CONSTRUCTION PHASE PLAN

STORE REFIT

CO-OPERATIVE FOOD WHALLEY RANGE
135-141 WITHINGTON RD
WHALLEY RANGE
MANCHESTER
M16 8EE

Job Ref:	H346		
Date:	**Start Date:**	**Completion Date:**	**Duration (Days):**
09/06/25	21/07/25	26/09/25	50
Max Number of Operatives on site at One Time:	10	**Estimated Number of Person Days:**	500

Change Log			
Rev:	**Date:**	**Author:**	**Comments:**
1.0	09/06/2025	DE	First issue of construction phase plan
1.1	13/06/2025	DE	Legionella survey included
2	17/06/2025	DE	Max operatives on site and estimated number of person days revised

SIGNIFICANT RISKS FOR THIS PROJECT	
RISK	**MITIGATION**
Members of the public entering the work area.	Barrier fencing will be used to deny access to the works taking place by any unauthorised persons, while signage will be clearly displayed to signify inaccessible areas. Arrangements for the works will be communicated to store management prior to commencing.
Working at Height – Use of Stepladders	Don't overreach. Steps are for short duration work of 20-30 minutes. Check all four stepladder feet are in contact with the ground and the steps are level. All operatives will be trained and competent in the use of steps.
Working at Height – Use of Mobile Tower	All mobile scaffold towers are to be erected by a PASMA Certified individual only. Towers must be checked before each use to ensure they are in good condition and working order. A valid Scaff tag must be displayed before any use is authorised. Operatives working on mobile scaffold towers and scaffold will be competent to undertake work at height.
Working at Height – Use of MEWPs	MEWPs will be controlled, moved, or operated by IPAF trained individuals only. Chapter 8 barriers will be used to segregate MEWPs from staff and the public, as well as guard against unauthorised access or accidental collision. A banksman will be present to co-ordinate the works and oversee movement of the scissor lift where required.
Working at Height – Use of Fixed Scaffold	The fixed scaffold for the project will be erected to TG20:21 by competent personnel, and only competent personnel will carry out the works following. It will be inspected visually before the start of each shift and undergo a thorough inspection at least every 7 days. It will also undergo a thorough inspection following any inclement weather or other event which could affect its structural integrity. A valid Scaff tag must be displayed before any use is authorised. The access ladder will be removed when not in use, this will also be implemented out of hours.
Breaking Ground	All operatives will be competent to carry out the works assigned to them, and will read and sign the relevant risk assessments, as well as all other documentation pertaining to the excavation works. A permit to work will be issued by the Site Manger prior to any works commencing that will or are likely to break ground and will be signed by the Site Manager and operative undertaking the works. No works to break ground are permitted without a permit-to-work being issued in the first instance.

Asbestos Removal	All asbestos abatement works will be undertaken by a licensed asbestos removal contractor (LARC). A plan of work will be produced by LARC prior to arrival on-site which will include method statement, risk assessments, all arrangements for enclosures and air testing following removal, and all additional control measures and checks required to safely plan and undertake the works. Mahoney operatives, visitors and staff will not be permitted to enter the site until testing has been completed and a certificate of reoccupation has been issued.
Working near ACMs	All employees and contractors have received appropriate training and information about asbestos awareness and site inductions are undertaken and the procedures to be followed in the event of discovering ACM's. All ACMs are advised to Operatives prior to entering site.

ANY OTHER SIGNIFICANT HEALTH OR SAFETY RISKS

Needle Stick Injuries

The consequences of being pricked by a needle or syringe are extreme. These include:

- Hepatitis B
- Hepatitis C
- Human Immunodeficiency Viruses (HIV)

Because of the nature of their use, needles / syringes may be hidden or deliberately placed to cause injury. Syringes could be found in places such as sewers, waste bins, guttering, gullies, toilets, behind toilet cisterns, car parks and derelict buildings. For any activities carried out which represent a higher risk of potentially encountering a needle / syringe, for example site clearance, soft strip, or demolition, it will be ensured that risk assessments contain control measures for identifying needles /syringes, and what to do if they are discovered.

Emergency procedure if an operative is pricked by a needle / syringe:

1. Encourage the puncture to bleed
2. NEVER suck the wound
3. Wash well under cold running water without soap
4. Cover with a dry dressing
5. Seek urgent medical advice
6. If possible, retain the needle in a sharps box, plastic bottle or jar and take it with the injured party to the hospital
7. A protective injection against Hepatitis B can be given. This must be done within 48 hours.

STORE TRADING HOURS

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
07:00 – 22:00	07:00 – 22:00	07:00 – 22:00	07:00 – 22:00	07:00 – 22:00	07:00 – 22:00	10:00 – 16:00

HOURS OF WORKING/PHASING ARRANGEMENTS

Works to be carried out during the hours of 07:00 – 19:00

See ***Appendix A*** for Programme of Work

SCOPE OF WORKS

To reduce the size of the sales floor by half with one half being sub-letted. Retained area being kept by Co-op to be refurbished. New BOH to be redesigned and refurbished. New windows and entrance area to be created to new Sales area.

KEY PARTICIPANTS			
Client	Co-op Estates Construction 1 Angel Square Manchester M60 0AG	**Contact:** **Mob:** **Email:**	Rachel Thornton [redacted]
Principal Designer	Bowman Riley Toronto Square Toronto Street Leeds LS1 2HJ	**Contact:** **Mob:** **Email:**	Chris Snowden [redacted]
Principal Contractor	Mahoney Contracts Ltd 11 Broughton Way Whitehills Business Park Blackpool FY4 5QN	**Contact:** **Mob:** **Email:**	Stephen Mahoney [redacted]
Temporary Works Coordinator	Mahoney Contracts Ltd 11 Broughton Way Whitehills Business Park Blackpool FY4 5QN	**Contact:** **Mob:** **Email:**	Paul Anderson [redacted]
Site Manager	Mahoney Contracts Ltd 11 Broughton Way Whitehills Business Park Blackpool FY4 5QN	**Contact:** **Mob:** **Email:**	Ben Goodall [redacted]
Asbestos Consultant	Lucion Services Unit 7 Halifax Court Gateshead Tyne & Wear NE11 9JT	**Contact:** **Mob:** **Email:**	[redacted]

SITE INDUCTIONS

Induction to include:

Accident Reporting	Asbestos Management	Alcohol, Drugs & Medication
Portable Appliance Testing (PAT)	Company / Site Rules	Plant & Equipment
Competence	Restricted or Prohibited Areas	Communication
Risk Assessment	COSHH	Scaffolding – Fixed and Mobile
Co-op Code of Conduct	Site Security	Dust
Site Power	Personal Protective Equipment (PPE)	Smoking
First Aid	Welfare Facilities	Fire
Toolbox Talks	Lasers	Waste Disposal
Lifting Equipment	Environmental Awareness	Electricity
Working at Height	Permits to Work	Emergency Response Plans
Traffic Management	Scope of Works	Mental Health Awareness
Near Miss Reporting	Exposure to Noise	Hand Arm Vibration

Inductions register to be signed by all site personnel.

Induction process will include the strict requirement that smoking is prohibited at all times whilst on site.

On arrival to site, competencies and training requirements for all operatives and visitors will be checked and recorded duringthe induction process. This is to include CSCS or other industry standard trade card (ECS/Gas Safe/CISRS etc.), asbestos awareness, and any other certification or qualification required to carry out their works or visit safely (i.e., IPAF, PASMA, FaceFit Certificate, Cat A/B Asbestos etc.).

Inductions will take outdoors wherever possible, where operatives and visitors should always keep at least 2m distance between themselves. Where it is not possible to conduct an induction outdoors, the number of operatives and/or visitors undergoing induction at any one time will be limited to those that can safely remain the recommended distance from each

other within the space available.

REPORTING AND INVESTIGATION OF ACCIDENTS/INCIDENTS/NEAR MISSES

Accident book available and kept on site during working hours.

All accidents and near misses to be reported at the time of the accident / incident to the Site Manager or Supervisor and recorded in the accident book and through the MySafety app within 3 hours of an incident. MySafety is available through phones, PCs, tablets, and other mobile devices.

The Managing Director is responsible for ensuring that cases of accident and disease are reported to the relevant enforcing authority under the RIDDOR Regulations where applicable.

PRODUCTION AND APPROVAL OF RAMS

Mahoney Contracts requires contractors to provide them with their RAMS (and COSHH assessments if applicable) for the works prior to commencing any works on Mahoney Contract's behalf.

The project manager will then review the RAMS prior to authorising them. The approval of sub-contractor RAMS will be documented on the sub-contractor RAMS register in the site H&S file. Copies of all supplied RAMS are then kept in the applicable site safety file for the duration of the project.

ASBESTOS INFORMATION

Existing surveys available:

Appendix B – Asbestos Refurbishment Survey Report (Targeted)

The asbestos survey for the premises will be available on the site information board.

Type of Survey:	Asbestos Refurbishment Survey Report (Targeted)
Survey Reference Number:	650107
Originator:	Lucion Services
Date of Survey:	25/11/2024
Location of Identified ACM's	**Very Low Risk ACMs:**

Location	Level	Item	Material	Extent
CoOp Whalley Range - 999/externals	External	Products within old fire switch	Asbestos-containing woven product	1 No

Non-Accessed Areas:

Non-Accessed Areas:

Location	Level	Item / Product Examined	Access Comments
CoOp Whalley Range 015/Sales Floor	0	Floor below chiller cabinets and shelving	Physically restricted space No access possible beneath fixed chillers and shelving

Limited Access Areas:

Limited Access Areas:

Location	Level	Item / Product Examined	Access Comments
CoOp Whalley Range 999/externals	External	Products within old fire switch	Live service supply

Will identified ACM's be	The identified ACMs will not affect the works

affected by the works?	

ADDITIONAL DOCUMENTATION			
Surveys:	**PCID:**	**Date:** 05/06/2025 **Reference:** 8816.55 **Surveyor:** Emily King	**Comments:** ***Appendix C*** – PCID
	Items for Attention:	None	
	FRA:	**Date:** TBC **Reference:** TBC **Surveyor:** TBC	**Comments:** ***Appendix D*** – FRA
	Items for Attention:	TBC	
	Legionella:	**Date:** 10/04/2019 **Reference:** 014136-108821-0000 **Surveyor:** Graham	**Comments:** ***Appendix E*** – Legionella
	Items for Attention:	None	
Design Drawings:		See ***Appendix F*** for Design Drawings	

SITE SUPERVISION & FIRST AID	
Name and Number of the Appointed Site Supervisor:	Ben Goodall - 07572246528
Site Supervisors Qualifications:	▪ SMSTS ▪ First Aid ▪ Fire Marshal ▪ UKATA Asbestos Duty to Manage ▪ UKATA Asbestos Awareness ▪ CSCS ▪ Temporary Works Supervisor ▪ IATP Asbestos Awareness ▪ Mental Health First Aid ▪ Scaffold Inspection See ***Appendix G*** for Site Manager Certification
First Aider:	Ben Goodall - [redacted]
Fire Marshal:	Ben Goodall [redacted]
Fire Assembly Point:	The fire assembly point will be shown on the emergency escape plan and signs will be in place to show the location of the fire assembly point. See ***Appendix H*** for Fire Escape Plan
What First Aid Provisions will be available & where will they be located:	First aid provisions will be sited in the Health & Safety station on site. This consists of: ▪ First Aid Kit ▪ Burn Kit ▪ Eye Wash Kit ▪ Accident Book
MANAGEMENT STRUCTURE AND RESPONSIBILITIES	

SITE SUPERVISION & FIRST AID

Project Manager

- Liaising with client, subcontractors, and the workforce on relevant health safety issues.
- Demonstrating commitment to continual improvement of health and safety performances within the business and lead by example when visiting sites
- Ensuring the Company has a health and safety management system in place which will ensure compliance with all current legislation and best practice.
- Continually reviewing the system to ensure it meets changes in legislation
- Reviewing Health and Safety arrangements and method statements. - Ensuring employees are aware of their duties within the health and safety.
- Ensuring adequate resources are in place to fulfil all health, safety, and welfare duties.
- Assessing the competency of sub-contractors before contracts are awarded
- Ensuring any accidents incidents and near misses are investigated and reports completed, and remedial actions taken.

Site Manager

- Taking a pro-active role in establishing a strong safety culture by personnel involvement.
- Monitoring and collating data and preparation of various safety reports.
- Reviewing and accepting sub-contractor method statements, risk assessments and COSHH assessments
- Co-ordinating work and ensuring safety provisions are in place via designated channels.
- Implementing a permit to work systems where necessary.
- Ensuring a First Aider is on site at all times and making sure all first aid materials are available and their locations are known to all employees and subcontractors.
- Where applicable, accompanying HSE Inspector or Health and Safety Manager on site visits and implementing action on any non- compliances or recommendations.
- Signing and dating the form when actions have been completed and returning it to the Health and Safety Manager.
- Liaising with emergency services if required
- Setting a good personal example at all times
- Undertaking and reviewing general risk assessments whenever there is a reason to suspect that conditions have changes, or that they are no longer valid.
- Organising the site to ensure minimum risk to all employees, and any others affected by their activities.
- Liaise with client and tenants regarding safety issues.
- Co-ordinating activities of sub-contractors and ensure they comply with all site rules.
- Monitoring and ensuring the compliance of the site rules.
- Ensuring all relevant health and safety information is distributed to the workforce and requirements are implemented.
- Maintaining a tidy site.
- Checking tools and equipment are kept in good condition and fit for purpose.
- Ensuring PPE issued is of correct type, and is being used correctly

The Site Manager will make daily, unannounced checks of working practices of all operative

The Site Manager will be responsible for ensuring trades staff comply with the submitted Construction Phase Plan.

First Aid

- Qualified first aiders on site.
- Check daily that first aid kits are in place and fully stocked.

Health & Safety Inspector/Advisor

- Assist in preparing of Mahoney documents.
- Advise on the validity/suitability of contractor supplied documents when requested.
- Carry out site inspections and prepare written reports.

MAINTENANCE OF PLANT AND EQUIPMENT

The following plant and equipment will be used during this project:

Hand Tools
Power Tools
110V Transformer
Mobile Scaffold Tower
Heras Fencing
Lockable Pedestrian Gate
Chapter 8 Barriers
Stepladders

All equipment will be maintained in accordance with the manufacturer's instructions during the project. If an item of equipment is identified as requiring maintenance during the project, it will be withdrawn from use and replaced with serviceable equipment.

All electrical equipment PAT testing certification will be maintained during the project.

Operatives are trained and will carry out checks before using equipment.

The site manager completes a checklist daily to ensure that all plant and equipment is properly used and maintained and is in working order. Spot checks are also carried out throughout the day to ensure that safety standards are being met.

REGULAR SITE MEETINGS

Weekly site meetings will be convened during the project. The meetings will be attended by the principal contractor, client and other key participants, principal designer, CDM advisor, contractors as appropriate to the stage of the project and the topics for the meeting.

ON SITE TRAINING

Mahoney Contracts Ltd employees are trained and experienced. CSCS, asbestos awareness, manual handling, IPAF, face fit testing certification is held. Managers and supervisors hold SMSTS, SSSTS or Management of H&S certification.

The workforce will be given induction, toolbox talks and briefings where opportunity will be given for workforce consultation where views and opinions on current and proposed working practices, health & safety topics and any other matters arising can be discussed.

REDUCING NOISE AND VIBRATION

Mufflers fitted to equipment where required. Hearing protection provided to site operatives.

Works undertaken during regular working hours.

Noise meter used to determine noise levels where necessary.

Regular task rotation when using noisy tools or tools with high vibration levels

HSE HAVS ready reckoner tool used to determine vibration levels of equipment where not known. Levels will never be exceeded.

Personnel aware of the requirement to report signs of tingling or numbness of the hands or fingers

Regular provision of vibration and control of noise toolbox talks

SITE ARRANGEMENTS		
Access to Site:	Pedestrian access will be through the main doors via Withington Road Vehicle access will be into the main car park via Mayfield Road See ***Appendix I*** for Site Layout Arrangement	
Accommodating Adjacent Land Use:	The existing buildings on the site comprise several small businesses and food places at ground level. All external works will be segregated from adjacent properties and the public using secure barrier fencing.	
Parking Arrangements/Delivery Arrangements:	Deliveries to site will be via Withington Road to usual Delivery points. Deliveries to site will be planned carefully to limit disruption. A banksman will be used when necessary to coordinate. Parking is available in the Public Car park via Mayfield Road.	
Cleaning & Waste Removal	**Cleaning Arrangements** Enhanced cleaning procedures will be in place across the site, particularly in communalareas and common touch points, including: ▪ Taps and washing facilities ▪ Toilet flush and seats ▪ Door handles and push plates ▪ Handrails ▪ Machinery and equipment controls ▪ Food preparation and eating surfaces after each use, as well as kettles, microwaves,and other appliances. **Waste Removal** Rubbish bins will be provided around the site, particularly in areas such as by handwashing facilities, W.C. facilities and canteen facilities, to allow safe disposal of hand towels, disposable PPE, and other general waste. These rubbish bins will be emptied regularly throughout and at the end of each day and disposed of safely.	
On Site Welfare Facilities:	Welfare Facilities:	Welfare Unit
	Is there a suitable table and chairs available to eat meals?	Table and chairs are provided within the welfare area to accommodate the max. number of operatives on site.
	Are the other requirements of CDM 2015 Welfare met?	Yes, the requirements of CDM 2015 welfare will be met. There will be means of heating and storing food, and a kettle available.
	Are additional facilities required based on the number of persons on site at one time?	Yes, an additional 2+1 toilet unit will be provided. If the number of operatives on-site increases the welfare facilities will be re-evaluated and additional provisions made where necessary.
Nearest Hospital with A&E Facilities:	Salford Royal Stott Lane Salford M6 8HD Tel: 0161 789 7373 Distance: 6 Miles 23 Minutes	

Segregation of working areas:	Barrier fencing will be used to prevent any unauthorised access to the working area.
Security Details:	Main branch will be closed through duration of the works, but a temporary store will be open. Guard to be provided by Co-op where night works required. Appropriate signage/warning notices will be on display on the external face of the premises. Barrier fencing will be used to segregate working areas internally to the premises. Where required, HERAS fencing will be used to segregate works, access, and waste management externally. The site security will be the responsibility of the site manager, who will carry out a daily check to ensure that all required areas are secure from unauthorised access, as well as spot checks during the works.
Site Storage:	Minimum amounts only of any hazardous materials will be taken into the work area when required for immediate use and kept safely and securely stored upright in firmly sealed containers in a locked area.
Dealing with Services:	The building is connected to the main drainage, electric and water supplies. Electrical services will be isolated prior to the works taking place. The services will be isolated appropriately using a lock out/tag out procedure and will be completed by a competent individual.

REGULAR LIAISON BETWEEN PARTIES ON SITES

Communication/liaison between client and others will be made through the Project Manager or Site Manager. Discussions will be arranged with the client, principal designer, principal contractor and CDM advisor as and when required.

Where meetings result in a change to planned arrangements, this will be recorded by the principal designer and communicated to all parties.

CONSULTATION WITH THE WORKFORCE

The workforce will be given induction, toolbox talks and briefings where opportunity will be given for workforce consultation where views and opinions on current and proposed working practices, health & safety topics and any other matters arising can be discussed.

Consultation with the workforce will take place as part of the induction process. A record of the induction will be kept on site during the project.

THE EXCHANGE OF DESIGN INFORMATION

Communication will be maintained between the Principal Contractor, Designers and CDM advisor to ensure all design changes, systems of work, products and equipment updates are incorporated and appropriate. Emails will be the primary method of recording the exchange of design information between the project team.

HANDLING DESIGN CHANGES DURING THE PROJECTS

Where a change in design is identified, a meeting will be held between the principal contractor, client, principal designer and the CDM advisor as appropriate to discuss the changes. If a face-to-face meeting cannot be arranged, then other means will be used to communicate the information, such as conference calls, SharePoint, and group emails.

Any proposed design changes will then be submitted to the CDM Advisor to ensure compliance with current regulations.

HEALTH & SAFETY GOALS FOR THESE PROJECTS

Mahoney Contracts Ltd Health & Safety Goals for the Project:

The finished project is to be safe to operate and is to provide a safe and healthy working environment for the end users.

The works shall be completed in accordance with all safety legislation and there are to be no accidents no matter how minor.

All contractors employed shall comply with the Health & Safety Plan. Injury to client's staff will not occur.

At all times during the works members of the general public will not be placed in danger.

Client Health & Safety Goals for the Project:

The project must meet the aims and ambitions of Co-operative Food in terms of achieving the following health & safety goals: -

Our Aim is to have the safest construction sites within the retail industry.

To attain this level of safety: -

- All sites must achieve a site safety score of greater than 90%
- All sites to achieve zero RIDDOR reportable accidents.

The focus for 2020 will be improving our level of compliance in the following area:

- Safe Working at Height
- Preventing unauthorised access to sites
- Construction Fire Safety Strategy

Client's Aspirations for Health & Safety

The Client is committed to health & safety and believes the Principal Contractor and Principal Designer in collaboration with the rest of the project team is key to achieving safety through design and safe systems of work to prevent ill-health or injury during the construction phase and future use and maintenance of the building.

Exemplary Health and Safety Management is critical to the success of the Construction Programme, and we will commit to delivering construction activity in a way that is safe, healthy, and sustainable.

The construction works must not put any person at risk of injury or ill health. This includes members of the public, colleagues, and operatives on site, neighbours, customers, visitors, and other persons affected by the undertakings.

Sufficient management arrangements must be in place to safeguard these individuals and a procedure for on-going assessment, review and subsequent updating of these arrangements is essential as the works progress on site. An on-going assessment of the risks identified should also be undertaken as the project develops.
The client aspires to the following safety goals to be achieved for the project:

The Principal Contractor must:

- Comply with the Supplier Codes of Conduct
- Implement controls and systems to safeguard the surrounding environment from noise and disruption and dust.
- Ensure that all operatives work safely throughout the project and take appropriate action when unsafe behaviour is observed.
- Report all health and safety incidents or near misses throughout the project.
- Not commence works which cannot be completed in such a way as to be left safe and secure at the end of each working day.
- Maintain close liaison with the Principal Designer, Client, and other Client's representatives.
- Inform the Principal Designer of all changes in design which may have an impact on health or safety.
- Ensure the Construction Phase Plan is updated and maintained throughout the project.
- Develop the Project Handover Document throughout the Construction Phase and upload to Portal within 10 days of Practical Completion.
- Arrange for site inspections by competent persons for the work in progress throughout the duration of the project to ensure that safety policies and procedures are being adhered to.

STABILITY OF STRUCTURES

N/A

MANUAL HANDLING

Undertaken in accordance with the Manual Handling Operations Regulations 1992 (as amended).

All operatives have received manual handling training and receive toolbox talks on manual handling to reinforce their training.

So far as is reasonably practicable, hazardous manual handling will be avoided. If this cannot be avoided, a risk assessment will be carried out by a competent person to reduce the risk as far as is practicable, which will include the use of extra persons to carry the load, or mechanical aids such as trolleys. Any resulting RAMS will first need to be approved by the site manager.

CONTROL OF DUSTS

If any dust creating works are being carried out, all contractors must wear the correct FFP3 masks and tools should be fitted with the correct HEPA rated 'M' or 'H' type filters where appropriate.

Face fit records for dust mask wearers will be retained on-site in the site H&S file.

PREVENTING FALLS

Undertaken in accordance with the Work at Height Regulations 2005 and relevant Guidance.

Stepladders will only be used for low level works at height of short duration and when it is not practicable to work from mobile tower. All works from stepladders must first be issued a valid stepladder permit-to-work by the Site Manager.

When external works at height are required, the area will be cordoned off with suitable barriers and warning signage.

STORAGE OF MATERIALS AND WORK EQUIPMENT

Materials for immediate works only will be stored on site where required, with the remaining materials stored in locked container.

Minimum amounts only of any hazardous materials will be taken into the work area when required for immediate use and kept safely and securely stored upright in firmly sealed containers in a locked container.

Hazardous materials identified on this project:

Paint
Solvents

THE SELECTION AND CONTROL OF SUB-CONTRACTORS

Mahoney Contracts issues their own contractor questionnaire for potential contractors to complete and requests evidence of training records, insurance, and references. The documents are then reviewed by the Mahoney Contracts directors, and the potential contractors will be approved or rejected accordingly. Approved contractors are then placed onto an approved contractor list for future use.

Any sub-contractors selected for this project will be required to submit their RAMS to Mahoney Contracts to assess and approve those RAMS prior to start on site.

WASTE MANAGEMENT	
Mahoney Contracts Ltd Waste Carrier	Reconomy Waste Management Provider
Waste Carriers Registration No: CBDU279702 **Address:** 11 Broughton Way Whitehills Business Park Blackpool FY4 5QN	**Waste Carriers Registration No:** CBDU64227 **Address:** Kelsall House Stafford Park Court Stafford Park 1 Telford TF3 3BD

Waste Reduction

The following actions will be taken in order to minimise the quantity of waste produced during the project:

Reduce

- Waste will be reduced wherever possible through comprehensive planning of the works through the pre-construction stage, including scoping visits and design to ensure that measures are as accurate as possible prior to works commencing.
- Standard lengths will be used wherever possible to minimise off-cuts and additional waste.
- Materials will be stored in a safe, secure, and waterproofed area to ensure that materials are lost due to damage or theft.
- Trained and competent operatives will carry out works to ensure errors and re-works are minimised.

Re-Use

- All off cuts will be collected and used first before new materials.
- Where off-cuts or excess materials cannot be re-used on this project, they will be re-used on future projects wherever possible.
- Where possible, excess materials will be returned to the supplier to avoid additional waste.
- Where possible, items will be repaired so that they can be re-used.
- Purpose-made reusable products will be used whenever possible for temporary applications.

Recycle

- Any excess materials or waste that cannot be re-used will be stored in the site skip and sent to our waste management providers transfer station to be recycled or reclaimed.
- Recyclable waste will be directly used to make new products through our waste management provider, whilst recoverable waste which cannot be recycled will be shredded to create 'Refuse Derived Fuel'.
- Any waste which cannot be recycled or reused will be sent to landfill.

Expected Waste Streams

- Building Rubble
- Electrical Wire
- Timber
- Paint
- Metal

See attached **Appendix J** – On Site Waste Management Plan for Co-op Projects

THE EXCHANGE OF H&S INFORMATION BETWEEN CONTRACTORS

Sub-contractors will be given induction, toolbox talks and briefings where opportunity will be given for workforce consultation, where views and opinions on current and proposed working practices, health & safety topics and any other matters arising can be discussed.

CLIENT SITE RULES

The Principal Contractor must make provision for Conformity with all statutory requirements including electricity at work, PPE at work, COSHH, noise at work, etc. regulations.

The Principal Contractor must detail how they will maintain security in respect of site access, opening up of works / ducts / control panels, working near live systems, etc.

All rubbish, debris and unwanted materials are to be removed from site as they accumulate together with all approaches to the site area being kept clear of dust and debris. The Principal Contractor shall take all reasonable precautions to prevent rubbish, debris, and the like arising from the works, being dumped on an area other than a public or private tip controlled or recognised by the local authority. Proof of all waste collection and disposal must be maintained for review by the client. In the event that any asbestos containing material (ACM) are removed, they must be removed by an appropriately licensed contractor and disposed at a registered tip for such waste and all relevant documentation must be provided to the client.

The Principal Contractor shall ensure that all measures to control the noise levels produced by their operations on site and must comply with best practice standards and regulations of the industry, are strictly complied with. Noisy work activities shall be suppressed, and appropriate PPE will be required to be worn.

The Principal Contractor shall ensure that all dust, or other nuisance resulting from the works are to be minimised and contained within the site areas. Details of the Principal Contractor's proposals for managing these issues must be contained within the Construction Phase Plan.

The Principal Contractor must provide a formal reporting system for unforeseen eventualities and provide these details within their Construction Phase Plan.

DELIVERY AND REMOVAL OF MATERIALS

Deliveries will be arranged to avoid peak traffic times and normal school run times.

Delivery vehicles will leave the area as soon as unloading operations are completed. A competent banksman will assist delivery vehicle drivers when necessary.

Materials for immediate works only will be stored on site where required, with the remaining materials stored in a locked vehicle.

WORK WITH OR NEAR FRAGILE MATERIALS

Great care will be taken when working with or near any fragile materials.

Expanding barriers or another type of barrier will be erected to protect the fragile material, and appropriate display signage to prevent any unauthorised access to the works by the public, and any contractors' not responsible for working with or near the fragile materials. Those working with or near the fragile materials will have the appropriate PPE equipped, which will be checked by the site manager before works commence.

CONTROLLING LIFTING OPERATIONS

All non-handheld plant or equipment i.e. MEWP's, Hoists, Cranes, Forklift Trucks etc intended for use on our sites must carry a current test certificate and operators are required to produce training certification / confirmation of competence.

All lifting operations must be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. A lifting plan, along with site and operation specific risk assessment and method statement must be completed prior to any lifting operations being undertaken on site.

No lifting operations will be taking place during this project.

SITE RULES

- Mahoney Contracts Ltd will take reasonable steps to ensure that only authorised persons are allowed into any area where construction work is taking place. A booking in system will be adopted.
- All operatives shall be suitably trained and competent.
- All personnel will undertake Site Induction and any relevant Toolbox Talk.
- All personnel must report any accidents or near misses.
- Mahoney Contracts Ltd will ensure via risk assessment that adequate personal protective equipment is worn by all operatives and visitors to the site.
- Regular working hours will be Monday to Friday 7.00am - 6.00pm. Weekend and out of hours work will only take place when prior approved by the Client.
- Access and egress routes will be kept clear at all times.
- Smoking is prohibited on site.
- Dangerous or hazardous equipment will be stored in secure storage facilities when not in use.
- A permit to work management system will be in place to ensure that work is done safely and efficiently in a controlled manner.
- No hot work will be carried out during the final 2 hours of the working day.
- The work site will be kept clean and tidy, and free of debris as much as is reasonably practicable.
- No overreaching from ladders or low working platforms. Ladders or platforms to be moved to next location as required.
- Hazardous or flammable materials will be removed from the premises at the end of each working day.
- Materials safely and securely stacked whilst awaiting use.
- Any spillage will be made good immediately.
- Alcohol and drugs (other than tablets prescribed by a doctor) are strictly prohibited. Any operative found to be under the influence of either substance shall be instantly dismissed from the site.
- No photography or video equipment is to be brought onto the site or working areas without first attaining written authority from the Client.
- Operatives will take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- Operatives will report any issues which may affect health and safety of themselves or others.
- Site operatives will not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.
- All tools and equipment will be subject to regular inspection and examination schedules.
- All operators of machinery and tools will be competent, fully trained and able to carry out the job properly without risks to health and safety.
- PPE bearing the logo of other retailers/clients is strictly prohibited.
- Electrical equipment will display a current test tag or certificate and will be used in accordance with manufacturer's instructions by trained operatives, be properly guarded and maintained where necessary, and transformed to 110 volts.
- All portable electrical equipment will be isolated and securely stored when not in use.
- Residual current devices (RCDs) will be used on mains powered equipment where required.
- Burning of rubbish will not be permitted at any time.
- If any dust creating works are being carried out, all contractors must wear the correct FFP3 masks and tools should be fitted with the correct HEPA rated 'M' or 'H' type filters where appropriate.
- All contractors and site visitors must wear 5 points of PPE at all times whilst on the 'live site'. This includes hard hat, high-vis vest or jacket, gloves, boots, and eye protection.

OVERHEAD SERVICES

Where there are telephone lines running to the premises which are clipped into the exterior wall on the rear elevations of the building, and any works are to take place that would disturb these lines, the lines will be unclipped and re-clipped into the elevations at the most convenient point for further works.

In the case of works which may impact the telephone line itself the telephone line will be carefully unclipped from the wall, moved to a safe location, and re-clipped into the wall for the duration of the works.

Once works are complete the telephone line will be re-clipped back into its original position to each elevation.

The presence of these telephone lines will be covered in site induction and monitored daily by the Site Manager if applicable.

FIRE AND EMERGENCY PROCEDURES

Signing in register in operation to ensure the exact number of personnel and authorised site visitors are known at all times.

Smoking and naked flames prohibited on the site.

Fire extinguishers will be provided by Mahoney Contracts Ltd.

Dial 999 and notify the emergency services of a fire at the site address.

Any person who discovers a fire must raise the alarm by sounding the push button electronic sounder and shouting 'FIRE, FIRE, FIRE.'

On hearing the fire alarm all personnel must:

- Switch off machinery and equipment if safe to do so.
- Immediately leave the site via the designated route and go to the emergency assembly point.
- Report to the Fire Warden.
- Remain at the emergency assembly point until authorised to return to the site by the Site Manager.

All emergency response procedures can be found in the site H&S File.

Existing fire alarms will remain in use throughout the premises and the premises will not be without adequate fire detection and warning at any time.

All store staff and site operatives will be briefed on the fire / emergency procedures, use of the emergency exits on-site and their accessibility prior to the project commencing.

DEALING WITH SERVICES

The building is connected to the main drainage, electric and water supplies.

Supplies will be isolated prior to works commencing where those works are specific to that supply, and re-instated immediately after works have been completed.

In order to correctly identify services, services drawings will be reviewed, alongside surveys and, if required, sub-scanning will take place.

All isolations shall be undertaken by competent and authorised person in agreement with the client.

TEMPORARY WORKS DESIGN AND MANAGEMENT

Paul Anderson has been appointed as the temporary works co-ordinator for this project.

See ***Appendix K*** for Temporary Works Register

Fencing used during the project will be erected in accordance with the manufacturer's instructions.

Weather conditions will be monitored on-site daily, using forecasts and direct measurement of current wind speeds. Where weather conditions deteriorate or the forecast indicates a weather pattern which would make any works unsafe, those works will be suspended until the weather conditions have been assessed as safe by the Site Manager and Temporary Works Co-Ordinator.

A fixed scaffold of tube and clip construction will be used on this project and will be assembled to TG20 by a competent contractor to the side elevation of the building. A handrail system will be installed using Apollo EPB1 edge protection support brackets into existing brickwork. The handrails will run along the side and rear elevations of the premises and will be installed to the manufacturer's guidelines.

The Temporary Works Register will be used to record the status of the temporary works for the project.

THE REMOVAL OF ASBESTOS

Removal, disposal, or management of any identified asbestos will be carried in full compliance of the Control of Asbestos Regulations 2012. Mahoney operatives have received asbestos awareness training and will remain vigilant and follow the procedure should they discover or suspect the presence of asbestos.

- Cease works and make the area safe.
- Inform the Site Manager.
- Remove any contaminated PPE and double bag it.
- Do not re-commence works until the area has been declared safe.

ACMs will be removed where applicable by a licensed contractor before works in the affected areas begin.

USE OF HAZARDOUS SUBSTANCES

Least hazardous substances used wherever practicable.

Training provided to the relevant personnel.

COSHH assessments and MSDS available in the site file. No substances left unattended at any time.

EXPOSURE TO UV RADIATION

No persons permitted to work bared to the waist.

Sun cream available when external working is required in hot weather conditions.

CONTAMINATED LAND

No contaminated land has been identified on this project.

To protect against the contamination of land, the least hazardous substances will be used on site wherever practicable and will be stored safely and securely as per the manufacturer's guidelines. Spill kits are available on-site from the Health & Safety station, and all operatives have been trained in their use. The spill/leak emergency response procedure can be found in the site Health & Safety file.

Care will be taken to identify any drains, waterways, and watercourses to the site to prevent any run-off and possible contamination by any hazardous substances. Care will also be taken to avoid any contact between any hazardous substances and any exposed soil during the excavation works.

In the event of the contamination of any drains, sewers, waterways or soils, the relevant local authority will be contacted immediately to advise further action required.

All hazardous substance waste and/or spill kits will be disposed of by a licensed contractor and will follow the manufacturer's disposal guidelines and any relevant regulations.

HEALTH AND SAFETY FILE	
A Health and Safety File is required on all projects involving more than one contractor as per Appendix 4 of CDM 2015.	
If a Health and Safety File exists for a structure involved in a project with only one contractor, this file will still need to be updated. The Project Handover Pack should contain the information needed to allow future construction work, including cleaning, maintenance, alterations refurbishment and demolition to be carried out safely.	
Layout and format:	Project Handover Pack is to be uploaded to the Client Portal within 10 working days of practical completion. **Electronic copy to:** Lucernex Portal
. **Arrangements for the collection and gathering of information:**	HEALTH & SAFETY FILE: A copy of the Project Handover Pack is required for each project and must be uploaded to the Co-op iSite Portal within 10 working days of practical completion. The project Handover Pack is to be uploaded to the Co-op Portal in the Co-op's latest manual format. The current Project Handover Pack format is V3.8. The information is required within 10 days of Practical Completion in electronic copy, uploaded to the Co-op Portal. This file will be checked for compliance against specification and regulations and if any information is found wanting the consultant will come back to the designated Main Contractor. The Project Handover Pack will not be signed off until satisfactorily completion of the above. Once this has been signed off by the Project Manager, they will notify the Principal Contractor and they will send the completed file to the site as 1 x filed paper format. Both versions above are to contain the same information without any omissions/alterations.