make every effort to resolve the matter by conducting an informal discussion with the operative in a safe position. Only where this discussion fails or the offence is of a more serious nature, a behavioural Notice should be issued as below.

White Notification: Formal Warning & Re-Induction Next Day

A 'White Notification' notice may be issued where an informal discussion has failed or an operatives actions or omissions breach the site rules or increase the risk of a Health & safety incident occurring. White notifications expire after 3 months, providing no subsequent behavioural issues are identified.

Examples: Failure to follow site rules – Unauthorised site access; PPE; earphones; Unauthorised Mobile phone use; Smoking in an unauthorised location; unapproved hot works; poor housekeeping, eating in unapproved areas; etc.

Yellow Disciplinary: Formal Warning, Sent Home & Re-Induction & Line Manager Review

A 'Yellow Disciplinary' notice may be issued where an operative's actions or omissions breach the site rules or increase the risk of a more serious H&S incident occurring. Following the issue of a Yellow Disciplinary notice the operative will be instructed to leave the project for the day and return with their line manager for a re-induction at the next available date / time. Following this, the operative and line manager will be required to review the risk Assessment Method Statement and rebrief accordingly. Yellow disciplinary notices expire after 6 months, providing no subsequent behavioural issues are identified.

Examples: Unsafe Work at height; Radio's (Note Radio's will be confiscated); unauthorised plant use; failure to follow safe procedures included in the following: Plant Operation, Temporary Work, Lifting procedures or risk assessment. 2nd White Card offence in 3 Months.

NOTE: The employee must have been correctly briefed in the first place and where this is not the case the line manager may also be subject to this process.

Red Suspension: Immediate Suspension & Investigation

A 'Red Suspension' notice may be issued where an operative's actions or omissions breach the site rules and is serious enough to immediately halt activities as the risk of an incident is immediate i.e. gross misconduct. Following the issue of a red suspension notice the operative will be instructed to leave the site until further investigation has been completed with their line manager.

Examples: White Card offence within 6 months of a yellow card; Yellow Card offence within 6 Months of previous yellow card; Misuse or willful damage of Welfare areas / Use of other areas; Placing themselves / others at undue high risk due to their actions / omissions; Tampering with Scaffold / ties etc. or other high risk temporary Works items.

The Right to Appeal

If the employee wishes to appeal against any decision, they must appeal, in writing, within one week of being notified of the decision via their direct supervisor / manager.

Copies of ALL notices must be sent to the central office for trending purposes.

9.3.2 Site Rules for:

- A Safety Induction must be completed by all persons arriving at site to commence work.
- You must agree the safe systems of work with your supervisor for the proposed activity.
- Strictly follow the details of the agreed safe system of work / method statement.
- Do NOT start work until you have been briefed / agreed the safe system of work.
- Hi-Viz, Safety Hats; glasses; gloves; & Footwear (Toe & Mid sole Protection) are mandatory.
- You must wear additional Personal Protective Equipment where this has been specified.
- Stop working if unsafe or unhealthy conditions develop and inform your supervisor.
- Alcohol & drugs are prohibited on site. If you are prescribed medicines, notify supervisor.
- Radios / portable music devices are prohibited since they distract you from hazards nearby.
- Mobile Phones may be utilised in designated walkways following a viewing of the area to ensure no hazard will be created. (Please Keep Still!)
- Only eat, drink in designated area. Its good hygiene practice to wash hands first!
- Whilst we would prefer you not to smoke, designated areas have been positioned.
- Anyone found smoking elsewhere, will be subject to the behavioural process.
- Any form of Harassment, on site or directed at the public is illegal and will not be tolerated.
- Anyone connected with defacing or vandalising anything on site, will be removed from site.
- Unsafe working will not be tolerated.

Work Areas:

- Keep your area tidy by keeping rubbish in piles or in bins.
- Keep all accesses clear of materials, cables or other obstructions.
- Fully comply with all health and safety signs – do not cross barriers or enter no-go areas.
- If you notice unsafe areas or uncovered holes, take immediate action & report them.
- Never pour oil or other pollutants down drains – know your COSHH materials.

Plant & Equipment:

To operate plant or machines, you must be both authorised / hold appropriate certification.
Scaffolding may only be erected, dismantled or altered by scaffolders.
Mobile towers can only be erected or modified by PASMA erectors with instructions.
Only trained and approved slinger signallers may sling, bank or receive slung loads.

Rules for Drivers on Site:

- All persons must wear 5 items of PPE when not protected by their cab.
- Drivers who have not had a site-specific induction must remain in vehicles unless escorted

Rules for Visitors:

- Visitors to the site must be escorted at all times by a fully inducted person & obey all instructions.

Unplanned Events:

- Report all hazards & incidents to allow us all to continually learn.
- Know the names of First practitioners and the location of first aid equipment.
- Know the best means of escape from your work area and your assembly point.

FAILURE TO ADHERE TO THE SITE RULES MAY RESULT IN A BEHAVIOURAL NOTICE BEING ISSUED !!!

10 Occupational Health Process

The key requirements and actions defined below to confirm how the company will manage occupational health risks to reduce the risk of H&S/ commercial incidents on the project. H&S File 10 will be created with the appendices as lettered here.

The company is required to ensure both the health, safety and welfare of their employees whilst at work, plus others who may be affected by their work activities. Regulations require health risks to be reduced to as low as reasonably practicable.

10.0.0 Occupational Health Guidance Document

It is the intention of the guidance document to provide information and describe the company approach to managing health risks.

10.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

An assessment will be required if any employees are likely to be exposed to substances or materials which have the potential to be hazardous to their health. Where hazardous substances are utilised, the company or the relevant contractors will responsible for suitable controls to eliminate or reduce that risk via risk assessment, or if required, formulating a specific CoSHH assessment of the substance / material.
Where substances are standard industry substances such as concrete, used in accordance with manufacturers / suppliers' recommendations, the required controls may be included within the activity risk assessment / method statement (Section 2 RAMS).

10.1.1 Blank CoSHH Assessment (Blank)

Where substances aren't standard or used in accordance with recommendations, a Safety Data Sheet (SDS) must be obtained and a formal assessment of the substance completed to prevent over exposure to employees. The assessment must be recorded on the blank CoSHH assessment form before being briefed to operatives utilising the sheet at the rear of the assessment.

10.1.2 CoSHH Register

A register of CoSHH will be formulated for positioning both at CoSHH storage areas and additionally within the 'fire pack' held at the front gate for use by fire services in the event of an emergency.

10.1.3-10 CoSHH Manual

A set of industry standard assessments is included for use on projects such as petrol, diesel, etc. which may be used as standalone documents and briefed to operatives as further training i.e. a tool box talk or included with a RAMS. In addition to the controls recorded within risk and CoSHH assessments a measure of Personal protective equipment will usually be required.

10.2 PERSONAL PROTECTIVE EQUIPMENT

10.2.1 Personal Protective Equipment Register

The Company PPE Standard for use on all company projects are the 5 items as below.

Industry standard personal protective equipment (PPE) will be supplied to all company operatives where required, following risk assessment. A PPE issue register will be completed by the relevant manager where direct works operatives receive PPE in order to track quantities. A briefing on the usage must be completed by the issuer.

NOTES:

- See the guidance document on the selection and use of personal protection to help ensure over exposure for both the user involved in an activity, and those in the vicinity.
- All projects should ensure a sufficient stock of hats, boots, hearing, vision and hand protection are available for use as required by company operatives. Protection is to be replaced if damaged or contaminated on a new for old basis.

Hi-Visibility Protection

The industry standard Hi-Viz vest is a company requirement on all construction projects. Specific activity assessment may still be required.

- BS 471 High Visibility Clothing

It is preferable for contractors to supply their operatives with equipment displaying their ‘company logo’.

Head Protection

The industry standard ‘safety hat’ is a company requirement on all construction projects. Specific activity assessment may still be required.

- EN 397 industrial safety helmet

It is preferable for contractors to supply their operatives with equipment displaying their ‘company logo’.

Foot Protection

The industry standard ‘safety boots’ are a company requirement on all construction projects. Specific activity assessment may still be required.

- BS EN 20345:2011 Safety Footwear

NOTE: The company requirement is for both toe & Midsole protection

Hand Protection

General purpose hand protection is a company requirement on all construction projects. Specific activity assessment may still be required. A few examples of which are below:

- BS EN 374 Chemical Risks
- BS EN 388 Mechanical Risks

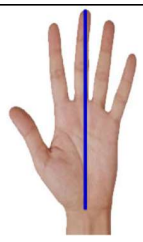
Chemical Risks: EN 374 specifies the capability of gloves to protect the user against chemicals i.e. concrete or mortar. Manufacturers use three key terms, breakthrough time, permeation rate and degradation. The Safety Data Sheet (CoSHH) should always be consulted and / or the manufacturers and suppliers where uncertainty exists.

	**Breakthrough Time** – The time a chemical takes to permeate through the glove material. This tells you how long you can use a glove for.
	Permeation Rate – The amount that then permeates through. The higher the rate the more of the chemical will move through the glove. Choose a low rate.
	Degradation – The deterioration of the glove material on contact with a specific chemical. Choose gloves with an excellent or good degradation rating.

Mechanical Risks: EN 388 applies to all kinds of protective gloves giving protection from mechanical risks, in respect of physical problems caused by abrasion, blade cut, and puncture or tearing. This standard also covers risk of electrostatic discharge. Table below displays the mechanical hazard performance.

	Performance Level
	(a) Abrasion resistance 0 - 4
	(b) Blade-cut resistance 0 - 5
	(c) Tear resistance 0 - 4
	(d) Puncture resistance 0 - 4

Size: Gloves should fit the wearer. Tight gloves can make hands feel tired / loose grip. Large gloves can create folds; these can impair work and be uncomfortable. Please see table below:



Length	Size	Width
160 mm	EU 6	152 – 178 mm
171 mm	EU 7	178 – 203 mm
182 mm	EU 8	203 – 229 mm
192 mm	EU 9	229 – 254 mm
204 mm	EU 10	254 – 279 mm
215 mm	EU 11	279 mm +



- Length: Measure from the bottom edge of the palm to the tip of the middle finger
- Width: Measure dominant hand, below knuckles, exclude the thumb, whilst making a fist.

Vision Protection

General purpose vision protection is a company requirement on all construction projects. Specific activity assessment may still be required.

- BS EN 166-S: General purpose industrial eye protection.
- BS EN 166-F, B, A: Impact goggles

In line with BS EN 166 Personal Eye Protection, the varied types are classified with a code based upon the specific hazards and usage requirements. Mechanical strength being the most commonly used factor for assessment.

- Mechanical Strength - Codes S, F, B or A:
  - S - Increased Robustness
  - F - Low Energy Impact
  - B - Medium Energy Impact
  - A - High Energy Impact

Hearing Protection

Hearing protection will be issued based upon risk assessment. The table below gives an indication of the protection factor likely to be suitable for different levels of noise based on the standard noise reduction (SNR) value provided with all hearing protection devices.

- BS 352-1:2020 Hearing Protectors Part 1 Ear muffs
- BS 352-2:2020 Hearing Protectors Part 2 Ear plugs

A-Weighted Noise Level (db)	Select a Protector with a SNR of…
85 – 90	20 or Less
90 – 95	20 - 30
55 – 100	25 - 35
100 – 105	30 or More

10.2.2 Face Fit Record

To control the risks associated with general construction dusts and other related dust, fume activities, respiratory protection equipment may be required to be donned by operatives. Operatives must have undergone and passed a recent face fit test on the specific type of mask, by a competent tester. Where completed internally the ‘face fit record’ is available to form a record of such test. Where an external provider is utilised, the provider test certification may be utilised.

NOTE:

Where an individual wears a beard, and is therefore unable to be face fit tested, consideration should be to remove the individual from the area or provide a full face mask.

All projects should ensure a stock of disposable, Non Re-usable (NR) FFP3 masks is available for use as required by company operatives using standard suppliers.

10.2.3 Monthly RPE Maintenance Record

Where the operatives has been tested with a re-usable mask, over a non-reusable (Disposable), the mask must be inspected at least monthly. The monthly record is available to form a record of inspection. In line with the CoSHH Regulations 2002 the record must be retained for a period not less than 5 years.

NOTE: This NOT required for disposable, non-re-usable (NR) face masks

10.3 MANUAL HANDLING

10.3.1 Manual Handling Assessment (Blank)

Where an activity involving manual handling is required & the standard controls recorded within RAMS as above aren't prescriptive enough, a specific assessment may be required which considers:

- The **T**ask required.
  - Pushing / Pulling / Carrying etc.
  - Distance to be travelled.
- The **I**ndividuals capabilities
  - Health Condition
  - Their size / strength
- The **L**oad characteristics
  - Weight & Weight distribution
  - Size & unwieldiness etc.
- The **E**nvironment
  - Flooring
  - Lighting

10.4 NOISE & VIBRATION

The company are required to ensure noise & vibration exposure is reduced to the lowest level that is reasonably practicable. To facilitate this the company will assess activities which generate noise and vibration using the small plant assessment (SPA's) held within section 8, and maintain the controls specified per plant item.

NOTE: Exposure levels should not exceed the exposure action levels as per assessment without further assessment.

Noise & Vibration will be assessed where applicable using the Health & Safety Executive processes either below or online. The data collected will be included with company risk assessments as required. See section 2.1

10.4.0 HSE - Noise & Vibration Reckoners

10.4.1 HSE – Alternatives to Vibration

10.4.2 INDG 296 – Employee HAVS Information

10.4.3 HSE – Daily Noise Calculator

10.4.4 HSE – Weekly Noise Calculator

10.4.5 HSE – HAVS Calculator

10.5 HEALTH SCREENING

The company will continue to concentrate on reducing exposure to occupational health risk by changing or controlling work methods, substituting materials, selecting and providing suitable tools, and providing training and management controls.
Occupational Health will be provided for the following safety critical workers:

- Category B & C: Asbestos Workers
- Crane Teams:
  - Crane supervisors, crane operators & Slinger signallers
- Mobile Plant Operators:
  - Excavators / Dumpers / Telehandler's
  - Mobile Elevated Work Platforms:
    - In scissor lifts at 10m above ground
    - In boom lifts at 15m above ground
- Work at Height Operatives:
  - Scaffold Erectors
  - Abseilers / Steeplejacks
  - Where their primary role involves the use of personal fall protection equipment.
- Night Workers
- Operatives who are regularly exposed to:
  - Noise: Above the action level
  - Vibration: Above the action level
- Those with existing conditions which may be made worse by their activities.

NOTE: A safety critical Health assessment must be in place prior to work commencement.
Exposure monitoring and health screening results are required to be retained for 40 years from the date of last entry and therefore files must be returned to central for records.

10.6 WELFARE STANDARDS

The company will ensure that appropriate welfare facilities are provided and maintained according to the size of the workforce and nature of the work. During initial stages of a project this may include the use of proprietary 'oasis' cabins which are self-contained units.

The facilities will be maintained & continually monitored by site management

- A shower where there is a risk of contamination with a CoSHH substance.
- Hand / Skin protection – A series of dispensers will be made available including:
- A barrier cream for pre-work use
- A cleanser for cleaning hands
- A conditioner to prevent drying out
- A mirror will be supplied in all sanitary areas
- Sanitary Facilities for Women will be provided via the use of a toilet which is lockable from the inside.

Sanitary Facilities for Men:

Site / Operatives - Toilets Used by Men Only				
No. of Persons	No. of Cubicles	No. of Urinals	No. of Washbasins	
1 – 15	1	1	1 - 5	1
16 – 30	2	1	15 - 25	2
31 – 45	2	2	26 - 50	3
46 – 60	3	2	51 - 75	4
61 - 75	3	3	76 - 100	5
76 – 90	4	3	1 per 10* up to 50 persons & 1 extra for every additional 20 *	
91 - 100	4	4		
Additional Persons	1 per 50*	1 per 50*		

* Extra per applicable number of fractions thereof.

10.7 SMOKING & VAPING

- Clearly display the legally required 'No Smoking' signs in such a way as to make everyone aware they must comply with the smoking laws from site entrances and throughout site.
- All projects' teams should assess the need for designated smoking areas.
    - Where there is a risk that people will smoke illicitly on our premises, we should designate areas which are substantially open i.e. at least 50% of the potential external wall area remains open to the elements and does not increase risk to others / non-

smokers. (A shelter is not legally required although if one is constructed it should be considered a temporary works item & included on the temporary works register)

- Agreed project arrangements must be included in induction; displayed on layouts, site rules, and pre-start meetings and be transferred to both company & subcontractor risk assessment method statements (RAMS) before being briefed to site operatives.

10.8 DISPLAY SCREEN EQUIPMENT

Periodic assessments will be undertaken by the project team to assess suitability of DSE equipment.

11 INSPECTION & MONITORING PROCESSES

On-site Health, Safety, & Welfare monitoring will be carried out to verify that agreed procedures & methods are being implemented & are producing the required results.
Observations or actions arising from monitoring activities will be tabled at the planning meetings utilising inspection summaries and associated plant reports etc. Monitoring will be conducted as recorded below.

11.1 Project Manager Review

The Weekly review, to be completed by the project manager, or their delegate must be completed and returned to the H&S manager each week. Any actions raised should be distributed accordingly and closed out within a suitable time frame.

The document also includes a review of paperwork to be completed on a quarterly basis to ensure plans stay ‘live’.

NOTE: Subcontractors are required to suitably monitor their own activities, produce reports and close out actions within a suitable timeframe. All reports should be communicated through the project team for review.

11.2 Senior Project Review

A senior project review document is available for use by senior management. The document will be utilised on a regular basis by the health & Safety manager as a record of inspection.
Each report must be shared to senior management and H&S Managers for quality monitoring and trending of actions.

NOTE: Subcontractor senior management are requested to conduct their own reviews of their activities and produce reports and close out actions within a suitable timeframe. All reports should be communicated to the project team for review.

11.3 3rd Party Inspection

An independent Health & safety consultant may be contracted to the project, to monitor at agreed intervals & produce written reports, which require close-out as dictated.

NOTE: Subcontractor health & safety managers & advisors are required to conduct reviews of their applicable activities and produce reports for close out within a suitable timeframe. All reports should be communicated to the project team for review.

11.4 Weekly H&S Report

A weekly report for submittal to the senior management and health & safety management to record the pertinent health & safety events on the project.

12 INCIDENT MONITORING PROCESS

INCIDENT PROCESS

The company has a duty to investigate and record the details of all significant incidents involving their workforce or any others who may have been adversely affected by their business activities. Incidents will be recorded to enable us to take appropriate actions to prevent reoccurrence and for insurance purposes. Immediately following a significant incident or where personal injury may have occurred, the project manager will instigate a proportionate investigation into the cause in accordance with this incident process. All management levels must act as deputy in project manager absence to investigate / report.

Minor: Incidents which are predominantly low to medium risk nature and may or may not have resulted in personal injury (includes lost time accidents) and / or commercial damage.

Major: Incidents of a more serious nature which may or may not be reportable to the Health & safety Executive (HSE) as defined in the “Reportable Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013”.

12.0.1 Incident Process Map

A process map has been formulated to act as guidance in the correct reporting actions to take following a reported hazard, injury, near miss/hit and enforcement action.

12.0.2 First Aid Assessment

The company will provide trained first aid practitioners, maintain first aid boxes and make a template accident book available.

Subcontractors with **25** or more operatives or those involved in higher risk activities should supply their own first aid practitioners and provisions as recorded below.

First Aid Needs Assessment:

Contractor	Activity	Rating	Aider	Box	Rescue	Comments
Intro / Crown	P. Contractor	High	2	1	T.C.	
	Groundwork					
	Piling					
	Drainage					
	Substructure					
	Superstructure					

Project First Aiders:

First Aid Practitioner	Company	Signature	Exp Date

Competency Certificates must be confirmed by the project manager

12.0.3 Arrangements for Subcontractors to Communicate Incidents

Subcontractors are required to inform the Project Manager of any incidents on site by the quickest possible means and provide the following information as soon as practical:

- A copy of the relevant page of the accident book, signed & dated by the injured person.
- A copy of the current, Pre-incident risk assessment, signed by those involved.
- Reports of incident investigations undertaken detailing the:
    - Full details surrounding the nature of the incident recording injury and / or damage
    - Accurate details of the treatment received, both on & off site
    - Circumstances and direct causations for the incident i.e. slip / trip, fall from height etc
    - Indirect causations for the incident i.e. lack of supervision, training etc.
    - Copies of statements from witnesses, the injured party or owners of damaged property

- Measures to prevent a re-occurrence of the incident; i.e. post incident risk Assessment
- Details of how these measures will be communicated to those potentially affected

- A copy of the completed F2508 form issued to the HSE (if applicable)
  - The 'organisation' name recorded on this document must include the name of the contractor who was contracted to the company at the time of the incident.
- Contractors are also required to keep the company informed of the subsequent developments of long term injuries, diseases and dangerous occurrences, e.g. claims, etc.

12.0.4 Arrangements for the project to inform the Central office

The Project Manager, or their delegate, must inform senior management, the Health & Safety Manager, the company insurance administrator, of any incidents by the quickest possible means. Following initial communication, the Incident process must be commenced as described below.

12.0.5 Health, Safety & Environment Alert

The Project Manager, or their delegate, may be required to communicate a known / foreseeable risk of incident to the wider business to enable it to be reduced on other projects where it may exist.

12.1 INCIDENT MONITORING

12.1.0 Accident Record

Accident records must be stored securely in line with General Data Protection Regulation (GDPR). It is recommended records are made digital (soft) with the paper (hard) destroyed. Any copies retained on site must be stored securely in line with the Data Protection.
Following an incident which has resulted in a personal injury, a digital copy of the accident book record is to be forwarded to the senior management & the H&S manager, where a central reference number will be allocated for use during a further investigation.

12.1.1 Hazard & Near Miss Report

A hazard / near miss report will be made available to individuals at induction and in the canteen etc. to report any item they deem to be unsafe, for the project team to investigate / resolve.

12.1.2 Incident Register

A register will be maintained by the project manager for recording all incidents on the project including hazards, injuries, near miss / Hit and enforcement actions etc.

12.1.3 Witness Form

An 'Interview' should be completed to establish the facts and where an incident is deemed significant or serious personal injury has occurred, in particular if the injury is considered reportable; the public are involved; or there is potential for a claim arising.

The Project Manager should interview both those directly involved, and those who have witnessed the incident or have some knowledge which may be of use in mitigating a claim.

12.1.4 Incident Notification Report.

An 'Incident Notification Report' should be completed at the earliest opportunity by the project team for communication to senior members of the company. This report should only include the known facts and not make any assumptions and should also include photos as necessary. The report, will facilitate learning at the earliest juncture possible for other projects.

12.1.5 Incident Investigation Report.

An 'Incident Investigation Report' should be completed using the accident book record and any completed witness forms or subcontractor reports, as the starting point to establish & record factual information. The report is required for the incidents listed below as minimum:

- Any Incident involving members of the public.
- On site Injuries where an accident book entry has been recorded.
- Where further information may be required for the following:
    - Incidents where the injured person (IP) does not report for work on the following day(s) and recalls the original incident as the main cause i.e. a 'Lost Time' Injury.
    - Incidents requiring a hospital visit by the Injured Person (IP) either on the day or subsequent days, where the original incident is recalled as the main cause, even if the IP returns within the shift.
- Incidents considered as being a Near Miss with may have resulted in serious consequences.

13 HEALTH & SAFETY FILE

13.1 Information for inclusion into the Health & Safety File

The project manager must agree the information required for inclusion in the Health & Safety File (HSF) with the client / Principal designer at the earliest opportunity.

This will normally include after a Brief description of the work carried out:

- Any residual hazards which remain and how they have been resolved (for example, surveys, or other information on asbestos, contaminated land, water bearing strata, buried services)
- Key structural principles (e.g. bracing), safe working loads for floors & roofs etc.
- Hazardous materials such as paints, special coatings etc.
- Information regarding removal or dismantling of plant or equipment

- Health and Safety equipment for cleaning or planned maintenance
- Nature, location and markings of significant services including underground cables, gas supplies, firefighting or emergency services etc.
- Information and 'As Built' Drawings including safe access to and from service voids, fire doors and compartmentalisation etc.
- Individual contractors will be notified by the company of the specific type of information required for inclusion in to the projects Health & Safety file.

13.2 Health & Safety File Coordination

The project manager will usually nominate a Manager, or retain that duty to ensure documents are collated for the file in sufficient time.

H&S File Coordinator (s)	Signature	Date

APPENDIX 0

Policy Documentation

Health and Safety Policy Document

0 It is the policy that all operations undertaken, by each associated company shall be conducted in such a way as to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of its employees and of any other person who may be affected by its operations. The senior management, line management and safety personnel will actively pursue this policy.

1 The company requires that a high standard of Health, Safety and Welfare shall be achieved and consistently maintained at all its work sites and offices.

2 The company acknowledges the fact that safety efficiency and operational efficiency are complimentary and that the use of safe working practices and accident prevention techniques is an integral part of this.

3 The requirements of the Health and Safety at Work Act 1974 and all other relevant legislation shall be regarded as the minimum standard of Health, Safety and Welfare to be achieved. Where safety representatives are engaged they will be required to confirm that all relevant statutory regulations and standards are being met and to assist management in obtaining the maximum benefit in Health and Safety and Welfare matters to be derived from joint consultation.

4 Personal Protective Clothing and Equipment (PPE) shall be made available and used by all employees when the nature of work being carried out requires the use of such protective clothing and equipment in the interest of the personal, safety and accident prevention.

5 Safety reviews and audits shall be established when appropriate and when circumstances require such action and they will assist in the maintenance of a high standard of Health, Safety and Welfare.

6 All employees shall be encouraged to submit suggestions and ideas for improving the general standards of Health, Safety and Welfare at all its work sites and offices.

7 When appropriate relevant training in matters affecting Health and Safety at work shall be given to all employees. Employees will be required to attend a suitable course at a recognised training center as and when the need arises. Production staff and operatives will attend on-site training sessions conducted by the management or appropriate advisors.

8 On each site the Project Manager will lead health and safety matters and be fully responsible for the manner in which work is carried out

9 The prevention of injury to persons shall be regarded as a fundamentally essential part of the company's responsibilities to its employees. A Duty of Care approach shall be adhered to regarding planning and working.

10 Employees have a duty under Section 7 of Health and Safety at Work Act 1974, to take reasonable care for their own safety and the safety of any other person, who may be affected by their acts or omissions. They must co-operate within the company in its arrangements to perform or comply with statutory safety obligations, which includes adherence to company Policy

11 All employees, regardless of status, found to be deliberately and consistently negligent in the performance of the policy on Health, Safety and Welfare may be subject to instant dismissal

Health & Safety Policy Statement

Statement of Intent

The company acknowledges that health, safety and welfare, and operational efficiency are complimentary, and that safe working practices and incident prevention are an integral part, and therefore a core company value. The company is fully committed to achieving high standards of Health, Safety and Welfare during its undertakings, and maintaining a suitable work environment for individuals involved.

Objectives

To minimise health, safety, & welfare risks to all individuals who may affected by the company's undertakings.
To ensure the legal obligations of the company and its employees are maintained throughout activities.
To seek to continuously improve Health, Safety and Welfare within the company.

Responsibility

The implementation of the Policy remains the responsibility of the respective Director and whilst some duties and tasks may be delegated, they must ensure compliance with relevant legislation, and industry standards.

In order to achieve these objectives and so far as is reasonably practicable the company will:

- Make suitable advice and resources available to determine the risks associated with the company's undertakings to implement the relevant control measures as required.
- Ensure operations, undertaken by each associated company, are conducted in such a way, as to protect its employees and any others who may be affected. All management levels will actively pursue this policy.
- Put in place suitable arrangements to ensure regulatory requirements and industry standards are implemented as appropriate throughout its undertakings.
- Ensure that this policy is brought to the attention of all employees and is reviewed regularly to ensure its effectiveness.

On each site, the Project Manager will lead the health, safety, welfare and be fully responsible for the manner in which work is carried out.

All employees are reminded they have a responsibility, not only for their own health, safety and welfare, but that of others, affected by their actions and or omissions. Employees will be encouraged to submit suggestions and ideas for improving the general standards of Health, Safety and Welfare at all its work sites and offices

All employees, regardless of status, found to be deliberately and consistently negligent in the performance of the policy on Health, Safety and Welfare may be subject to instant dismissal.

Main Arrangements

1. Apply the 'Principals of prevention' at both pre-construction, and construction phases.
2. Provide suitable process for use by projects in implementing regulatory & company standards.
3. Provide suitable information, instruction, training and supervision to employees as applicable.
4. Provide suitable plant, equipment and materials etc. to reduce further, any identified risks
5. Provide suitable Personal Protective Equipment (PPE) to reduce further, any identified risks
6. Ensure sufficient monitoring of safety performance where significant risk may be present..

Environmental Policy Statement

The company is fully committed to the protection and enhancement of the environment. It is the policy of the Company to improve the environmental performance of its operations/activities. Environmental performance is a major and continuing priority to be achieved by implementing and maintaining an Environmental Management System, and adhering to this Environmental Policy.

It is the objective of the company to:

- Continuing strive for improvement in its environmental performance.
- Pro-actively pursue the minimization of environmental impacts associated with its operation/activities.
- Endeavour to eliminate the production of polluting emissions into the environment.
- Comply with environmental legislation, regulations & codes of practice pertinent to its operations / activities. In the absence of such legislation / regulations / codes, appropriate standards shall be developed / applied.
- Set objectives and targets and review and revise them regularly with the aim of continual improvement in environmental performance.

The company will communicate its intentions to the workforce and continually seeks to involve the environmental management process whilst participating in open consultation with interested stakeholders, ensuring effective communication.

Signed: **Date:**

Director

Stress Management Policy Statement

We are committed to sustaining and developing employee health and well-being by establishing strategies that comprehensively address health and safety issues.
Stress can be defined as “the adverse reaction people have to excessive pressure or other types of demands placed on them”.
Pressure can be a positive state if managed correctly although can be detrimental to health.
The Company recognises that individual and organisational health are interdependent and whilst overall responsibility for stress and employee well-being lies within the group, the responsibility for stress prevention and management lies with every member within the organisation.

It is policy:

- To communicate effectively to our staff thereby limiting uncertainty by strategic planning and providing information to staff regarding aspects of organisational change.
- To promote a culture of regular dialogue between each individual and his /her manager.
- Where issues arise which are causing undue stress (personal or work related) individuals are encouraged to seek help from their manager or for colleagues who are faced with difficulties.
- Where issues arise managers are to inform HR and their departmental heads immediately.
- To encourage managers to understand the role they play in supporting employees and influencing health and well-being. Support includes showing appreciation for the individual’s work and genuine concern for their welfare.
- The company can provide confidential counseling for staff affected by stress.
- To provide meaningful developmental opportunities.
- To monitor workloads and working hours.
- To NOT tolerate ANY form of bullying or harassment.
- To monitor trends in absenteeism and sickness data and to seek employee feedback through informal discussions, annual appraisal and reviews.
- To apply risk management as part of a philosophy of continuous improvement using analysis of data and feedback.
- To periodically evaluate and review the effectiveness of this policy through the Safety Review Group.

Signed: **Date:**

Director

APPENDIX 1

FORMS

Temporary Handover of Site Form

Temporary Handover of Site Supervision					
Use: This form is only for use between the Principal Contractor and their selected Appointed Competent Subcontractor. **Period:** The temporary period of handover of supervision must not exceed 1 week without formal review. **Competency:** The Proposed Appointed Competent Subcontractors must be on the Approved Subcontractor database and have previously accepted the groups' minimum standards. Proposed Supervisors must meet the minimum standards listed below and be accepted / verified by the Project Lead. **Approvals / Acceptance**: The Proposed Approved Contractors', Contract Manager must formally accept this handover document. The completed handover document must be approved by a Group Director. **Risk Assessment:** Both the Principal Contractor and the Approved Contractor Subcontractor must undertake a formal, documented combined assessment of the risks being presented by the temporary change. The Incident Process (B4 - 12) must be explained.					
The use of this form does not absolve either party of ANY of their legal duties.					
Project:		**Project Lead:**			
Reason for Handover of Site Supervision / Temporary Handover?					
Proposed Approved Contractor:		**Contract Manager**:			
	Date: **Time:**		**Date:**	**Time:**	
Handover Form		**To:**			
MINIMUM REQUIRED TRAINING STANDARDS FOR THE PROPOSED SUPERVISOR. BOTH PARTIES MUST TAKE DUE NOTE OF THE CURRENT SITE ACTIVITIES AND THE PROPOSED SUPERVISORS COMPETENCIES / EXPERIENCE IN DIRECT RELATION TO THOSE ACTIVITIES.					
	Date Passed	Valid Until		Additional Relevant Training	
SMSTS					
SSSTS					
FIRST AID					
TEMPORARY WORKS					
FIRE MARSHALL					
WORKS PROHIBITED SURING TEMPORARY HANDOVER PERIOD					
Any works that the result of a Risk Assessment has categorised as "High Risk", without adequate control measures already in place / use.		Work at Height activities involving the requirement for personal fall arrest equipment as the primary control measure.			
The work involves entry into Confined Spaces.		Significant Demolition Works.			
The works involve the use of extremely toxic or extremely hazardous materials / substances.		Activities within 1.5m of "live" underground / overground services.			
Cranes, that aren't part of the main contract site plant. (Crane / Lift Supervisor must remain in attendance)		Excavations utilising Temporary Works.			
Any other comments or specific instruction					
Confirmation					
Project Lead:		Signature		Date	
Responsible Supervisor		Signature		Date	
Director (Approval)		Signature		Date	
Supervision Hand-Back					
Project Lead		Signature		Date	
Responsible Supervisor		Signature		Date	

APPENDIX 2

F10 Project Notification

APPENDIX 3

Insurance

Intro Developments EL

QBE

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

1. Name of policy holder Policy No Y140820QBE0124A

   Intro Developments Limited and Crowning Developments Limited

2. Date of commencement of insurance policy 2 July 2024

3. Date of expiry of insurance policy 1 July 2025

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney; or any offshore installations in territorial waters around Great Britain and its Continental Shelf **(b)**: and;

2. (a) the minimum amount of cover provided by this policy is no less than £5 million **(c)**; or

   ~~(b) the cover provided under this policy relates to claims in excess of [£] but not exceeding [£].~~

3. the policy covers the holding company and all its subsidiaries

Signed on behalf of QBE UK Limited and QBE Casualty Syndicate 386 (Authorised Insurers)

[redacted]

Notes

(a) *Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*

(b) *Specify applicable law as provided for in regulation 4(6) of the Regulations.*

(c) *See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*

Important

Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

The Insurers' obligations under this policy are several and not joint and are limited solely to the extent of their individual subscriptions. Please see the policy for full details.

QBE UK Limited, 30 Fenchurch Street, London, EC3M 3BD - Registered in England No. 1761561
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority – Registration Number 202842

QBE Casualty Syndicate 386 managed by QBE Underwriting Limited, 30 Fenchurch Street, London, EC3M 3BD – Registered in England No. 01035198. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority registration number 204858.

DN Sheffield EL

actus

To Whom It May Concern, 1st July 2024

RE: D&N (Sheffield) Ltd
Our Reference: 45574442

We can confirm that we act as insurance brokers on behalf of the above insured, and that the following cover is in place:

EMPLOYERS LIABILITY

Insurer:	iprism Underwriting Agency Limited
Policy number:	IP24ACONT00025275300
Cover period:	30th June 2024 to 29th June 2025
Indemnity limit:	£10,000,000

PUBLIC LIABILITY

Insurer:	iprism Underwriting Agency Limited
Policy number:	IP24ACONT00025275300
Cover period:	30th June 2024 to 29th June 2025
Indemnity limit:	£5,000,000

PRODUCTS LIABILITY

Insurer:	iprism Underwriting Agency Limited
Policy number:	IP24ACONT00025275300
Cover period:	30th June 2024 to 29th June 2025
Indemnity limit:	£5,000,000

HIRED IN PLANT

Insurer:	iprism Underwriting Agency Limited
Policy number:	IP24ACONT00025275300
Cover period:	30th June 2024 to 29th June 2025
Indemnity limit:	£100,000 any one occurrence

Please Note:
The information provided in this document provides a brief overview of cover in place at the time this was sent. The full details of the above policy, including terms and conditions, are provided in their respective policy documentation. The expiry date given represents the normal expiry date of the

T: 01143 984498 E: info@actusinsurance.co.uk
Office 3B Harry Brearley House, Fox Valley Way, Stocksbridge, Sheffield, S36 2AE, United Kingdom.
Actus Risk Management Services Ltd T/A Actus Insurance is an appointed representative of Gauntlet Risk Management Ltd who are authorised and regulated by the Financial Conduct Authority (FCA) under firm reference number 308081. You may check this on the Financial Services Register by visiting the FCA website, www.fca.gov.uk/register/ or by contacting the FCA on 0800 111 6768. Actus Risk Management Services Ltd T/A Actus Insurance is Registered in England & Wales. Registered office: 3B Harry Brearley House, Fox Valley Way, Stocksbridge, Sheffield, S36 2AE. Company registered number: 11540309

ACTUSINSURANCE.CO.UK

policy. This document does not change cover provided. The cover stated above may change or be cancelled, and we are under no obligation to advise you as such.

Please contact us if you require any further information.

Yours faithfully,

Rieves Boocock
Commercial Account Handler
Gauntlet Risk Management Limited
[redacted]

APPENDIX 4

Construction Programme

Cadent Compounds
DN Sheffield
2025
TASK DESCRIPTION
Week 1
Week 2
Week 3
Week 4
Week 5
Week 6
Week 7
Week 8
Week 9
Week 10
Week 11
Week 12
Site Mobalisation
Gould st Compund
Site Clearance
Bulk Excavation
Foundation Excavation
Blinding to Foundations
Form Work
Reinforcement
Concrete to retaining walls
Backfill
Billbrook St Compund
Bulk Excavation
Piling Mat
Sheet Piling
CFA Piling
Foundation
Blinding to Foundations
Formwork
Reinforcement
Concrete to retaining walls
Backfill
Drainage
Drainage to whole site
Demobalisaion

APPENDIX 5

Service Utilities

APPENDIX 6

Fire & Emergency Appointments

DN Sheffield First Aider Certification



DIRECT TRAINING G.B. LTD

AS APPROVED BY FAIB

First Aid At Work
(2 Day Refresher)

This is to Certify that

Matt Sanderson

**Has demonstrated competence in
First Aid Skills & Knowledge
Specified in the HSE Code of Practice
& Guidance as required under the
Health & Safety (First Aid) Regulations 1981
Including AED Familiarisation**

on

16th April 2024

at

Eckington

Ricky Podmore

R. Podmore

Managing Director

Certificate No : 1628
Valid until 16/04/2027

*Direct Training is approved by the FAIB to provide training and assessment of candidates for First Aid at Work. First Aid Industry approval number:
51/02(029)*

APPENDIX 7

Temporary Works Appointments

APPENDIX 8

Lifting Appointments N/A