

## Bowmer + Kirkland Ltd



## HEALTH & SAFETY PLAN PROJECT: SAM (CIS Building)

Reviewed by..... Date.....

Manager..... Date.....

Manager ..... Date.....

Manager.....ff..... Date.....

## **HEALTH & SAFETY PLAN (CONSTRUCTION PHASE)**

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#### **Part 1 Description of Project**

- Project description and programme details including any key dates.
- Details of Client, Principal Designer, Designers, Principal Contractor, and other Consultants.

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- Project Risk Assessment

#### **Part 3 Management of the Work**

- Safety risks.
- Health risks.

#### **Part 4 The Health & Safety File**

- Layout and format.
- Arrangements for the collection and gathering of information.
- Storage of information.

#### **SPF 114a - Appendix A**

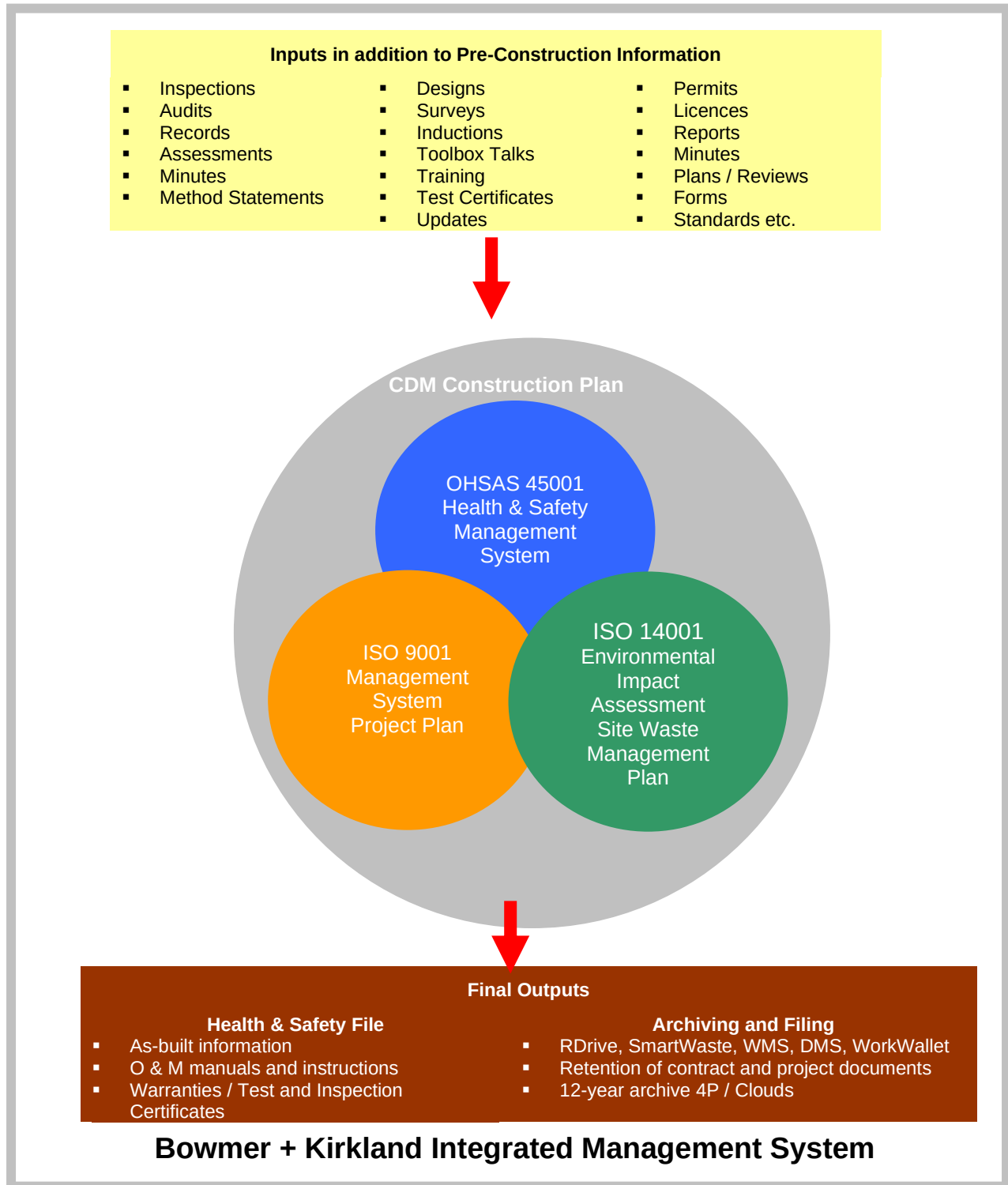
Pre-Start Health & Safety Review – To be completed at least 4 weeks prior to mobilisation.

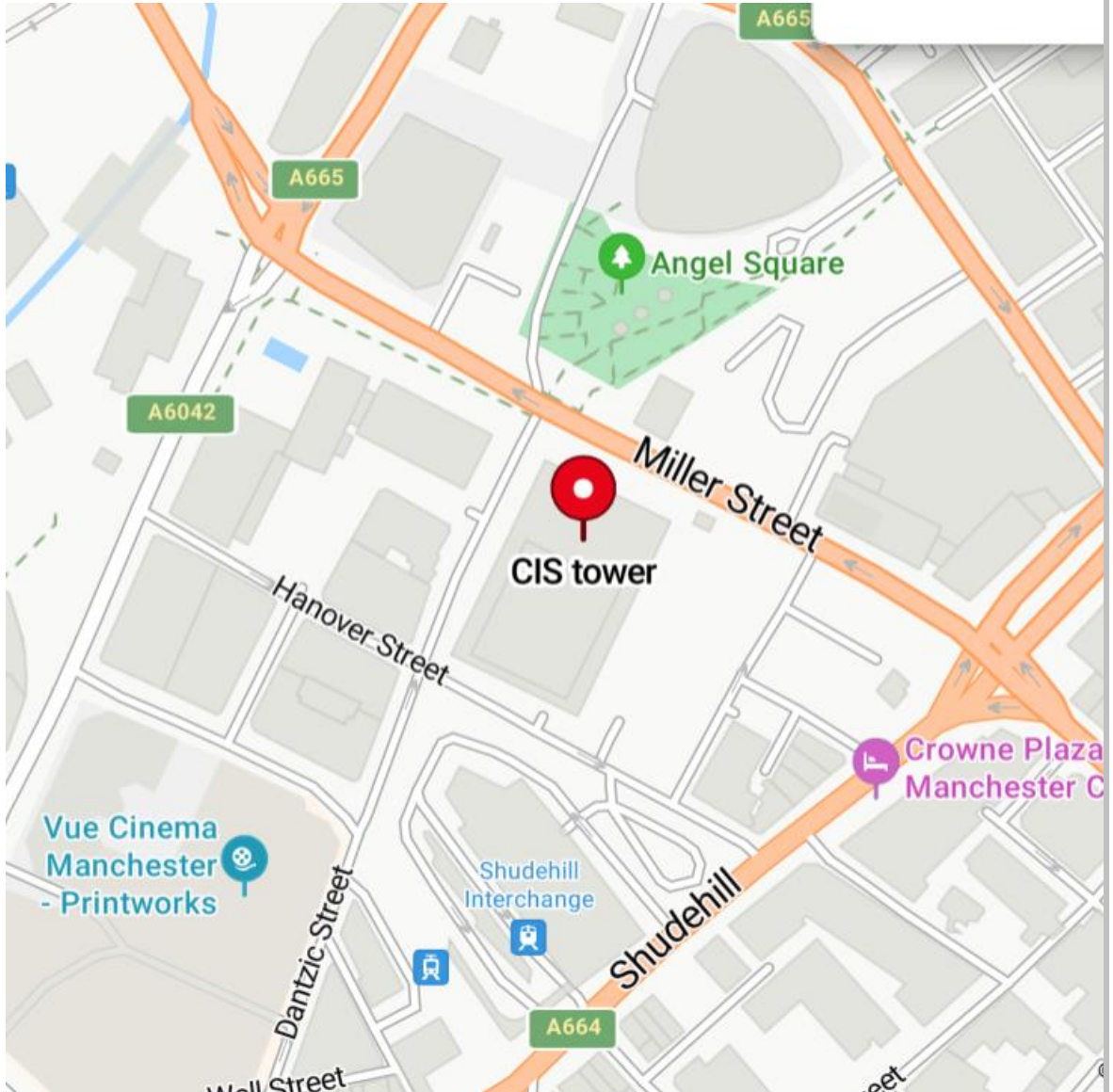
## Introduction

This template [SPF 114](#) includes a summary of significant risks relating to the project.

This requirement for a Construction Plan applies to all Bowmer + Kirkland projects, when appointed as Principal Contractor under the Construction (Design & Management) Regulations.

For the purposes of the CDM Regulation the Construction Plan will be developed and updated through the Bowmer + Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures:



| Part 1 Description of Project and Management Arrangements |                                                                                                       |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Project No.:                                              | BK63(XXX) -Number to be inserted once contract is awarded                                             |
| Project Name:                                             | Project SAM (CIS Building)                                                                            |
| Full Address:                                             | <div>Site</div> <div>CIS Tower</div> <div>Miller Street</div> <div>Manchester</div> <div>M4 4AH</div> |
| Location of Project:                                      |                    |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scope of Works:         | <p>The proposed refurbishment of the CIS Tower and Podium Building includes the renovation of a mixed-use podium and an office tower with communal amenities located at the top.</p> <p>The podium comprises 5 no. levels in the basement with public amenities and office facilities, archives and plant rooms, and 9 no. levels above ground with retail and office spaces. The tower is arranged over 26 no. levels with restaurant, bar and business lounge space at the top floors.</p> <p>The existing façade is to be fully removed and replaced with a new façade that replicates the existing design, enhanced fire integrity of existing structure, upgrade landscaping and entrance.</p> |
| Client Contact:         | <p>Lenrose Investment Limited<br/>67 Grosvenor St<br/>London<br/>W1K 3JN</p> <p>James Moore</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Clients Representative: | <p>Colliers<br/>Chancery Place<br/>Brown Street<br/>Manchester<br/>M2 2JT<br/>Steve Baker</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Client PD/ CDM Contact: | <p>Orsa<br/>No 1 Spinningfields<br/>Hardman Street<br/>Manchester<br/>M3 3 EJ<br/>James Bucknall</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| CDM Notification Requirements:       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| ▪ Notifiable CDM?                    | If no use <a href="#">SPF 128</a> Small Works Plan or RAMS for micro works                                                                                                                                                                                                                                                                                                                                                                                                                                        | Y/ N |
| ▪ Initial Notification Date:         | <b>TBC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |
| ▪ Construction F10 submitted?        | <b>TBC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |
| ▪ Health & Safety File requirements: | <b>Details of requirement to be reviewed and agreed between PD and B+K</b><br>Records of the completed works will be provided at the end of the project to include. <ul style="list-style-type: none"> <li>• Scope of services undertaken and completed on site.</li> <li>• Copies of waste transferred from site.</li> <li>• As built drawings</li> <li>• Materials data logs for all materials sourced and used on site.</li> <li>• Progress pictures</li> <li>• Condition &amp; Dilapidation survey</li> </ul> |      |
| ▪ HSE Office:                        | Bootle Headquarters,<br>Redgrave Court,<br>Merton Road<br>Liverpool<br>L20 7HS                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |
| ▪ Principal Designer:                | <b>Orsa</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |
| ▪ Client CDM Advisor:                | <b>Orsa</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |
| ▪ Pre-Construction Information PD    | <b>Orsa</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |
| ▪ Construction Phase PD              | <b>Orsa</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |
| ▪ Building Safety Act - PD           | <b>TBC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |

| Programme Requirements:          |                                                                                                                                                                                                            |  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| ▪ Construction Start Date        | <b>TBC</b>                                                                                                                                                                                                 |  |
| ▪ Enabling Works Date(s):        | <b>TBC</b>                                                                                                                                                                                                 |  |
| ▪ Handover Date(s):              | <b>TBC</b>                                                                                                                                                                                                 |  |
| ▪ Completion Date                | <b>TBC</b>                                                                                                                                                                                                 |  |
| ▪ Client Walk Round / Inspection | <b>TBC</b>                                                                                                                                                                                                 |  |
| ▪ Duration (working days):       | <b>TBC</b>                                                                                                                                                                                                 |  |
| ▪ Contractor Working Hours:      | <b>7.30am till 6pm Monday to Friday (As per planning application)</b><br><b>Saturdays 830am till 2pm subject to planning approval</b><br><b>No Sunday working allowed, No bank holiday working planned</b> |  |
| ▪ Premises to Continue Trade?    |                                                                                                                                                                                                            |  |

|                                              |                                      |
|----------------------------------------------|--------------------------------------|
| ▪ Client / Bowmer + Kirkland PTW required?   | N/A                                  |
| ▪ Other concurrent Projects / works on site: | N/A                                  |
| ▪ Handover / 'soft landings' Dates:          | <b>TBA – 18 weeks before PC date</b> |
| ▪ Defects Period:                            | <b>TBC</b>                           |
| ▪                                            |                                      |

#### Programme Detail / Dates:

|                                           |                              |                                |                  |
|-------------------------------------------|------------------------------|--------------------------------|------------------|
| No of Phases:                             | One planned phased of works. |                                |                  |
| Phase Dates                               | N/A                          |                                |                  |
| Operational Hours<br>Monday -Friday       | 07.30 – 18.00hrs             | Operational Hours<br>Weekends: | 08.30 – 14.00hrs |
| Client / Occupier Shutdown / days closed: | TBC                          |                                |                  |

#### Considerate Constructors (valid 12 months):

|                            |                                                |
|----------------------------|------------------------------------------------|
| Site registration number 1 | Site to be registered following contract award |
| Site registration number 2 |                                                |

#### Waste (refer to SmartWaste)

**Note: Wales and Scotland refer to Paul Smith**

|                                                                                              |                 |                                               |                                                         |
|----------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------|---------------------------------------------------------|
| Is Hazardous Waste Registration Required?<br>(required if >500kg produce in 12-month period) | <b>YES</b> / NO | Site registration number<br>(Valid 12 Months) | Site to be<br>registered<br>following contract<br>award |
|----------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------|---------------------------------------------------------|

#### First Aiders

|                     |   |
|---------------------|---|
| ▪ Paul Holt         | ▪ |
| ▪ Emmanuel Afranie  | ▪ |
| ▪ Malcolm Robertson | ▪ |

#### Mental Health First Aiders



|  |  |
|--|--|
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|  |  |
|  |  |

## Part 2 Management of the Work

### Management Structure and Responsibilities

The works will be controlled by a full time Site Project Team who is fully experienced in all aspects of the works to be undertaken.

Health & Safety monitoring will be carried out by R G Wilbrey (Consultants) Ltd, Bowmer + Kirkland's independent Health & Safety Managers, who will normally inspect and audit the site at least once every two weeks.

All operatives and plant operatives employed at the site will be fully trained and should hold a current CSCS / CPCS card or accepted equivalent relevant to their trade or machine.

Health & safety goals for the project are aligned with the Group OHSAS 45001 Health & Safety Management System and Roles and Responsibilities are recorded and allocated via form [MPF 9.1](#)

### Project Directory

| Role                  | Name                            | Phone / E-mail                                                                                                                                                |
|-----------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director:             | Paul Sykes<br>Malcolm Robertson | <a href="mailto:p.sykes@bandk.co.uk">p.sykes@bandk.co.uk</a> 0161 4931880<br><a href="mailto:m.robertson@bandk.co.uk">m.robertson@bandk.co.uk</a> 07825920011 |
| Contracts Manager:    | TBC                             |                                                                                                                                                               |
| Design Team Manager:  | Andrew Travis                   | <a href="mailto:A.travis@bandk.co.uk">A.travis@bandk.co.uk</a><br>07818521551                                                                                 |
| Project Manager       | Paul Holt                       | <a href="mailto:Paul.holt@bandk.co.uk">Paul.holt@bandk.co.uk</a><br>07501090845                                                                               |
| Site Manager:         | TBC                             |                                                                                                                                                               |
| Night Manager:        | TBC                             |                                                                                                                                                               |
| B + K Safety Manager: | Rebecca Williams                | <a href="mailto:r.williams@bandk.co.uk">r.williams@bandk.co.uk</a><br>07721244484                                                                             |
| Safety Consultant:    | RGWilbrey                       | 01902 420920                                                                                                                                                  |

### Key Responsibilities - Site Management

| Role                                  | Name             | Deputy           |
|---------------------------------------|------------------|------------------|
| Role (Appointment)                    | Name             | Deputy           |
| Emergency Response Coordinator        | Paul Holt        | Emmanuel Afranie |
| First Aider                           | Paul Holt        | Emmanuel Afranie |
| Mental Health First Aid               | Emmanuel Afranie | Emmanuel Afranie |
| Site Orientation / WMS Registration   | Emmanuel Afranie | Paul Holt        |
| Fire Safety Coordinator               | Paul Holt        | Emmanuel Afranie |
| Fire Safety Permit Controller         | Paul Holt        | Emmanuel Afranie |
| Temp Works Coordinator                | Paul Holt        | Emmanuel Afranie |
| Temp Works Supervisor                 |                  | Paul Holt        |
| Scaffolding Operations                | Paul Holt        | Emmanuel Afranie |
| Lifting Operations Coordinator        | TBC              | TBC              |
| Crane Supervisor                      | TBC              | TBC              |
| Safety Net Inspector                  | TBC              | TBC              |
| Environmental Champion                | Paul Holt        | Emmanuel Afranie |
| Services Coordinator                  | Paul Holt        | Dan Fish         |
| Safe Digging (Cat & Signal Generator) | Paul Holt        | Emmanuel Afranie |

|                                |                  |                  |
|--------------------------------|------------------|------------------|
| Edge Protection                | Paul Holt        | Emmanuel Afranie |
| Asbestos Management            | Paul Holt        | Paul Holt        |
| R Drive Champion               | Aled Jones       | Paul Holt        |
| SmartWaste Champion            | Emma Adams       | Emmanuel Afranie |
| Fire Stopping Champion         | TBC              | TBC              |
| Package Manager Externals      | TBC              | TBC              |
| Traffic Management Coordinator | Emmanuel Afranie | Paul Holt        |
|                                |                  |                  |
|                                |                  |                  |

**Other B + K Staff / Agency (security / labourer / cleaner etc. - include risk assessment in Section 9)**

| <b>Outside Agencies:</b> | <b>Address / Phone/ E-mail</b>                                        |
|--------------------------|-----------------------------------------------------------------------|
| HSE:                     | Redgrave Court, Merton Rd, Bootle, Merseyside L20 7HS Tel 03453009923 |
| Environmental Health:    | Tel 0161 2344854                                                      |
| Environment Agency:      | Tel 0161 2344854                                                      |
| Police:                  | 999                                                                   |
| Fire:                    | 999                                                                   |
| Hospital                 | 999                                                                   |
| Gas Emergency:           | Cadent 0800 111999                                                    |
| Electricity Emergency:   | ENW 0800 1954141                                                      |

## Development of the Plan

The Plan will be developed through compliance with Bowmer + Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures. These will generate plans, actions, checks, and reviews and associated records – see summary of relevant documents below:

| Document Title                                                                                          | Reference                                                                                    |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Pre-Let Meeting                                                                                         | MPF 3.3                                                                                      |
| Commercial Status Chart                                                                                 | MPF 3.11  |
| Code of Conduct for Suppliers                                                                           |                                                                                              |
| Requirements for Suppliers                                                                              |                                                                                              |
| Contractor Assessment  | MPF 3.18  |
| Designer / Consultant Assessment                                                                        | MPF 4.1   |
| Design Change Notice                                                                                    | MPF 4.6                                                                                      |
| Design Plan                                                                                             | MPF 4.8                                                                                      |
| Principal Designer CDM Design Risk Schedule or equivalent                                               | MPF 4.9                                                                                      |
| Main Designer CDM Design Risk Schedule (if used)                                                        | MPF 4.10                                                                                     |
| Project Plan                                                                                            | MPF 2.2 / MPF 5.0                                                                            |
| Project Directory                                                                                       | MPF 5.2   |
| Contractors Report                                                                                      | MPF 5.13                                                                                     |
| Project Meetings Schedule                                                                               | MPF 5.16                                                                                     |
| Standard Meeting Minutes                                                                                | MPF 5.17                                                                                     |
| Internal Project Review                                                                                 | MPF 5.26                                                                                     |
| Risk Register                                                                                           | MPF 5.27                                                                                     |
| Filing List - Contractor                                                                                | MPF 5.31                                                                                     |
| Site Commencement Checklist                                                                             | MPF 5.4                                                                                      |
| Filing List – Project                                                                                   | MPF 5.7                                                                                      |
| Inspection and Test Plan                                                                                | MPF 5.8   |
| Water Management Plan                                                                                   | MPF 5.37                                                                                     |
| Environmental Impact Assessment                                                                         | MPF 6.3                                                                                      |
| CEMP – Construction Environmental Management Plan                                                       | SmartWaste                                                                                   |
| Permits, Consents, Permissions                                                                          |                                                                                              |
| Construction Logistics Plan                                                                             |                                                                                              |
| Health and Safety Filing List and Responsibilities                                                      | MPF 9.1                                                                                      |
| Method Statement Evaluation Record                                                                      | SPF 106                                                                                      |
| CDM Health & Safety Plan                                                                                | SPF 114 / 128                                                                                |
| Pre-Start Meeting                                                                                       | SPF 114a                                                                                     |
| Fire Risk Assessment                                                                                    | SPF 115                                                                                      |
| Traffic Management Plan                                                                                 | SPF 116                                                                                      |
| Small Contractor Competence Assessment Record                                                           | SPF 124                                                                                      |
| Direct Contractor Evaluation Record                                                                     | SPF 125                                                                                      |
| Lifting Plans and Reviews                                                                               | SPF 132 / 511                                                                                |
| Induction Records                                                                                       | WMS                                                                                          |
| Delivery Records                                                                                        | DMS                                                                                          |
| QA Inspection Records                                                                                   |         |
| Management Inspections                                                                                  |         |
| Site Inspection Activity                                                                                |         |
| Permit to Work                                                                                          |         |
| Authority to Proceed                                                                                    |         |
| Behaviour / Discipline – Red / Yellow / Green Cards                                                     |         |
| Event Reports – Accidents, Incidents, Official Visits, Concerns                                         |         |
| Consultation / Feedback                                                                                 |         |

Minimum risk control standards are defined in the Health & Safety Management System – Safety Procedures as guidance.

## **The Procedures Manual sets out arrangements for:**

- Regular liaison between parties on site
- Consultation with the workforce
- Selection and control of contractors
- Site security
- Site induction
- On-site training
- Welfare facilities and first aid
- Reporting and investigation of accidents and incidents including near misses
- Production and approval of risk assessments and written systems of work
- Site Rules
- Drug and Alcohol policy
- Fire and Emergency Procedures

Elements of design are considered and can be communicated electronically:

- The exchange of design information between the Client, Designers, Principal Designer and Contractors on site.
- Handling design changes during the project.
- The exchange of health & safety information between contractors.

## **Site Induction and Orientation**

B+K Induction and Registration is on the Workforce Management System (Biosite / M-Site), which record personal information in a secure GDPR compliant system and hosts an annual B+K Safety Induction and supporting materials. A site-specific orientation and registration on biometric access will take place on each site.

At site mobilisation, site should use the App associated with the relevant WMS.

**All managers and workers are required to use that system on the site.**

Any interim induction or site familiarisation should be reviewed with your Health and Safety Manager and tailored to the specific site works and risks, including any Client rules and requirements.

## **Worker Consultation and Engagement**

Bowmer + Kirkland wish to create an industry where everyone is valued, all views are listened to, and a safe and healthy working environment is the norm and not the exception.

‘Our health and safety pledge’:

**Bowmer + Kirkland Ltd understands their responsibilities and wants to make this site as safe as possible for everyone working or visiting here.**

**We are a family firm with family values.**

- The Project Manager has got the full backing of the Company’s Directors to exclude anyone from this site who does not comply with the company’s safety rules.
- *Nothing* we do is so important that we cannot take the time to do it safely.
- You are not asked or expected to work unsafely.
- The safety of employees, colleagues, and the public in the areas we work in is paramount.
- Help everyone you work with to work safely and prevent unsafe working practices.
- Never knowingly walk past an unsafe act or condition on the site.
- Don’t interfere with anything provided for safety and don’t abuse welfare facilities.
- Use your common sense, be aware of your actions and your surroundings.
- If in doubt, stop and ASK.

**The people who can have the biggest effect on safety, are those working on site.**

**Think safe. Be safe. Stay safe. NO EXCUSES**

Bowmer + Kirkland is committed to effective worker consultation on health & safety issues. The following principles are adopted by Bowmer + Kirkland.

1. On every project where Bowmer + Kirkland is the Principal Contractor any worker has the right to stop working if he

or she is or feels to be at risk.

2. No punitive action will be taken against any worker who raises a valid health & safety issue.
3. Every person on a construction site will speak to people in a manner in which they would like to be spoken to themselves.
4. Aggressive and confrontational language aimed at a worker who has raised a health & safety issue is unacceptable.
5. A mechanism will exist for all workers on a project to make their views on health & safety known.
6. All workers on site will be informed of the consultation mechanisms.

B+K are committed to CSR - Corporate and Social Responsibility and the Considerate Constructors Scheme.

B+K engage with a variety of stakeholders including our clients, their workforce, customers, students, patients and even inmates, trade bodies, industry bodies, Government, Regulators and Accreditation bodies, as well as the neighbours and wider communities present before, during and after delivery of our Projects.

Client satisfaction is our mantra and to achieve this we must operate in a responsible manner, minimising disruption and negative impacts during construction and leaving a wider legacy from our completed projects of lasting quality, enhancement, and improvement.

## Site Rules



### Health & Safety Information Site Rules

Please take care of your own safety and health.  
Read and observe all method statements / risk assessments relating to your work  
Attend any required daily activity briefing or task briefings

**YOU MUST:**

- ✓ Have been inducted - Sign in / sign out (use biometric scanners where provided)
- ✓ Use pedestrian routes and entrances
- ✓ Wear the correct PPE with the correct branding including Hi-vis
- ✓ Suitable gloves for the task – cut resistant where required e.g. cladding / roofing
- ✓ Safety helmets with your name clearly displayed
- ✓ Safety footwear with midsole penetration protection (markings SB-P, S1-P, S3, or S5) – **Boots labelled S2 and S4 do not have penetration protection and are not allowed.**
- ✓ Other PPE required e.g. eye protection, ear defenders, respiratory protection, etc.
- ✓ Keep your place of work and storage areas in a tidy state and clear of rubbish
- ✓ Keep access routes clear of obstructions
- ✓ Observe all site rules and hazard and safety warning signs, notices, and barriers
- ✓ Place all waste/debris only in designated containers or areas including drinks containers
- ✓ Comply with the conditions of all Permits to Work
- ✓ Obtain a 'Permit' ATP for use of ladders or stepladders
- ✓ Only use non-surf mobile platforms
- ✓ Use hop-up platforms a minimum of 600mm x 600mm
- ✓ Report all injuries and dangerous occurrences to your supervisor / site management
- ✓ Store materials and tools only where indicated
- ✓ Restrict vehicle movements to routes, areas and speeds designated.
- ✓ Remove keys or isolate power to unattended plant
- ✓ Work safely – and if you can't - STOP

**YOU MUST NOT**

- Enter site through dedicated vehicle entrances
- Operate mechanical / mobile plant unless you are trained and authorised to do so
- Travel on mobile plant unless you are the operator
- Throw or drop down any items from a height
- Alter scaffolding, crash decks, scaffolding towers or perimeter fences or remove barriers erected for the protection of openings and edges without authorisation
- 'Surf' access towers or podium steps
- Use damaged tools or access equipment or operate tools or machines with the guards removed
- Use mobile phones while driving / operating plant or in areas where mobile phone use is unsafe or prohibited
- Use 240v electrical tools
- Use 110v halogen or pendant lighting, extension reels (coils)
- Change abrasive/cutting wheels unless you are trained and authorised to do so
- Leave your work or work area in an unsafe or unstable condition
- Store sheet materials on edge / unrestrained (maximum of 5 sheets plasterboard on edge, unrestrained, during boarding)
- Make connections to services without authorisation
- Enter confined spaces and excavations without proper authority
- Enter exclusion zones or the work areas of others without permission or authority
- Carry out excavations, work on roofs, hot work, or work on electrical installations without proper authority or precautions
- Smoke except in designated areas –No Smoking within 25m of any site entrance.
- Eat in areas other than the welfare / canteen provided
- Enter site under the influence of alcohol or drugs – we carry out random tests
- Put yourself or others at risk by working unsafely

**If in doubt STOP – ask?**

## Daily Activity Briefing - MANDATORY

Daily Activity Briefings create an opportunity for subcontractor Supervisors and B+K Managers to discuss the health & safety aspects of a task and a project and allows workers to contribute to their day-to-day method of working, via their

trade Supervisors. Significant issues are brought to the attention of the workforce via Supervisors who should cascade the information to their workers.

This is the main mechanism for consultation and coordination of the site activities where different trades and subcontractors may interact.

A daily Activity Briefing Board should be completed and recorded by photograph on  Health and Safety App.

## Emergency Arrangements

Health & Safety Procedure [SP 6.1](#) sets out arrangements for emergency response to situations including actual or potential (near miss): fire, pollution, accident, property damage or other incident.

For construction sites we complete a [SPF 115 Fire](#) Risk Assessment for the construction area and site accommodation to assess risks of fire and fire loading. A Fire & Emergency Plan will be developed including Emergency Escape Plans for the site accommodation and construction areas. This is supported by regular, recorded check on security measures, fire and emergency equipment and procedures.

Bowmer + Kirkland has developed full emergency and fire procedures to comply with Fire Prevention on Construction Sites (*Joint Code of Practice on the Protection from Fire of Construction Site & Buildings Undergoing Renovation*) – current edition.

For refurbishment and extension Projects and any Project on a live environment, the Project Manager will be required to complete [SPF 115 Appendix 1](#) to assess the effects of work on the fire integrity and emergency arrangements for staff, customers, visitors, etc.

High risk projects will have an independent assessment and construction fire strategy review.

Standard Hot Works are covered by a Permit to Work in operation from 8am – 3pm Monday – Friday. Higher risk hot works and hot works at other times are subject to a more onerous PTW.

The information is reviewed at an early stage by a Group Health & Safety Manager who has attended the FPA Fire Risk Assessment training.

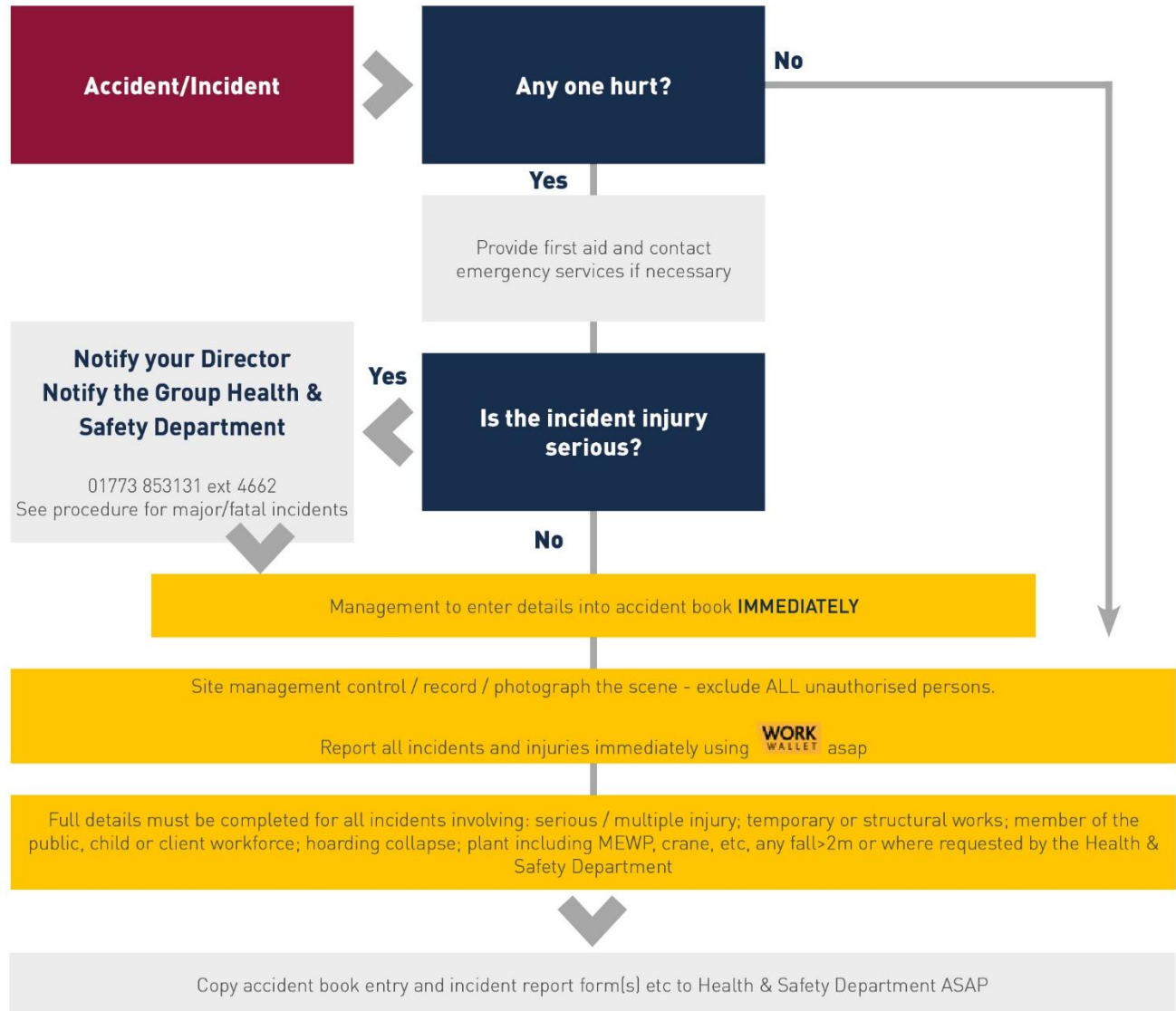
The Fire & Emergency Action Plan is formally reviewed at least once every month at the internal Project Review Meeting.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>In the event of an emergency:</b></p> <p>Report all accidents and incidents to a member of the site management team</p> <p> <b>First Aiders on this site are:</b><br/> <input type="text"/></p> <p> <b>First Aid equipment is located:</b><br/> <input type="text"/></p> <p> <b>Nearest Defibrillator is located:</b><br/> <input type="text"/></p> <p> <b>If required, call emergency services by:</b><br/> <input type="text"/></p> <p> <b>The nearest hospital is:</b><br/> <input type="text"/></p> <p> <b>The Accident Book is located:</b><br/> <input type="text"/></p> | <p><b>Fire action</b><br/>If you discover a fire:</p> <p> <b>Raise the alarm</b></p> <p> <b>Call the fire brigade 999</b><br/>The site address is:<br/> <input type="text"/></p> <p> <b>Tackle the fire only if it is safe to do</b></p> <p> <b>Leave by the nearest exit</b><br/>If you have to evacuate</p> <p> <b>Report to your assembly point:</b><br/> <input type="text"/></p> <p> <b>Do not stop to collect any of your personal belongings</b></p> <p> <b>Be familiar with the fire plan – your escape routes and assembly point!</b></p> | <p><b>+BOWMER KIRKLAND</b></p> <p><b>Project Name:</b> <input type="text"/></p> <p><b>Project No/Region:</b> <input type="text"/></p> <p><b>Address:</b> <input type="text"/></p> <p><b>Post Code:</b> <input type="text"/></p> <p><b>Local Authority:</b> <input type="text"/></p> <p><b>Contact Working Hours:</b> <input type="text"/></p> <p><b>Out of Hours:</b> <input type="text"/></p> <p><b>Work Wallet:</b> To send us a comment about this site, either scan the QR code (left) and send us your message, or text the site ID number xxxxx plus your message to 07490 334 880</p> <p><b>In the event of an emergency, dial 999</b></p> <p>Registered No. 791982 England<br/>Head Office 01773 853131</p> <p> <b>bandk.co.uk</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### IF THE SITE MANAGER IS UNAVAILABLE THEN CONTACT:

|                           |                   |             |
|---------------------------|-------------------|-------------|
| <b>Project Manager:</b>   | Paul Holt         | 07501090845 |
| <b>Regional Director:</b> | Malcolm Robertson | 07825920011 |
|                           |                   |             |

# Accident and Incident Procedure



**Remember:** To ensure the company complies with RIDDOR you must notify immediately / update the Health & Safety Department if:

- An accident results in a broken bone;
- unconsciousness;
- any other serious injury;
- any injury to a child at school during school hours;
- a member of the public is taken from the scene of the accident to hospital;
- an injured person is in hospital >24 hours;
- injured person is off work >3 days and >7 days

See Safety Procedure SP6.1

# Action in the event of a fatal/ major incident (including high potential and serious near miss incidents)

## Site Management will control incident scene and if safe to do so:

- Contact Emergency Services
- Take steps to prevent escalation of incident including further injury or environmental or property damage and separation from client / public
- Stop the work activity; e-mail subcontractor(s) involved to confirm this;
- Secure the area with fencing or hazard tape; Display signs to prohibit unauthorised access.
- Ensure all personnel are accounted
- Exclude ALL unauthorised persons – Do not allow spectators / unauthorised photography
- Assist and co-operate with emergency services
- Provide equipment / assistance for rescue / recovery / making safe including environmental protection
- Hire specialist expertise / equipment if necessary / instructed
- Ensure scene is controlled / recorded – take photographs – complete form SPF 702
- Record any witnesses and where they were working – if possible take statements SPF 703
- Where there is any suspicion of any person being impaired by drugs / alcohol – they are to remain on site until a post incident test has been completed. If they leave site a test will be required prior to their return.

**Do not speak to the media – refer all enquiries to Sarah Millington at Bowmer and Kirkland Group.**

### Site Management immediately contact:

**Business Unit Director**

**AND**

**Mark Blundy**

**Group Director Health & Safety**

**07825 527121**

**AND**

**Regional Health & Safety & Wellbeing Manager**

### Health, Safety & Wellbeing Managers

|                   |              |
|-------------------|--------------|
| Michael Brandwood | 07901 517472 |
| John Cregan       | 07747 444433 |
| David Reilly      | 07788 367749 |
| Glenn Crawley     | 07443 255310 |
| Rebecca Williams  | 07721 244484 |
| Georgie Cook      | 07795 931897 |
| Dom Tuck          | 07721 493103 |
| Alan Edington     | 07443 528647 |

### Director will:

- Notify H&S Dept / M Cruttenden
- Liaise with Client / Insurance Department
- Attend scene
- Coordinate information for any press statement

### Group Director of Health & Safety will:

- Attend / contact Safety Advisor to attend scene
- Coordinate any specialist technical / legal / environmental advice / counselling
- Attend scene / allocate Safety Advisor
- Lead / coordinate / close out investigation
- Report / Notify to HSE / EA (or NRW/SEPA)
- Liaise with Insurance Department
- Advise - forensic support / disaster recovery / Drone
- Liaise with Business Development re media interest

### Emergency Contacts - Bowmer and Kirkland Group

|                                                                     |                             |
|---------------------------------------------------------------------|-----------------------------|
| Group Health & Safety Department                                    | 01773 853131 ext 4662       |
| Matthew Cruttenden, Director                                        | 07 979 537635               |
| Mark Blundy, Director of Health & Safety                            | 07825 527121                |
| David Reilly, Frameworks H&S Manager                                | 07788 367749                |
| Dave Shooter, Group Crane Manager                                   | 07824 413103                |
| Craig Head, Group Quality Assurance Manager                         | 07 920 546633               |
| Paul Smith, Environmental & IMS Manager                             | 07 917 424592               |
| Phil Mason, Insurance                                               | 01773 857509 / 07825 242657 |
| Sarah Millington, PR/Media                                          | 01773 857514 / 07786 337363 |
| R G Wilbrey, Darrol Palmer                                          | 07802 179887 / 01902 420920 |
| RG Wilbrey, Dave Woodward                                           | 07 973 228935               |
| <b>Site Services - Power, Lighting, Accommodation, Barriers etc</b> |                             |
| Ian Haigh                                                           | 07831 199907                |
| Darren Mosley                                                       | 07733 124261                |
| Leanne Hackney                                                      | 07831 530544                |

**B+K**

**Risks identified through the planning and construction phases should be recorded in the Project Risk Register [MPF 5.27](#) and subject to regular review and update.**

## Part 2 Arrangements for Controlling Significant Site Risks

### (Site Establishment / existing information):

This section requires a review of the site prior to works commencing, the pre-construction information including design risks, supplied by the PD, and requirements to establish the site and then make an assessment of risk (**without controls**) as High / Medium / Low / N/A.

Standard risk controls are detailed in the Bowmer + Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.

### Client Requirements – phasing, working hours, programme

HIGH

MEDIUM

LOW

N/A

#### Comments

B+K have planned the programme and phases of this project to work within the permitted planning authority operational hours, working alongside and in conjunction with the operational hours for the wider NOMA estate with any planned movements. We have deemed the risk as LOW as we'll put in place restrictions and controls with our supply chain to work collaboratively with our client needs to mitigate the impact of our the operations on the surrounding area and ensure that all deliveries are booked in via MSITE .

Access to the construction site will be Via a designated gates on Miller Street and Dantzic St which will be manned at all times and with gates being kept locked when not in use.

### Public Protection / Surrounding activities

HIGH

MEDIUM

LOW

N/A

#### Comments

The full perimeter will be secured, using a solid a 2.4m high hoarding fence, and TVCB with mesh infill panels as directed by MCC Highways. A designated gateman will control and monitor deliveries/ usage of the gates ensuring that the gate always remain locked to prevent unauthorised access.

Security monitoring cameras will be located around the perimeter creating a REDLINE boundary which will be remotely monitored 24hrs a day and with camera monitoring being viewed by our designated guard.

Site hoarding will be subjected to a daily inspection to ensure it is safe and secure. Vehicle access will be via Miller St and Dantzic St and pedestrian access is gained near New Century Hall off Dantzic St nearby to the crossing point on Miller St.

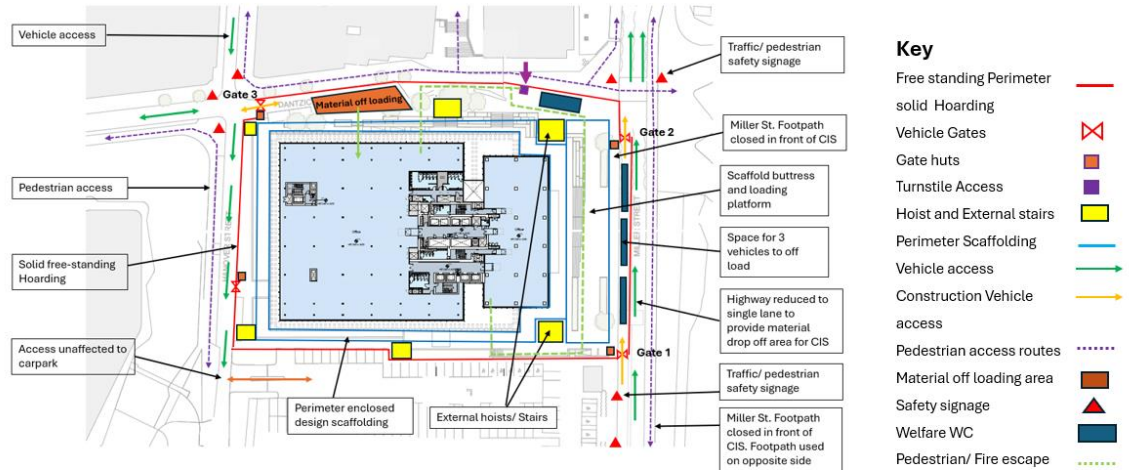
Site safety signage will be displayed on the hoarding and around the site perimeter at relevant locations, stating the site requirements for safe access and warning of site hazards and no unauthorised access, vehicle access etc

Roads will be kept clean from delivery vehicles wheel mess as tyres will be jet was cleaned prior to leaving site at the entrance gates. Additional support from frequent planned visits and call offs of a Road sweeper will ensure that the estates road is always kept clean and tidy.

The movement of Construction traffic will be under the supervision of trained / competent traffic marshals. Only Authorised pedestrians will be able to gain access to the site via a designated turnstile.

Any works required outside the site boundary (IE incoming services) will be planned with the relevant approval authorities, permits and RAMs being submitted and approved in advance to maintain public protection.

## CIS - Site Operations and Logistics - An Overview



**B+K**

### Site Security – CCTV / Manned Guards See SP 9.15 for Guidance

#### Site Security Risk

|                                                 |             | VERY HIGH | HIGH | MEDIUM | LOW         |
|-------------------------------------------------|-------------|-----------|------|--------|-------------|
| Is the site occupied / live?                    | Y / N / N/A |           |      |        | Y / N / N/A |
| Is there a history of arson / theft?            | Y / N / N/A |           |      |        | Y / N / N/A |
| Education project? (ALL High Risk)              | Y / N / N/A |           |      |        | Y / N / N/A |
| Is the Project using timber frame construction? | Y / N / N/A |           |      |        | Mandatory   |
| Monitored motion activated CCTV                 | Mandatory   |           |      |        | Y / N / N/A |
| Hoarding / Fencing                              | Y / N / N/A |           |      |        | Y / N / N/A |
| Full 2.4m Hoarding                              | Y / N / N/A |           |      |        | Y / N / N/A |
|                                                 |             |           |      |        | 24/7 Guard  |

| Security Risk | Boundary / Perimeter | Motion Sensor lighting | Permanent Lighting hours of darkness | Turnstile Access Control to the build area | CCTV | Monitored motion-activated CCTV surveillance systems | Guard out of hours | Guard 24/7 NOT GATEMAN |
|---------------|----------------------|------------------------|--------------------------------------|--------------------------------------------|------|------------------------------------------------------|--------------------|------------------------|
| Medium        | Hoarding / Fencing   | Y                      | N                                    | Y                                          | -    | Y                                                    | N                  | N                      |
| High          | Hoarding / Fencing   | Y                      | R                                    | Y                                          | R    | Y                                                    | Y                  | N                      |
| Very High     | 2.4 site Hoarding    | Y                      | Y                                    | Y                                          | Y    | Y                                                    | Y                  | Y                      |

School projects are assessed as minimum 'high-risk' the site boundary should be the permanent security fence installed early where possible, otherwise a solid hoarding to the front of the site and between the build area and any occupied school buildings.

Heras is permissible but the build area should be segregated from the grounds with supplementary fencing covered by motion detection / monitored CCTV.

|          |                                                                                                                |
|----------|----------------------------------------------------------------------------------------------------------------|
| Comments | Existing area is covered with CCTV, once the new site hoarding is established further CCTV will be established |
|----------|----------------------------------------------------------------------------------------------------------------|

| Vehicle and Pedestrian Management including deliveries | HIGH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | MEDIUM | LOW | N/A |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|-----|
| Comments                                               | There will be a designated vehicle access gate and a pedestrian access gate. Access to these gates will be controlled via our banksman and turnstile. Deliveries will be controlled through a designated booking procedure. All deliveries will be booked in utilising M Site Delivery management system, booked in at least 48hrs prior to arrival on site with an allocated time slot to prevent congestion on the surrounding roads to CIS tower. These deliveries will be met at the site gate by B+K's trained |        |     |     |

gatemmen / traffic marshals. Offloading of deliveries will be undertaken from within the confines of the site (within designated areas) while maintaining clear segregation between site operatives and the public.

All B+K delivery vehicles are registered with Fleet Operator Recognition Scheme (FORS) and Construction Logistics and Community Safety (CLOCS). These schemes are national industry standards which ensure best practice for safe deliveries to site.

B&K will establish a designated pedestrian access routes around / through the site to ensure that pedestrian / vehicles are segregated and always controlled. Access signs / routes are inspected daily and recorded on Workwallet via a Good Order inspection.

Material storage will be undertaken with the bounds of the site boundary. A Safe, suitable hard standings will be used by B&K for offloading of materials prior to them being transported internally for distribution. A designated area to dispose of waste on site will be designated and removed as generated. Waste streams will be separated into segregated waste skips with suitable signage being displayed. All waste will be covered and securely locked

#### Fire / Emergency including diversions

VERY HIGH

HIGH

MEDIUM

LOW

|                                       |                    |                                           |                    |
|---------------------------------------|--------------------|-------------------------------------------|--------------------|
| Is the site occupied / live?          | Y / <b>N</b> / N/A | Finished Building FRA completed?*         | Y / <b>N</b> / N/A |
| Information on Client requirements?   | <b>Y</b> / N / N/A | Diversions / Signs / Lighting required?   | <b>Y</b> / N / N/A |
| Existing fire risk assessment? *      | <b>Y</b> / N / N/A | FPA training required?                    | <b>Y</b> / N / N/A |
| Is there fire engineering protection? | Y / <b>N</b> / N/A | Are the public affected by works?         | Y / <b>N</b> / N/A |
| Will works disturb any fire breaks?   | <b>Y</b> / N / N/A | Any vulnerable groups?                    | Y / <b>N</b> / N/A |
| Any high-risk process / activity?     | <b>Y</b> / N / N/A | Existing fire / escape plan obtained?     | <b>Y</b> / N / N/A |
| Is there a history of arson / theft?  | <b>Y</b> / N / N/A | Is a full Fire RA required?               | <b>Y</b> / N / N/A |
| Hot Work PTW?                         | <b>Y</b> / N / N/A | Can a protected cutting area be provided? | <b>Y</b> / N / N/A |

**\*Complete *SPF 115* in all cases and review with your Safety Manager**

|          |                                                                                                                                                                                                                     |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comments | B+Ks H&S to review logistics and build sequence with existing CIS boundary/ fire escapes/ means of raising the alarm and produce a project specific FRA for CIS building stages that can be updated as works evolve |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\*If no refer to Client/ PD / Architect for action

#### Site Accommodation including Welfare Facilities / offices etc.

HIGH

MEDIUM

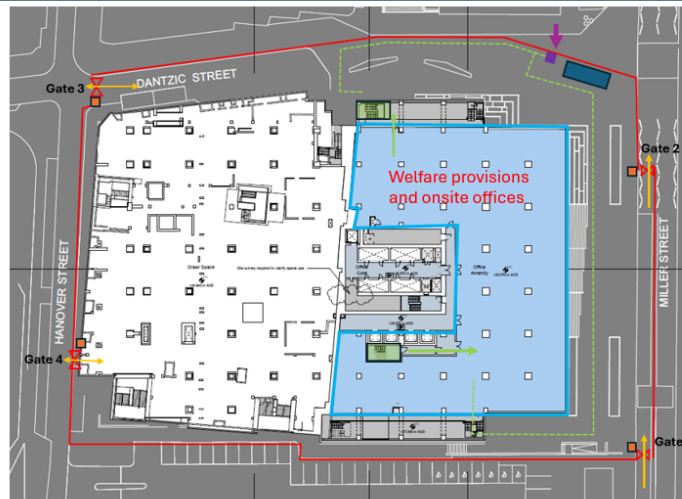
LOW

N/A

|                   |       |                  |       |
|-------------------|-------|------------------|-------|
| Existing Toilets? | Y / N | Existing Canteen | Y / N |
|-------------------|-------|------------------|-------|

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comments | <p>The site accommodation will be established within the existing building and areas will be developed to comprise of welfare canteens, toilet, drying room and shower facilities, subcontractor office space, management offices, kitchen, WC and meeting room facilities</p> <p>A part time cleaner will be provided to service the above facilities and ensure that they are maintained to a high standard. Operatives will be encouraged to wash their hands prior to dining.</p> <p>Weekly inspections of the above will be undertaken via Work Wallet</p> |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## CIS - Site Operations and Logistics – Welfare



**B+K**

### Services – underground / overhead

HIGH MEDIUM LOW N/A

**Comments** Live services locations will be identified on GPR surveys will form part of Pre-construction H&S information will be used to identified and highlight potential Live services on site ahead of works being carried out.  
No overhead services are visible within planned works, however underground services are expected around the perimeter of the CIS building, adjacent to the existing Substation area on Miller St etc..

### Highways / Roads – S278 / S36 Works

HIGH MEDIUM LOW N/A

**Comments** S278 works / Section 50 works to be undertaken as programmed with the necessary permits/ permissions having been obtained first from the local authority. The necessary opening-up licence/ hoarding/ footpath closure will be also gained ahead of works commencing with full dilapidation pictures being recorded and issued before commencing. Specific contractor RAMS and street work licenses for trained operatives will be presented ahead of works being carried out to the local Authority.

### Surrounding property / land use (Schools, hospitals, shops etc.)

HIGH MEDIUM LOW N/A

**Comments** The site bound by Miller St, Dantzic St and Hanover St. There is an adjacent carpark to the side of the CIS which is out of bounds. The existing roads and pavements have been re- landscaped and improved over the years and comprise of granite paving. A full dilapidation survey will be concluded and agreed prior to undertaking any work

### Landlord / party wall issues

HIGH MEDIUM LOW N/A

**Comments**

### Planning or other restrictions e.g. TPO, BAPA etc.

HIGH MEDIUM LOW N/A

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |        |     |     |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------|-----|-----|
| Comments                                                                             | Planning conditions and restrictions are currently unknown as the application hasn't been formally submitted therefore the restrictions and conditions are currently not known.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |        |     |     |
| Lighting and temporary lighting                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | HIGH                                   | MEDIUM | LOW | N/A |
| Comments                                                                             | <p>Temporary lighting around the site will be established around the site's perimeter hoarding, along designated pedestrian access routes, around welfare areas and within the building as works progress. These will be carried out in keeping with sites activity and the requirements of temporary services for works being carried out on site.</p> <p>Initially diesel-powered lighting towers/ PV with battery will be utilised to provide adequate safety lighting to illuminate the site walkways and site accommodation areas.</p> <p>Once full site setup is established, permanent flood lights will be suitably positioned will be fixed to provide safe access lighting.</p> <p>As the building is formed, safety light with emergency fittings will be installed in the areas to provide adequate safety / access lighting to escape routes will be maintained. Specific Task lighting will be provided by subcontractors for their planned works.</p> <p>Site lighting will be turned off daily when the site is closed with security lighting remaining in place around our site set up for the night guard</p> |                                        |        |     |     |
| Fencing and hoarding                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | HIGH                                   | MEDIUM | LOW | N/A |
| Comments                                                                             | <p>The site is to be enclosed by a temporary hoarding were deemed possible. A condition survey will be undertaken, and temporary work design check will be concluded prior to site occupation. Any necessary upgrades/ improvements to meet a TWD will be carried out when the site is occupied.</p> <p>Regular daily/ weekly site hoarding inspections will be carried out as a part our management checks using workwallet to record the findings of these inspections.</p> <p>During normal working hours, vehicle gates will be locked when not in use and will be controlled by B+K competent and trained traffic marshal. Gate access will be permitted during (8am-6pm)<br/>Pedestrian access will be restricted using turnstile / authorised access only.</p> <p>Security risk will be reviewed daily to ensure if any additional measures need implementing as required during the construction phase.</p>                                                                                                                                                                                                             |                                        |        |     |     |
| Structural Surveys and Dilapidations (inc. Wells, Tunnels or Underground Structures) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | HIGH                                   | MEDIUM | LOW | N/A |
| Comments                                                                             | A detailed condition survey will be completed prior to commencement of the project of the surrounding roads, footpaths, lampposts, fences, walls, and signage. Existing drainage will be CCTV inspected and recorded prior to works commencing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                        |        |     |     |
| Asbestos                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | HIGH                                   | MEDIUM | LOW | N/A |
| Asbestos Survey available?                                                           | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Asbestos Identified?                   |        |     | Yes |
| Further / additional survey required?*                                               | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Is the working area affected?          |        |     | Yes |
| Specialist Removals or treatment required?                                           | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Highlighted on Risk Board / Induction? |        |     | Yes |
| * If further survey required who is responsible?                                     | B + K / Client / Principal Designer / Managing Agent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |        |     |     |
| Comments                                                                             | Asbestos has been identified following previous inspections of CIS building to run through each floor plate, the façade and the structure. Significant constraints are imposed due to the nature of the asbestos material with specialist input to removed and advise required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                        |        |     |     |

|                                                                       |                                                                                                                                                                                                                                                                                                       |      |        |     |     |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------|-----|-----|
| <b>Other Hazardous Materials e.g. fragile rooflights</b>              |                                                                                                                                                                                                                                                                                                       | HIGH | MEDIUM | LOW | N/A |
| Comments                                                              | Yes, roof lights on level 26, Special precautions to be put in place                                                                                                                                                                                                                                  |      |        |     |     |
| <b>Environmental – water, flora, fauna</b>                            |                                                                                                                                                                                                                                                                                                       | HIGH | MEDIUM | LOW | N/A |
| Refer to Environmental Impact Assessment ( <a href="#">MPF 6.3</a> )  |                                                                                                                                                                                                                                                                                                       |      |        |     |     |
| Comments                                                              | <p>Reference to CEMP and Ecology plan. B+K to highlight any environmental concerns raised in CEMP during induction and ensure control measures are put in place by our supply chain subcontractors.</p> <p>Runoff water will be controlled during the works with temporary drainage and discharge</p> |      |        |     |     |
| <b>Client Approval / Permit to Work Requirements e.g. roof access</b> |                                                                                                                                                                                                                                                                                                       | HIGH | MEDIUM | LOW | N/A |
| Comments                                                              | Access to roof is required, however full access will come under B+K`s control with permits to work on roof needing to be put in place                                                                                                                                                                 |      |        |     |     |
| <b>Other</b>                                                          |                                                                                                                                                                                                                                                                                                       | HIGH | MEDIUM | LOW | N/A |
| Comments                                                              |                                                                                                                                                                                                                                                                                                       |      |        |     |     |

## Part 3 Management of the Work

### Significant Construction Process Risks - Safety risks / Health risks

This section requires a review of the site works including the trades, methods of construction and operations to enable the project to be constructed and then make an assessment of risk (without controls) as High / Medium / Low / n/a. **Standard risk controls are detailed in the Bowmer + Kirkland Health & Safety Procedures Manual.** The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.

The categories / items below will be updated and completed in the next revision prior to commencement of works on site, as further clarity on the full scope of works will be defined in the stage 3 design development as input from specialist contractors to aid programme build and delivery will be considered. Updated design and access statements will be further developed with the design team to input into the overall project delivery programme, material choice, access equipment, services and required permits to undertake the works.

|                                                                                |             |        |     |     |
|--------------------------------------------------------------------------------|-------------|--------|-----|-----|
| <b>Phasing / Programme / Handover</b>                                          | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Design – Significant Residual Risks e.g. retained structures / services</b> | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Planning Conditions / Licences / Permits / Consents</b>                     | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Construction Materials, Methodology and Sequence</b>                        | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Site Investigations / Tests</b>                                             | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Ground Remediation</b>                                                      | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Roads / Drainage / Foundations</b>                                          | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Services / Utilities</b>                                                    | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       | .           |        |     |     |
| <b>Fire Strategy</b>                                                           | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Water Management Plan</b>                                                   | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Work at Height e.g. Perimeter Climbing Shield</b>                           | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Work at Height: Riser Protection – Use of GRP Grid?</b>                     | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Fall of Materials / Falling Objects</b>                                     | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |
| <b>Scaffolding</b>                                                             | HIGH        | MEDIUM | LOW | N/A |
| Will a scaffolding design be required?                                         | Y / N / N/A |        |     |     |
| Comments                                                                       |             |        |     |     |
| <b>Fragile Materials</b>                                                       | HIGH        | MEDIUM | LOW | N/A |
| Comments                                                                       |             |        |     |     |

|                                    |  |      |        |     |     |
|------------------------------------|--|------|--------|-----|-----|
| <b>Plant and Vehicle Movements</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                           |  |      |        |     |     |

|                                         |  |      |        |     |     |
|-----------------------------------------|--|------|--------|-----|-----|
| <b>Footpath / Road / Car Park Works</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                |  |      |        |     |     |

|                        |  |      |        |     |     |
|------------------------|--|------|--------|-----|-----|
| <b>Manual Handling</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments               |  |      |        |     |     |

|                                    |  |      |        |     |     |
|------------------------------------|--|------|--------|-----|-----|
| <b>Cranes / Mechanical lifting</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                           |  |      |        |     |     |

|                                                    |  |      |        |     |     |
|----------------------------------------------------|--|------|--------|-----|-----|
| <b>Tower Crane / Crawler Crane / Hoist / MCWP*</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                           |  |      |        |     |     |

| **\* Refer to Dave Shooter Group Crane Manager** | | | | | |

|                                            |  |      |        |     |     |
|--------------------------------------------|--|------|--------|-----|-----|
| <b>Materials (COSHH / special hazards)</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                   |  |      |        |     |     |

|                         |  |      |        |     |     |
|-------------------------|--|------|--------|-----|-----|
| <b>Power / Lighting</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                |  |      |        |     |     |

|                                                                    |  |      |        |     |     |
|--------------------------------------------------------------------|--|------|--------|-----|-----|
| <b>Temporary Works / Design – includes planned / considered TW</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                           |  |      |        |     |     |

|                                               |   |                                               |   |
|-----------------------------------------------|---|-----------------------------------------------|---|
| <b>Item requiring Temporary Works design?</b> | ✓ | <b>Item requiring Temporary Works design?</b> | ✓ |
| Hoarding / Fencing                            |   | Anchor Points                                 |   |
| Excavation / Ground support                   |   | Falsework / Formwork                          |   |
| Piling Mat                                    |   | Floor loadings                                |   |
| Plant Platform – crane, MEWP, etc.            |   | Edge Protection                               |   |
| Structural Support – new build / existing     |   | Other?                                        |   |
|                                               |   |                                               |   |
|                                               |   |                                               |   |

|                                                               |  |      |        |     |     |
|---------------------------------------------------------------|--|------|--------|-----|-----|
| <b>Specific Competence Requirements - Specialist Training</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                      |  |      |        |     |     |

|                                            |   |                                            |   |
|--------------------------------------------|---|--------------------------------------------|---|
| <b>Item requiring Specific Competence?</b> | ✓ | <b>Item requiring Specific Competence?</b> | ✓ |
| Temporary Works Co-ordinator               |   |                                            |   |
| Electricity – Authorised Person            |   |                                            |   |
| Electricity – Competent Person             |   |                                            |   |
| Crane Coordinator                          |   |                                            |   |
| FPA Fire Training                          |   |                                            |   |
| SPA PFA Petroleum Card                     |   |                                            |   |
| Gas Safe Domestic Gas                      |   |                                            |   |
| Temporary Works Inspection                 |   |                                            |   |
| Scaffolding Inspection                     |   |                                            |   |

|                    |  |      |        |     |     |
|--------------------|--|------|--------|-----|-----|
| <b>Dust / Fume</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments           |  |      |        |     |     |

|                                   |  |      |        |     |     |
|-----------------------------------|--|------|--------|-----|-----|
| <b>Diving / Works Under Water</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                          |  |      |        |     |     |

|                                                                                |  |      |        |     |     |
|--------------------------------------------------------------------------------|--|------|--------|-----|-----|
|                                                                                |  |      |        |     |     |
| <b>Work On, Over or within 10 m of Water</b>                                   |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Noise</b>                                                                   |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Specialist Plant / Scaffolding / Access Equipment</b>                       |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Specialist Trades</b>                                                       |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Building Services</b>                                                       |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Inspection Test Commissioning – 3<sup>rd</sup> Party QA – Fire / Façade</b> |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Fire Protection</b>                                                         |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Ongoing Maintenance Issues</b>                                              |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Waste</b>                                                                   |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Commissioning / Testing / Handover</b>                                      |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |
| <b>Other</b>                                                                   |  | HIGH | MEDIUM | LOW | N/A |
| Comments                                                                       |  |      |        |     |     |

|                                                                                                                                                  |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Part 4 CDM Principal Designer /Client</b>                                                                                                     |     |
| Has the Principal Designer Risk Schedule <a href="#">MPF 4.9</a> been prepared by the Principal Designer                                         | Y/N |
| If NO – what arrangements are in place to collate design risk assessments from designers and manage design risks during delivery of the project: |     |
|                                                                                                                                                  |     |
| Has the PD reviewed the Design Risk Assessments for the initial design including buildability and construction fire strategy?                    |     |
|                                                                                                                                                  |     |
| <b>The Health &amp; Safety File</b>                                                                                                              |     |
| The format should be directed by the Principal Designer to satisfy the Client requirements for content and format.                               |     |
| (a) Layout and Format                                                                                                                            |     |

## (b) Arrangements for the collection and gathering of information

## (c) Storage of information

### Health & Safety Procedures / Forms / Systems Index



#### Cloud Based Health and Safety App.

| Management Inspections:                                                          | Authority to Proceed:                                                                    |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Site Management Safety Inspection                                                | Confined Space                                                                           |
| Project leader Safety Tour                                                       | Electrical Work - Limitation of Access                                                   |
| Director safety Tour                                                             | Use of Leaning Ladders / Stepladders                                                     |
| B+K H&S Advisor Inspection                                                       | Lorry Loader                                                                             |
| R G Wilbrey Inspection                                                           | Excavations / Ground Penetration                                                         |
| RG Wilbrey Development Visit                                                     | Tree Protection - Works within Root Protection Area                                      |
| Sub-contractor Safety Tour                                                       | Truck Mounted Concrete Pump                                                              |
| <b>Site Inspection Activity:</b>                                                 | Wet Works                                                                                |
| Site Activity Log (site diary) includes progress photographs and Good Order tour | Roof Access                                                                              |
| Daily Activity Briefing                                                          | <b>Behaviour / Discipline:</b>                                                           |
| Toolbox Talk Register / Briefing Register                                        | Red Card – Serious Non-compliance – Immediate Exclusion                                  |
| Welfare Inspection Record                                                        | Yellow Card – Non-compliance – Record of Warning                                         |
| Site Hoarding and Fencing Inspection Record                                      | Green Card – Positive Behaviour / Good Compliance                                        |
| Environmental Protection Inspection Record                                       | <b>Event Reports:</b>                                                                    |
| Fire Equipment Inspection Record                                                 | Incident / Accident Report – Injuries, Near-miss, Dangerous Occurrence, Ill Health, etc. |
| <b>Permit to Work:</b>                                                           | Official Visit – HSE, EHO, etc.                                                          |
| Hot Works – Standard / High Risk                                                 | <b>Consultation / Feedback:</b>                                                          |
| Excavation / Ground Penetration Near 'Live' Services                             | Concern Report – QR Code link to Workforce / Public                                      |
| General Permit to Work                                                           |                                                                                          |
| Critical Tasks – Covid Relaxation of Social Distancing Requirements              |                                                                                          |

#### Inspection TAG system

Ladder / Stepladder / Podium Daily Inspection [SPF 316](#) is withdrawn and replaced with TAG Inspection system



#### Cloud-based GDPR secure Workforce Management System

Workforce Registration (identity and competence), B+K induction, Supervisor Induction and Demographic anonymised data. Time and Attendance Recording.

| Section    | Procedure                                      | Section    | Procedure                 |
|------------|------------------------------------------------|------------|---------------------------|
| <b>0.0</b> | <b>Safety Procedures Overview</b>              | <b>9.0</b> | <b>Site Arrangements</b>  |
| 0.1        | Contents and link to Quality Management System | 9.1        | First Aid                 |
| <b>1.0</b> | <b>Training and Competence</b>                 | 9.2        | Welfare                   |
| 1.1        | Training and Competence                        | 9.3        | Catering/Food Preparation |
| 1.2        | Toolbox Talks                                  | 9.4        | Traffic Management        |
| 1.3        | Apprentices Interns, Placements, etc.          | 9.5        | Public Protection         |
| 1.4        | Supervision                                    | 9.6        | Visitors                  |
| <b>2.0</b> | <b>Consultation and Communication</b>          | 9.7        | Good Order                |
| 2.1        | Worker Consultation and Site Feedback          | 9.8        | Site Establishment        |
| 2.2        | Company Safety Induction                       | 9.9        | Electricity               |
| 2.3        | Site Induction Process and Orientation Process | 9.10       | Gas Installations         |
| 2.4        | Non-English-Speaking Workers                   | 9.11       | Services                  |
| 2.5        | Red/Yellow/Green Card                          |            |                           |

|            |                                                       |             |                                              |
|------------|-------------------------------------------------------|-------------|----------------------------------------------|
| 2.6        | Agency Worker Induction                               | 9.12        | Storage of Hazardous Substances Fuel and Oil |
| <b>3.0</b> | <b>Risk Assessment/Method Statements/Permits</b>      | 9.13        | Mortar Silos                                 |
| 3.1        | Risk Assessment                                       | 9.14        | Health & Safety Standard Notice Boards       |
| 3.2        | Method Statements                                     | 9.15        | Security, Hoarding, Fencing and Barriers     |
| 3.3        | Authority to Proceed & Permit to Work Procedures      | 9.16        | Safety Signs                                 |
| 3.4        | Hot Works Permit to Work Procedure                    | 9.17        | ADR Carriage of Dangerous Substances         |
| 3.5        | Temporary Works                                       | 9.18        | Lighting                                     |
| <b>4.0</b> | <b>Construction Design Management</b>                 | 9.19        | Site Logistics                               |
| 4.1        | CDM Overview                                          | <b>10.0</b> | <b>Environmental Protection</b>              |
| 4.2        | CDM Contractor & Designer Assessments                 | 10.1        | Archaeology                                  |
| 4.3        | CDM Pre-Construction Information                      | 10.2        | Ecology and Wildlife                         |
| 4.4        | CDM Health & Safety Plan                              | 10.3        | Invasive Species                             |
| 4.5        | CDM Health & Safety File                              | 10.4        | Water Pollution Prevention                   |
| 4.6        | CDM Principal Designer                                | 10.5        | Vibration                                    |
| <b>5.0</b> | <b>Monitoring Audit and Review</b>                    | 10.7        | Packaging Waste                              |
| 5.1        | Health & Safety Inspections                           | 10.8        | Waste Management (England and Wales)         |
| 5.2        | Health & Safety Monitoring and Audits                 | 10.9        | Waste Management (Scotland)                  |
| 5.3        | Outside Agencies and Official Visits                  | 10.10       | Weather Conditions                           |
| 5.4        | Considerate Constructors Scheme                       | 10.11       | Working on or Near Water                     |
| 5.5        | Health & Safety Reporting                             | 10.12       | Trees and Hedgerows                          |
| <b>6.0</b> | <b>Accidents and Incidents</b>                        | 10.13       | Environmental Dust                           |
| 6.1        | Accidents and Incidents – Escalation Procedure        | 10.14       | Environmental Noise                          |
| <b>7.0</b> | <b>Fire and Emergency</b>                             | <b>11.0</b> | <b>Health Risk Management</b>                |
| 7.1        | Emergency Procedures                                  | 11.1        | Asbestos                                     |
| 7.2        | Fire – General Fire Precautions                       | 11.2        | Confined Spaces                              |
| 7.3        | Fire - Site Offices and Temporary Accommodation Units | 11.3        | CoSHH                                        |
| 7.4        | Fire – Timber Structures                              | 11.4        | Dermatitis                                   |
| 7.5        | Fire – Refurbishment & Works in Occupied Premises     | 11.5        | Dust                                         |
| 7.6        | Fire – Process Fire Controls                          | 11.6        | Hand Arm Vibration Syndrome HAVS             |
| <b>8.0</b> | <b>Personal Health &amp; Safety</b>                   | 11.7        | Occupational Health                          |
| 8.1        | Display Screen Equipment Assessments                  | 11.8        | Lead                                         |
| 8.2        | Driving                                               | 11.9        | Legionella                                   |
| 8.3        | Drugs and Alcohol                                     | 11.10       | Muscular Skeletal Disorders                  |
| 8.4        | Lone Working                                          | 11.11       | Noise                                        |
| 8.5        | Personal Electronics Phones Etc                       | 11.13       | Sharps                                       |
| 8.6        | New or Expectant Mothers                              | 11.14       | Smoke, Fumes and Odours                      |
| 8.7        | Office / Premises Safety                              | 11.15       | UV Exposure                                  |
| 8.10       | Mental Health & Wellbeing                             | 11.16       | Zoonoses                                     |

| Section     | Procedure                                           | Section     | Procedure                                              |
|-------------|-----------------------------------------------------|-------------|--------------------------------------------------------|
| <b>12.0</b> | <b>Lifting Equipment and Operations</b>             | 14.12       | WaH Equipment – Waste Chutes                           |
| 12.1        | Lifting Equipment                                   | 14.13       | WaH Equipment – Personal Fall Protection               |
| 12.2        | Lift Trucks and Telehandlers                        | 14.14       | WaH Equipment – Rope Access                            |
| 12.3        | Lifting Operations                                  | 14.15       | WaH Equipment – Horizontal Mansafe Systems             |
| 12.4        | Lifting Operations – Lorry Loader                   | 14.16       | WaH Equipment – Stilts                                 |
| 12.5        | Lifting Operations – Tower Crane A-F                | 14.17       | WaH Equipment – Stairs, Landings, Thresholds and Ramps |
| 12.6        | Lifting Operations – Crawler Cranes                 | 14.18       | WaH Equipment – Edge Protection                        |
| 12.7        | Lifting Operations – Hoists                         | 14.19       | WaH Equipment – Risers, Lift Shafts & Openings         |
| 12.8        | Lifting Operations – Self Erect Tower Cranes        | 14.20       | WaH – Falls from Vehicles                              |
| 12.9        | Lifting Operations – Compact Cranes                 | 14.21       | WaH – Temporary Accommodation Units                    |
| <b>13.0</b> | <b>Plant and Equipment</b>                          | 14.22       | WaH – Fragile Materials                                |
| 13.1        | Work Equipment                                      | 14.23       | WaH – Pitched Roofs / Slating & Tiling                 |
| 13.2        | Mobile Plant                                        | 14.24       | WaH Plant – Suspended Access Units – BMU-Cradles       |
| 13.3        | Excavator Safety                                    | 14.25       | WaH – Tool Tethers                                     |
| 13.4        | Site Dumpers                                        | <b>15.0</b> | <b>Specific Risks</b>                                  |
| 13.5        | Compressors & Pneumatic Tools                       | 15.1        | Demolition                                             |
| 13.6        | Deliveries and Tipping of Loads                     | 15.2        | Refurbishment                                          |
| 13.7        | Road Sweepers & Wheel wash Equipment                | 15.3        | Ground Remediation and Stabilisation                   |
| 13.8        | Proprietary Shoring Equipment                       | 15.4        | Excavation Works                                       |
| 13.9        | Mobile Crushers                                     | 15.5        | Concrete Works                                         |
| 13.10       | Non-road Mobile Machinery                           | 15.6        | Piling, Drilling and Pile Caps                         |
| <b>14.0</b> | <b>Work at Height</b>                               | 15.7        | Road Works                                             |
| 14.1        | Work at Height                                      | 15.8        | Paving Kerbs                                           |
| 14.2        | WaH Safe Systems of Work                            | 15.9        | Welding                                                |
| 14.3        | WaH Plant – MEWPS                                   | 15.10       | Structural Erection                                    |
| 14.4        | WaH Plant – Mast Climbing Work Platforms            | 15.11       | Structural Metal Decking                               |
| 14.5        | WaH Equipment – Ladders and Stepladders             | 15.12       | Precast Concrete                                       |
| 14.6        | WaH Equipment – Low Level Access                    | 15.13       | UXO – Unexploded Ordnance                              |
| 14.7        | WaH Equipment – Low Level Working Platforms         | 15.14       | Network Rail Requirements                              |
| 14.8        | WaH Equipment – Mobile Access Towers                | 15.15       | Plasterboard                                           |
| 14.9        | WaH Equipment – Safety Nets / Fall Arrest Equipment | 15.16       | EMF - Electromagnetic Frequency                        |
| 14.10       | WaH Equipment – Scaffolding                         | 15.17       | Fixings and Fixing Systems                             |
| 14.11       | WaH Equipment – Loading Platforms                   | 15.18       | Water Management                                       |

| Section No     | Safety Procedures Forms - Index                       | Section No     | Safety Procedures Forms - Index                                      |
|----------------|-------------------------------------------------------|----------------|----------------------------------------------------------------------|
| <b>SPF 100</b> | <b>Planning Forms / Templates</b>                     |                |                                                                      |
| SPF 101        | Project Safety Notification/Safety Pack Request       | SPF 323        | Mast Climbing Work Platform Daily / Weekly Inspection Record         |
| SPF 106        | Method Statement Evaluation Record                    | SPF 326        | Day / Night Shift Handover                                           |
| SPF 109        | Tower Crane/SETC Project Lift Plan & Method Statement | SPF 333        | Tower Crane – Daily Climbing Record                                  |
| SPF 110        | Tower Crane/SETC Authorisation by Plant Manager       | SPF 334        | Radio Checks - Daily Record                                          |
| SPF 114        | Health & Safety (CDM) Plan Template                   | SPF 337        | Delivery Vehicle Log                                                 |
| SPF 115        | Fire Risk Assessment                                  | SPF 338        | Tower Crane - Safety Critical Systems Daily Management Checks Record |
| SPF 117        | Risk Assessment Template                              | <b>SPF 400</b> | <b>Permit to Work / Authority to Proceed Forms</b>                   |
| SPF 118        | Method Statement                                      | SPF 420        | ATP - Temporary Works .XLS spread sheet                              |
| SPF 119        | Method Statement Amendment Record                     | SPF 422        | ATP - Tower Crane Erection + Appendix TC Erection Tracker            |
| SPF 120        | CoSHH Assessment                                      | SPF 429        | ATP MCWP erection                                                    |
| SPF 124        | Small Contractor Competence Assessment Record         | SPF 430        | ATP Hoist erection / SPF 430a continuation sheet                     |

|                |                                                           |                |                                                         |
|----------------|-----------------------------------------------------------|----------------|---------------------------------------------------------|
| SPF 125        | Direct Contractor Evaluation Record                       | SPF 432        | Tower Crane Anti-Collision System Impairment            |
| SPF 126        | HEC Contractor Authorisation                              | <b>SPF 500</b> | <b>Weekly Forms</b>                                     |
| SPF 127        | FM Contractor Competence Evaluation Record                | SPF 501        | Harness & Lanyard Inspection Record .XLS spread sheet   |
| SPF 128        | Small Works Health & Safety (CDM) Plan Template           | SPF 502        | Lifting Equipment & Accessories Inspection Record       |
| SPF 132        | Lifting Plan Evaluation Record                            | SPF 503        | Scaffolding/Temporary Works Equipment Inspection Record |
| SPF 133        | Tower Crane Enquiry                                       | SPF 503a       | Project Manager's Weekly Scaffolding Inspection Record  |
| SPF 134        | Hoist Enquiry                                             | SPF 504        | Excavation/Earthworks Inspection Record                 |
| SPF 137        | Design Brief - Temporary Works .XLS spread sheet          | SPF 505        | Work Equipment Inspection Record                        |
| SPF 138        | Tower Crane -SETC Information Request                     | SPF 507        | Fixed Premises Weekly / Monthly Fire Inspection Record  |
| <b>SPF 200</b> | <b>Project Commencement Forms</b>                         | SPF 508        | Site Management Weekly Safety Report .XLS spread sheet  |
| SPF 201        | Site Safety Orientation Record                            | SPF 510        | Workforce Safety Questionnaire                          |
| SPF 202        | Site Safety Orientation Register                          | SPF 511        | Lifting Plan Review Record                              |
| SPF 206        | Plant Authorisation Register .XLS spread sheet            | <b>SPF 600</b> | <b>Management Report Forms</b>                          |
| SPF 207        | Lifting Equipment & Accessory Authorisation Register.XLS  | SPF 602        | Management Monthly Safety Report . XLS spread sheet     |
| SPF 208        | Portable Appliance Test Register                          | SPF 604        | DSE User Assessment Record & Eye Test Request           |
| SPF 210        | Telehandler Risk Assessment/Authorisation                 | SPF 605        | Contractor Health & Safety Inspection Register          |
| SPF 211        | RTFL Risk Assessment/Authorisation                        | SPF 607        | Procedures Feedback Form                                |
| SPF 212        | Counterbalance FLT Risk Assessment/Authorisation          | SPF 610        | Weekly Vehicle Inspection Record                        |
| SPF 213        | Site Attendance Register                                  | SPF 611        | Waste Transfer Note                                     |
| SPF 214        | Site Visitor Attendance Register                          | SPF 613        | Sub-contractor Safety Tour                              |
| SPF 216        | Site Safety 5 Minute Induction / Orientation              | SPF 615        | Fixed Premises - Offices Monthly Inspection Record      |
| SPF 218        | Agency Manager Orientation Record                         | <b>SPF 700</b> | <b>Investigation Forms</b>                              |
| SPF 221        | MCWP Inspection Tracker                                   | SPF 702        | Incident Investigation Report                           |
| SPF 222        | Temporary Works Register .XLS spread sheet                | SPF 703        | Witness Statement                                       |
| <b>SPF 300</b> | <b>Daily Forms</b>                                        | SPF 704        | Witness Statement – continuation                        |
| SPF 303        | MEWP Daily/Weekly Inspection Record                       | <b>SPF 800</b> | <b>H&amp;S Department Forms NOT FOR SITE USE</b>        |
| SPF 304        | Safety Net Inspection Record                              | SPF 803        | Health & Safety Incident Summary Report                 |
| SPF 305        | Telehandler/Forklift/RTFLT Daily/Weekly Inspection Record | SPF 804        | Investigation Report                                    |
| SPF 307        | Self-Erect Tower Crane Daily Inspection                   | SPF 805        | Health & Safety Management Briefing                     |
| SPF 308        | Lifting Schedule                                          | SPF 806        | Safety Alert Template                                   |
| SPF 311        | Hire and Manage Lifting Plan                              | SPF 807        | Best Practice Note                                      |
| SPF 312        | Load Plan                                                 | SPF 809        | FRA Review PAS 79.1 20 Annex D                          |
| SPF 313        | Personal Protective Equipment Issue Register              | SPF 810        | Management of Tower Cranes Audit                        |
| SPF 314        | Personal Protective Equipment Inspection Record           | SPF 811        | Monthly Summary                                         |
| SPF 315        | Hand Arm Vibration Exposure Record                        | SPF 813        | Workshop Fixed Premises Audit Premises Report           |
| SPF 318        | Mobile Plant Checks Daily Inspection Record               | SPF 814        | Fixed Premises Audit Report                             |