

## Construction Management Plan for

Oak View Group

Canal Side Development

Etihad Campus

1 Sports City Way

Manchester

M11 3DL

**REVISION SHEET**

| VERSION | DATE       | CHANGES         |
|---------|------------|-----------------|
| 1       | 28.04.2025 | Initial Version |
| 2       | 07.05.2025 | CPP to CMP      |
|         |            |                 |
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**APPROVAL**

| VERSION | AUTHOR                | AUTHORISED BY         |
|---------|-----------------------|-----------------------|
| 1       | Tom Dodson 28.04.2025 | Ed Parsons 28.04.2025 |
| 2       | Tom Dodson 07.05.2025 | Ed Parsons 07.05.2025 |
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**DOCUMENT ISSUE**

This record confirms all relevant documents included or referred to within The Construction Phase Plan. All recipients should ensure the relevant information is reviewed thoroughly prior to work commencing.

Any discrepancies such as updated information must be notified to the Principal Designer who will ensure information is reissued where necessary and that any significant design risks have been identified and considered.

| Document Title | Document Number | Date Of Issue | Expiry Date | Issued To |
|----------------|-----------------|---------------|-------------|-----------|
| Site Rules     | To be issued    |               |             |           |
| Site Induction | To be issued    |               |             |           |
|                |                 |               |             |           |

## INTRODUCTION

This Construction Management Plan has been prepared in compliance with the duties laid out in Regulation 12 of the Construction (Design and Management) Regulations 2015 (CDM 2015), and the guidance in appendix 3 to the regulations.

The information contained within this plan will be proportionate to the risks involved in this project and will be communicated to all who could be affected by the risks highlighted within. The information contained within this plan will be subject to regular review by the site management team and the author, to ensure all risks are current and that safe systems of work are confirmed for each high-risk activity.

The additional documentation should also be made available to all Contractors and all key risks highlighted to ensure safe systems of work are prepared and communicated to the workforce prior to high-risk activities being carried out.

### Project Directory

| Person                               | Title              | Phone Number     | Email                                                                        |
|--------------------------------------|--------------------|------------------|------------------------------------------------------------------------------|
| Jamie Little                         | Client             | +1 (281) 7570787 | <a href="mailto:Jlittle@oakviewgroup.com">Jlittle@oakviewgroup.com</a>       |
| Ed Parsons                           | Managing Director  | 07891 605536     | <a href="mailto:Ed.parsons@better-green.com">Ed.parsons@better-green.com</a> |
| Tom Dodson                           | COO                | 07879 443027     | <a href="mailto:tom@better-green.com">tom@better-green.com</a>               |
| James Motley                         | Site Manager       | 07528 643919     | <a href="mailto:james@better-green.com">james@better-green.com</a>           |
| Jake Gardiner                        | Site Supervisor    | 07805 011390     | <a href="mailto:jake@better-green.com">jake@better-green.com</a>             |
| George Barnett                       | Principal Designer | 07825 030596     | <a href="mailto:geoerge@better-green.com">geoerge@better-green.com</a>       |
| Security Control Centre (Co-Op LIVE) |                    | 01615 498420     | <a href="mailto:scc@coooplive.com">scc@coooplive.com</a>                     |
|                                      |                    |                  |                                                                              |
|                                      |                    |                  |                                                                              |

| EMERGENCY CONTACTS                   | Title             | Phone Number | Email                                                                        |
|--------------------------------------|-------------------|--------------|------------------------------------------------------------------------------|
| James Motley                         | Site Manager      | 07528 643919 | <a href="mailto:james@better-green.com">james@better-green.com</a>           |
| Ed Parsons                           | Managing Director | 07891 605536 | <a href="mailto:Ed.parsons@better-green.com">Ed.parsons@better-green.com</a> |
| Security Control Centre (Co-Op LIVE) |                   | 01615 498420 | <a href="mailto:scc@coooplive.com">scc@coooplive.com</a>                     |

| First Aiders  | Title           | Phone Number | Email                                                              |
|---------------|-----------------|--------------|--------------------------------------------------------------------|
| James Motley  | Site Manager    | 07528 643919 | <a href="mailto:james@better-green.com">james@better-green.com</a> |
| Jake Gardiner | Site Supervisor | 07805 011390 | <a href="mailto:jake@better-green.com">jake@better-green.com</a>   |
|               |                 |              |                                                                    |

| Sub Contractors      | Name            | Phone Number | Notes          |
|----------------------|-----------------|--------------|----------------|
| Universal Containers | Carl Jefferies  | 07545 483193 |                |
| S&D Lifts Ltd        | Daniel Murtaugh | 07879 775300 |                |
| M&E                  | TBC             | TBC          | Out for tender |
| Zero Waste           | Callum Leaman   | 07832 419417 |                |
|                      |                 |              |                |

## DESCRIPTION OF THE WORK

### Project Description

- Enabling works and installation of utilities and services
- Supply and installation of fitted out shipping containers to create a modular canal side food and beverage hub on the podium on the south side of the CO-OP Arena.
- Landscaping of area

### Programme of Works

|                                                                                                                                                                                                          |                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Date Planned for the start of the construction phase.                                                                                                                                                    | 02.06.2025                                                                                   |
| Mobilisation Period                                                                                                                                                                                      | 23 Days                                                                                      |
| Planned Duration of the Construction Phase                                                                                                                                                               | 46 Days                                                                                      |
| Working Hours (Excluding Event Restrictions)<br><br>On event days all noisy work will stop at 15.00 and there will be no access or egress for vehicles will be permitted. Event Schedule in the appendix | Monday to Friday 07.30 – 18.00<br>Saturday 08.30 to 14.00<br>Sunday and holidays site closed |
| Practical Completion                                                                                                                                                                                     | 18 <sup>th</sup> July 2025                                                                   |

### Client

|                             |                                                                               |
|-----------------------------|-------------------------------------------------------------------------------|
| Company: Oak View Group     | Contact: Jamie Little                                                         |
| Telephone: +1 (281) 7570787 | Email: <a href="mailto:jlittle@oakviewgroup.com">jlittle@oakviewgroup.com</a> |
| Address: Etihad Campus      | Post Code: M11 3DL                                                            |

### Principal Designer

|                               |                                                                             |
|-------------------------------|-----------------------------------------------------------------------------|
| Company: Better Green Limited | Contact: Geroqe Barnet                                                      |
| Telephone: 07825 030596       | Email: <a href="mailto:george@better-green.com">george@better-green.com</a> |
| Address: 97 Lower Marsh       | Post Code: SE1 7AB                                                          |

### Principal Contractor

|                               |                                                                                     |
|-------------------------------|-------------------------------------------------------------------------------------|
| Company: Better Green Limited | Contact: Ed Parsons                                                                 |
| Telephone: 07891 605536       | Email: <a href="mailto:ed.parsons@better-green.com">ed.parsons@better-green.com</a> |
| Address: Combe Court Farm     | Post Code: GU8 4AW                                                                  |

## SITE INFORMATION

### Site History and Existing Conditions:

The site is known as the podium situated on the canal side next to the south of Co-op Live. The site was constructed within the last 5 years. The site has been assessed by Buro Happold for the container installation and is summarized below.

*"The dead and live load reactions sent via e-mail from Garrick Consulting Engineers on 01/04/25 have been used to review the base build design's structural adequacy for the hospitality container structure. Buro Happold have performed calculations on the vertical, downward loading provided. Our studies suggest the existing base-build frame is adequate for the proposed loading. Three beams were reviewed, which we believe is adequate to capture the worst cases from the loading provided. No calculations have been performed on the horizontal loading. Provided the horizontal loading can transfer into the podium diaphragm slab, BH have no adverse comments on its implications on the base-build structure. From discussion with James Garrick the actual horizontal loads are likely to even out over all the contact points preventing high localised values. BH agree this seems sensible"*

### Site Address

Canal Side Development, Etihad Campus ,1 Sports City Way, Manchester, M11 3DL

### Key Features around the Site

The site is bound by Joe Mercer Way, Forge Lane, Alan Turing Way and the Ashton Canal to the south of the site.

Ashton Canal Works in close proximity to the Ashton Canal - The applicant/developer will contact the Infrastructure Services Team on ((01782 779909)) in order to ensure that any necessary consents are obtained and that the works comply with the Canal & River Trust. 2) The Applicant should contact the Canal & River Trust directly to establish the position regarding the need to carry out works along the Ashton Canal, including lighting, vegetation clearance and signage. The applicant will contact the Trusts Estate Management Team on 0303 040 4040 or email [Matthew.Hart@canalrivertrust.org.uk](mailto:Matthew.Hart@canalrivertrust.org.uk)

### Parking and Holding Area

Contractor's vehicles will be parked in the Official Blue Parking Area. If required, this car park can be also utilized as a holding area.

### Nearest Hospital

Manchester Royal Infirmary, Oxford Rd, Manchester M13 9WL

## MANAGEMENT OF THE WORK

### Management Structures and Responsibilities

We will have a qualified Site Supervisor on site at all times as far as is reasonably practicable. If the Site Supervisor leaves the site for short periods then a competent person will be appointed.

All instructions to and from the Principal Contractor relating to health and safety matters shall be via Toolbox Talks or as written instructions. Copies will be held for inclusion in the Health and Safety File if required.

Each sub-contractor shall appoint a competent person to assist with health and safety matters on the project and for liaison with the Principal Designer and the Client's designated representative as required.

Better Green and its subcontractors are responsible for notifying the Health and Safety Executive of reportable accidents to any of their employees as required by RIDDOR. All accident reporting templates are held in the site office within the site manager's manual.

### Health and Safety Goals for the Project

- To have zero accidents on site during the construction period.
- To ensure all risks are highlighted at the right time and the right people are informed in the right way.
- To have no case of occupational ill health arising from working on the project.
- To ensure that no environmental damage occurs.
- To ensure disruptions to the local community and building users are kept to a minimum during the construction period.
- To exclude all unauthorised persons from the site, especially children.
- To follow guidance for work involving hazardous materials.
- To ensure any residual risks are minimised and highlighted where appropriate.

### Liaison and Communication

As Principal Contractor, we are committed to ensuring adequate resources are allocated to this project to ensure risks associated with the works described are successfully controlled and managed.

We will liaise with the Principal Designer in order to help ensure that design risks are identified, eliminated where possible or reduced and controlled through management and safe systems of work.

Protecting the health and safety of all people working on or visiting the site is of equal importance as the need to complete the project to the required quality standard.

All parties involved in this project are committed to providing a safe and healthy workplace for all people working on or visiting the site, thereby contributing to the success of the project.

The project team will encourage all persons participating in the preparation of the site, working on or visiting the site to participate in accident prevention and occupational health related activities to ensure the highest standards of health and safety on the site are achieved.

### Selection and Control of Contractors

All potential contractors will be assessed for health and safety competence prior to appointment. Assessment details are to be maintained for further information and reference.

Monitoring of contractors by site management will continue throughout the project to ensure the level of competence expected is maintained.

All contractors will be required to supply such equipment (including personal protective equipment) and personnel as will be necessary for them to complete their tasks safely and without risks to others in the allotted time.

### Staff Training Information

Members of the site management team will be either SSSTS or SMSTS trained.

Records of the training history of each member of the management team will be kept on site for inspection.

All staff onsite as a minimum will have manual handling and asbestos awareness training.

### Contractor Training Information

On-going safety training will be provided, as required, in the form of Toolbox Talks with safety method statements forming the basis of the agenda. The training will cover high-risk tasks including working on electrics and working at height and any others selected by site management. Copies of all Toolbox Talks will be held within the Site Managers Manual which is held on site.

Where minimum standards are required, people who do not meet these requirements will not be permitted to commence work on site except where provisions allow them to work under full-time direct supervision.

Records will be kept of all training carried out on site including the type of training and those present. These will be kept in the Site Managers Manual

## Inductions and On-Site Training

Before commencing work on site each operative will be required to attend an induction meeting.

This will be carried out by Site Management and will furnish the subcontractors with the appropriate information. The names and signatures of those who have attended the induction course shall be maintained on site.

The induction meeting will cover the relevant aspects of the Construction Phase Plan and the site rules.

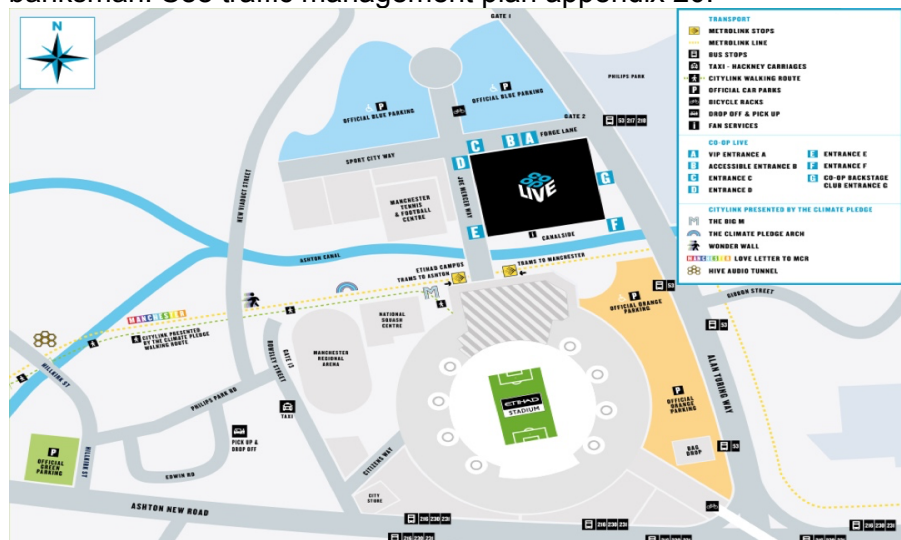
Working information and Risk Assessments to be provided by each subcontractor company to their workforce. They will also be used as a means of giving site staff a chance to discuss any concerns and thoughts and as a means of complying with Consultation with Employees Regulations 1996.

## Coordinating Ongoing Design

The Principal Designer and the Client will be informed of any significant design alterations to the agreed design prior to the related works being undertaken. These will include any unforeseen eventuality that results in a design change and which may have an effect on resources.

## Safe Places of Work, Site Set Up and Access/Egress

Better Green and contractors will gain access from Alan Turing Way parking in the Official Blue Car Park, all staff and contractors will sign in with security daily at the VIP Entrance A. 24/7 Security will be provided by the Client. Deliveries to site will access the Canalside via Joe Mercer Way. All deliveries will be notified to Co-op and booked in with their traffic management team. All deliveries will be escorted by a qualified banksman. See traffic management plan appendix 20.



The site will be isolated from the public by a secure temporary hoardings as shown on the Site Boundary and Hoarding Plan in the appendix

Chapter 8 barriers will be erected around deliveries during offloading. No delivery vehicles or contractor's vehicles will be left on the podium.

### Good Order and Security

Every effort shall be made through clear signage and ongoing good management procedures to protect the general public on and near to the site. Comprehensive signage will be put on the site entrance.

Security is in place as part of the original structure. All lockable doors and windows will be locked at the end of each day.

All visitors must go to the site office. Prior to entering the site PPE as required will be issued to them and escorted by a member of the team at all times.

### Emergency Procedures

The specific working areas will fall under the Co-op Live Fire Safety Emergency Plan

A daily check sheet by the site management will be kept and include all doors and windows closed and access egress ways cleared.

If at any time a fire alarm goes off, workers will follow the sites Fire Safety Emergency Plan

### Fire Prevention and Fire Fighting

The site management and all operatives must constantly evaluate the risk of fire throughout the course of the construction project. Identify sources of fuel, sources of ignition and sources of oxygen.

A fire risk assessment will be put in place for the duration of the works and will be updated regularly by the site team.

If the Campus fire alarm is activated, the site team will form up at the required area and inform the college that all staff are accounted for.

### Welfare, First Aid and Smoking

Welfare facilities will be provided for use by all site operatives by the Client. The facilities will comply fully with the standards expressed in the Construction (Design & Management) Regulations.

Sanitary and Washing Facilities will be located in the welfare container which is situated on the construction site

Drinking Water is available from the welfare container

Changing Room is available in the welfare container

Facilities For Rest are available in the welfare container

A first aid kit and accident report book commensurate to the number of operatives will be kept in the welfare container. All operatives will be made aware of their location. The site will be manned by a full-time competent Site Supervisor who is also the First Aider.

The whole of Etihad Campus is non-smoking staff and contractors will leave the site to smoke

### Incident Reporting and Investigation

Better Green has in place a suitable arrangement for reporting, recording and investigating accidents and near-miss situations. This procedure is displayed on the site notice board.

Each contractor has responsibility for its employees and subcontractors in relation to reporting any accident to the enforcing authorities. All accidents occurring on the site must be reported to the Principal Contractor's representative.

### Waste Management

Waste will be collected daily by a wait and load service

Copies of all waste management tickets will be kept by the Site Supervisor as part of the records for the site's works.

All waste material will be diverted from Landfill using our specialist waste contractors on average we manage to recycle circa 64% of materials with the remaining waste being used to generate energy.

### Approval of Safe Systems of Work

Safe Systems of Work for activities that are directly the responsibility of Better Green will be prepared by the Construction Manager or Site Manager. Topics such as Traffic Management, Fire and Emergency Plans will be included as a matter of routine.

Risk assessments and method statements will be obtained from Contractors for all tasks with significant risks present. All assessments will be subject to a formal approval process from Site Management.

These risk assessments will contain the following information:

- Identified hazards.
- Who is at risk from these hazards.
- How many people might be affected.
- The severity of the consequences if the hazard occurs.

- The likelihood of the hazard occurring.
- Evaluation and control of the risk.

A method statement will be prepared when a task specific risk assessment has highlighted the need for a safe system of work to be developed as part of the risk controls.

### Site Rules

Site rules will be discussed during the site induction for all operatives. A copy will be displayed in the site office area.

## ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

### Asbestos

All staff have asbestos awareness training, and the site was built post 2000 so no asbestos should be onsite.

### Working at Height

Step ladders are permitted on site; however, the use of step ladders is only permitted in the following instances:

1. Where at least 3 points of contact can be maintained.
2. Where the work is of short duration.
3. Where the ladders are of professional use only.
4. Where a specific risk assessment has been carried out.

### Control of Dust.

Most of the dust creating construction will be done off site. To control dust onsite all cutting tools will be connected to dust extractors and dust on the cutting edge will be suppressed using water misting systems. Good housekeeping practices will also be used to reduce the spread of dust. All staff are face fit tested and will wear face masks during dust creating works. Dust will be monitored by the site manager.

### Measures to control noise and vibration

With the construction being mainly hand tools we don't envisage much noise being created in the construction of the building. Any noisy works will be conducted between the hours of 09.00. -17.00. We will use noise suppressing barriers where required. All staff will be provided with appropriate PPE if required. Noise will be monitored by the site manager. See noise management plan Appendix 22

### Traffic Management and Vehicle Operation

All vehicles to be driven by a licensed operator and will obey the site speed restrictions. As part of the construction phase plan a detailed traffic management plan will be written.

### Temperature and Weather Conditions

Weather will be monitored daily with information recorded on the site information board.

### Provision of Air and Lighting

Site is open plan, during construction windows will be opened if required. Temporary lights will be installed as part of the works.

### Smoking

The whole of Etihad Campus is non-smoking staff and contractors will leave the site to smoke.

## THE HEALTH AND SAFETY FILE

All necessary information as defined by the Principal Designer shall be collated for inclusion in the Health and Safety File at project completion. The necessary information should be produced throughout the construction/demolition phase to ensure availability of the file at project completion.

The Health and Safety File will include all necessary information to allow future construction work, cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely.

APPENDIX

1. Health and Safety Management Plan
2. Site Plan
3. Proposed Ground Floor Plan
4. Proposed First Floor Plan
5. Proposed Elevation
6. Structural Plan
7. Construction Programme
8. Risk Assessment General Works
9. Risk Assessment Wait and Load
10. Risk Assessment Hot Works
11. Risk Assessment MEWPS
12. Lifting RAMS
13. Lifting Plan
14. Site Boundary and Hoarding Plan
15. Community Access Statement
16. Event Timetable
17. Community Engagement and Communication Plan
18. Transporting Trees Methodology
19. Removing Planter Methodology
20. Daily Production Schedule
21. Traffic Management Drawing
22. Noise Management Plan
23. Emissions Management Plan



# Health and Safety Policy

Better Green Limited  
Coombe Court Farm  
Prestwich  
Surrey  
GU8 4AW

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Email: [Tom@better-green.com](mailto:Tom@better-green.com)  
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Date of Issue: 14 January 2025

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**DOCUMENT CONTROL**

Document title: Health and Safety Policy

| Version | Author   |              | Reviewed/Authorised |              |
|---------|----------|--------------|---------------------|--------------|
|         | By       | Date         | By                  | Date         |
| 1       | D Hodder | January 2024 | Jack Clarke         | January 2024 |
| 2       | D Hodder | January 2025 | Paul Davies         | January 2025 |
|         |          |              |                     |              |
|         |          |              |                     |              |

Issue: 2

Date of current issue: January 2025

Date of next review: January 2026

| Review Date | Changes to Policy                              |
|-------------|------------------------------------------------|
| 2           | Annual review and update to legal requirements |
|             |                                                |
|             |                                                |
|             |                                                |

## LEGAL/OTHER REQUIREMENTS

|                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------|
| Construction Design and Management (CDM) Regulations 2015 and L153                                                               |
| Control of Asbestos Regulations 2012 and L143                                                                                    |
| Control of Legionella bacteria in water systems - Approved Code of Practice and guidance on regulations - L8 Fourth edition 2013 |
| Control of Substances Hazardous to Health (Amendment) Regulations 2002 – L5                                                      |
| Control of Noise at Work Regulations 2005 – L108                                                                                 |
| Control of Vibration at Work Regulations 2005 – L140 & L141                                                                      |
| Coronavirus Act 2020                                                                                                             |
| Corporate Manslaughter and Corporate Homicide Act 2007                                                                           |
| Electricity at Work Regulations 1989                                                                                             |
| Employers Liability (Compulsory Insurance) Regulations 1998                                                                      |
| Gas Safety (Installation and Use) Regulations 1998                                                                               |
| Health and Safety (Consultation with Employees) Regulations 1996                                                                 |
| Health and Safety (Display Screen Equipment) Regulations 1992 – L26                                                              |
| Health and Safety (Fees) Regulations 2012                                                                                        |
| Health and Safety (First Aid) Regulations 1981 – L74                                                                             |
| Health and Safety (Miscellaneous Amendments) Regulations 2002                                                                    |
| Health and Safety (Safety Signs and Signals) Regulations 1996                                                                    |
| Health and Safety at Work etc. Act 1974                                                                                          |
| Health and Safety Information for Employees Regulations 1989                                                                     |
| Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) – L113                                                         |
| Management of Health and Safety at Work Regulations 1999                                                                         |
| Manual Handling Operations Regulations 1992 – L23                                                                                |
| Occupiers Liability Act 1956 / 1984                                                                                              |
| The Personal Protective Equipment at Work (Amendment) Regulations 2022                                                           |
| Pressure Equipment Regulations 1999, as Amended 2002 – L25                                                                       |
| Provision and Use of Work Equipment Regulations 1998 (PUWER) – L22                                                               |
| Regulatory Reform (Fire Safety) Order 2005                                                                                       |
| Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013                                                        |
| Safety Representatives and Safety Committees Regulations 1977                                                                    |
| Smoke Free (Premises & Enforcement) Regulations 2006                                                                             |
| Supply of Machinery (Safety) Regulations 2008 (as amended)                                                                       |
| Work at Height Regulations 2005                                                                                                  |
| Working Time Regulations 1998                                                                                                    |
| Workplace (Health, Safety & Welfare) Regulations 1992 – L24                                                                      |

## INTRODUCTION

This policy document has been prepared to define the way that Better Green Ltd intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974.

This Act requires an employer to prepare a statement of general policy with respect to health and safety at work, and the organisation and arrangements set up to carry out that policy.

Better Green Ltd Health, Safety and Environmental Management Document System is contained within this policy document and its associated instructions, assessments and guidance documents.

The document system formally communicates the instructions and procedures covering operation and work activities from the Company Director(s) to their supporting Supervisors and all other personnel employed or involved in the Company's activities.

The document system has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company, including contractors, visitors and the general public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to Better Green Ltd as appropriate to the work being undertaken.

It is the duty of personnel so involved to apply the requirements of these documents to their work.

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## HEALTH AND SAFETY POLICY STATEMENT

In every activity of its business, Better Green Ltd is fully committed to minimising the risk of injury or ill health to people and damage to property or the environment.

Better Green Ltd fully accepts its moral and legal obligations to safeguard, so far as is reasonably practicable, the health, safety and welfare of its employees and anyone who may be affected by the actions of the Company and its employees.

The Company will set standards to comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.

Better Green Ltd will:

- Meet its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Provide and maintain safe working environments that minimise the risks to health, safety and welfare.
- Ensure all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision so they can understand their role within the Company.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that:
  - hazardous areas are kept secure from the public, employees, tenants, contractors or suppliers not required to enter them;
  - adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed when new substances, plant, machinery, equipment, processes or premises are introduced;
  - all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations;
  - contractors or suppliers working for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors or suppliers legal responsibilities to comply with statutory requirements.

The Company will communicate the health and safety policy to all employees and it will be freely available to customers and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

Employees are required to cooperate with the Company to ensure their personal safety and to ensure they are not prosecuted for breach of legislation nor have disciplinary action taken against them by the Company for breach of company rules.

This policy, supported by instructions, procedures and organisational arrangements will be applied to all activities carried out by the Company.

All employees and contractors or suppliers will enforce this policy. The Chief Operations Officer is personally responsible for the health and safety performance of the Company and signs this policy statement in acknowledgement of this.

Signed *Ed Parsons*

Date: 01.04.2025

**For and on behalf of Better Green Ltd**  
**Edward Parsons - Managing Director**

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## ENVIRONMENTAL POLICY STATEMENT

As a consumer of resources Better Green Ltd recognises its responsibility to future generations. Acknowledging its contribution to the growing global environmental burden, it will follow business practices that promote sustainable development.

Our Environmental Policy must earn the confidence of employees, customers and the general public by demonstrating our commitment to complying with relevant environmental legislation and minimising pollution, resource use and waste through the continual improvement of performance in all areas of the Company.

To achieve good environmental management we will:

- Identify every way in which the Company impacts on the environment;
- Monitor and review environmental impacts and emissions to comply with regulations and our environmental aspirations;
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment (including managing the impact of our transport activities);
- Consistently increase the awareness and provide necessary training, briefings etc. to all our employees and to ensure environmental responsibility is integrated into normal working practices;
- Work with our clients to share environmental awareness and good practice;
- Seek to use products that have the least possible environmental impact;
- Separate electrical equipment and apparatus to conform to WEEE Regulations;
- Minimise the storage and use of all articles and substances;
- Reduce our consumption of resources (energy, materials, packaging), where feasible;
- Minimise waste through a commitment to re-use, recover or recycle and comply with the waste management plans and policies of clients;
- Identify routes for the storage, transfer and disposal of controlled waste under Duty of Care;
- Identify, prevent and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised;
- Introduce procedures to minimise pollution;
- Introduce procedures to prevent water wastage, pollution of surface water, water courses and drains;
- Limit or restrict noise pollution;
- Promote continual improvement by regularly monitoring and reviewing our environmental performance.

It is our duty to ensure that good environmental management is practised in all projects that we are involved in and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the environmental policy to all company employees and contractors or suppliers. It will be freely available to customers and the general public.

All employees and contractors or suppliers will enforce this policy. The Chief Operations Officer is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this.

*Signed* Tom Dodson *Date:* 01.02.2025  
**For and on behalf of Better Green Ltd**  
**Tom Dodson - Chief Operations Officer**

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## **CORPORATE RESPONSIBILITY POLICY STATEMENT**

Our policy is to invest in our people, our customers, our suppliers and our environment for the good of the wider community, fully complying with UK law and wherever possible meeting higher standards than current legislation.

Better Green Ltd is committed to investing in a sustainable future. We recognise that our actions may have a wider impact on the environment and the local community. We aim to make a positive contribution to environmental protection and social progress.

### **Our Customers and Suppliers**

We will provide a good quality of service to our customers, meeting all contractual and moral obligations. We will consider the health and safety of our customers and others who may be affected by our work. The Company will engage with suppliers to adopt policies and practices similar to its own.

### **Our Employees**

The Company will help employees to develop their potential by investing in their skills and capabilities. We will consult with them on a regular basis, taking into consideration their personal needs when making decisions.

We will provide employees with fair remuneration for their work, treat them fairly and not discriminate against any individuals because of their gender, race, ethnic origins, religion or sexual orientation.

The Company will provide a safe working environment and ensure that it complies with all employment and health and safety legislation.

### **Our Environment**

The Company will improve environmental awareness generally in consultation with employees, suppliers and customers.

We will work in partnership with customers and suppliers to consider the use of new materials and methods of work that may lead to more sustainable solutions in the provision and outcome of our services.

We will ensure compliance with all environmental legislation as it affects our business and endeavour to reduce the impact that our business may have on the environment year by year.

### **Our Community**

Better Green Ltd will work to minimise any environmental effect the business may have on the local community and show due consideration to immediate neighbours by operating in a way that does not affect their health and safety.

We will encourage participation in projects or schemes that may improve the wellbeing of the local community and, as far as possible, support local companies in the course of our business activities.

All Directors, managerial and supervisory staff will enforce this policy. The Chief Operations Officer is personally responsible for the corporate social responsibility of the Company and signs this policy statement in acknowledgement of this.

*Signed* Tom Dodson *Date:* 01.02.2025

**For and on behalf of Better Green Ltd**  
**Tom Dodson - Chief Operations Officer**

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**ANTI-FRAUD AND BRIBERY POLICY STATEMENT**

The reputation of Better Green Ltd for lawful and responsible business behaviour is of paramount importance and is one of its greatest assets. The Company is committed to the prevention, deterrence and detection of fraud, bribery and all other corrupt business practices as outlined in the Bribery Act 2010.

The Company has zero tolerance towards such behaviour. Losses due to fraud, bribery and all other corrupt business practices can be more than just financial in nature; they can potentially damage the Company's reputation as well.

The Company expects all employees and contractors or suppliers to:

- Act honestly and with integrity at all times and safeguard the Company resources for which they are responsible;
- Respect our customers, suppliers and other parties with whom it must interact to achieve its objectives by conducting business in an ethical, lawful and professional manner.

Within the Company, the responsibility to control the risks of unethical business practices occurring resides at all levels of the organisation.

The Company prohibits unethical conduct. We will:

- Communicate a code of conduct to employees;
- Report and investigate allegations of fraud, bribery and other corrupt practices;
- Apply appropriate disciplinary procedures for employees who are found to have engaged in such practices;
- Monitor the effectiveness of such controls.

We will endeavour to take appropriate steps to ensure that all employees and contractors or suppliers:

- Meet all legal and regulatory requirements governing the lawful and ethical conduct of business;
- Ensure all breaches or suspected breaches are fully investigated and if appropriate, invoke disciplinary measures and take prompt action to remedy the breach and prevent any repetition;
- Provide information to all employees and further guidance if they have any questions or uncertainty regarding these requirements;
- Provide information to all employees on the procedures available to them to report any breach or suspected breach.

The Company expects that employees and contractors or suppliers do not engage in any illegal, improper or questionable conduct.

They must not receive, offer, promise, improperly influence payment, authorise payment or contract award (directly or indirectly) in return for anything of value, for example a bribe/kickback.

They must:

- Prohibit payments including 'facilitating' or 'expediting' payments to others in order to secure prompt or proper performance of routine duties;
- Prohibit the use of purchase orders or consulting agreements which channel payments or otherwise improperly reward customers or suppliers or their relatives or business associates;
- Ensure transactions are properly and accurately recorded.

Signed Tom Dodson Date: 01.02.2025

**For and on behalf of Better Green Ltd**  
**Tom Dodson - Chief Operations Officer**

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## **EQUAL OPPORTUNITIES POLICY STATEMENT**

### **Introduction**

Better Green Ltd recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion. This policy statement recognises compliance to the Equality Act 2010.

### **Statement of policy**

- (a) It is the policy of Better Green Ltd to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Better Green Ltd recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- (d) All employees of the organisation will be made aware of the provisions of this policy.

### **Recruitment and promotion**

- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- (c) All vacancies will be circulated internally.
- (d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- (e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### **Employment**

- (a) Better Green Ltd will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions
- (b) Better Green Ltd will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- (c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

### **Training**

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

### **Grievances and victimisation**

- (a) Better Green Ltd emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's disciplinary procedure.
- (b) Any complaints of discrimination will be pursued through the organisation's grievance procedure.

*Signed* Tom Dodson *Date:* 01.02.2025

**For and on behalf of Better Green Ltd**  
**Tom Dodson - Chief Operations Officer**

## **MODERN SLAVERY ACT STATEMENT**

Better Green Ltd recognises that all businesses have an obligation to prevent slavery and human trafficking. Every company must do its share to eradicate this modern day scourge. We will do all in our power to prevent slavery and human trafficking within our business and within the supply chains through which we operate.

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

Better Green Ltd operates to ensure fairness in the recruitment, retention and development of all employees and it seeks to comply with all applicable employment legislation.

The Company seeks to provide a work environment where employees are treated with respect, dignity and consideration.

Better Green Ltd monitors its supply chains and its suppliers so ensure, so far as is possible, that slavery and human trafficking is not taking place within those supply chains.

As part of our commitment to identify and eradicate slavery and human trafficking from within our business and from those businesses with which we interact, we will work closely with our supply chains to ensure compliance with legislative obligations and we expect those organisations to have suitable anti-slavery and human trafficking policies and processes.

We seek to build long standing relationships with suppliers and to make clear our expectations of ethical business behaviour from them.

We have in place systems to encourage the reporting of concerns and the protection of whistle blowers.

To report a suspicion or seek advice you can contact the Modern Slavery Helpline confidentially on 08000 121 700. This is open 24 hours a day, 365 days a year.

Better Green Ltd will ensure that suppliers adhere to our values.

Better Green Ltd has a zero tolerance view to slavery and human trafficking and we expect that view to prevail in our supply chain and contractors.

Management within Better Green Ltd are responsible for compliance in their respective departments, insofar as there is perceived to be a risk of encouraging, engaging or sustaining slavery and human trafficking.

This statement is made to pursuant to Section 54(1) of the Modern Slavery Act 2015 and constitutes Better Green Ltd slavery and human trafficking statement.

Signed Tom Dodson Date: 01.02.2025  
**For and on behalf of Better Green Ltd**  
**Tom Dodson - Chief Operations Officer**

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## WELL-BEING POLICY STATEMENT

Better Green Ltd recognises that our employees are our biggest commodity, and as their health and well-being is vitally important, it makes good business sense for us to help employees manage this to the best of our ability.

Making healthier choices is ultimately up to all of us as individuals, however as an employer, there's a huge opportunity for Better Green Ltd to help everyone by encouraging and adopting healthier behaviors to enable our workforce to live and work productively.

Our statement of intent addresses our obligations under the Health and Safety at Work Act etc 1974, The Equality Act 2010 and The Equality and Human Rights Commission (EHRC) which are relevant pieces of legislation covering occupational health, safety and well-being in the workplace. It also helps us to comply with other relevant statutory provisions, including The Management of Health and Safety at Work Regulations 1999 by recognising mental health and well-being as a risk and having suitable assessments and controls in place.

We recognise that well-being consists of a number of factors such as physical, psychological and social, that will contribute to a healthier life. We have a duty of care to protect our employees' general well-being, both mental and physical, and reduce stigma and discrimination.

We will do this by:

- Risk assessing - Identifying areas of risk to physical and mental health so that they can be minimised and managed appropriately. Prevention and early intervention are key and assist recovery.
- Appoint a well-being lead from our senior leadership team.
- Promoting a positive mental health culture of care and concern for our employees, which insists that everybody accepts responsibility for their own and others' well-being.
- Promoting a culture of open conversation so we talk about our well-being and mental health, encouraging peer to peer support (well-being champions) and make additional support available when employees may be struggling.
- Provide access to mental health training aimed at providing people with tools for managing their own well-being, including enhanced training for line managers.
- Commit to promoting positive mental health in the workplace by communicating our statement of intent.
- Put in place a system of management practice and controls, which enables employees to enjoy a healthy work-life balance, whilst recognising the impact of personal choice and lifestyle.
- Ensuring the promotion and maintenance to the highest degree of physical, mental and social well-being of employees in all areas of the business.
- Ensure working environments are suitable, healthy, safe, and secure.
- Taking reasonable steps to enable people with disabilities to carry out the role for which they are employed.
- Communicate updates and our commitment to promoting positive mental health to our employees.

Signed: Tom Dodson

Date: 01.02.2025

**For and on behalf of Better Green Ltd**  
**Tom Dodson - Chief Operations Officer**

## SECTION 1: ORGANISATION

### General Organisation

Arrangements for health, safety, welfare and the environment will be organised by Better Green Ltd. The Chief Operations Officer has overall responsibility for health, safety and the environment.

The Chief Operations Officer has appointed SOCOTEC responsible for monitoring the Company's Health, Safety and Environmental Policy and for dealing with related health, safety, welfare and environmental matters.

Constructive suggestions to improve health, safety, welfare and environmental awareness in the Company are welcomed from any employee.

### General Responsibilities

Directors and management are responsible for the implementation of the Company's policies on health, safety, welfare and environmental matters, including revision of this policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities.

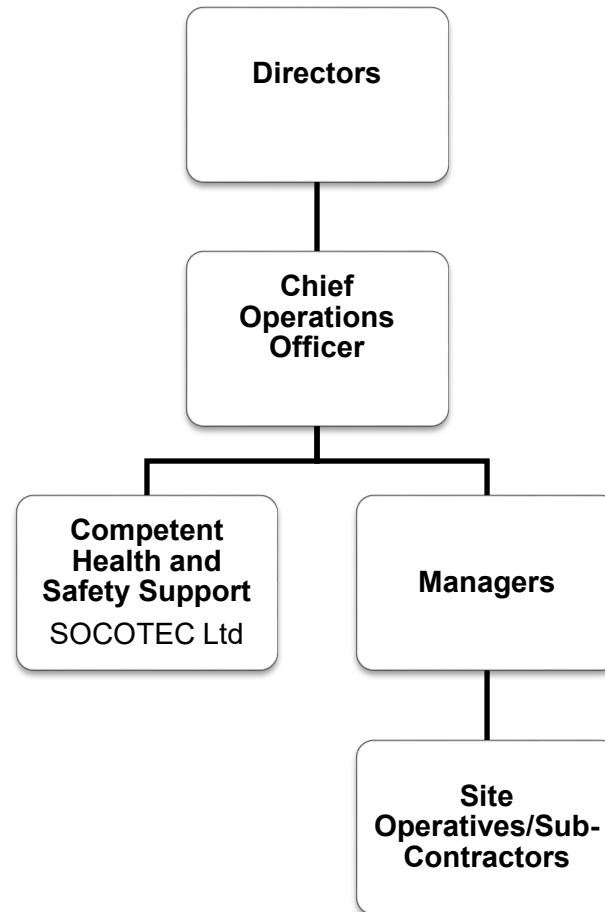
Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control.

### Consultation

Employees will be consulted in accordance with the health and safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE).

Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'.

Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

**Better Green Ltd Organisational Chart**

## **SECTION 2: RESPONSIBILITIES**

### **Responsibilities of the Directors**

- To have overall responsibility for health, safety and the environment within the Company.
- To ensure that sufficient resources are made available to meet health, safety and environmental needs within the Company.
- To appoint competent persons to manage health, safety and the environment within the Company.

### **Responsibilities of the Chief Operations Officer (CEO) Responsible for Health and Safety**

- To ensure that the policy supported by any additional instructions, procedures or other organisational arrangements, is implemented on a day to day basis.
- To bring to the attention of the Board of Directors any health and safety matter which may have an adverse effect on the Company, its employees or anyone else who could be affected by the Company's activities.

### **Responsibilities of Managers/Assistant Managers**

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- To be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure that the requirements of health, safety and environmental legislation are complied with as they apply to Company activities.
- To ensure the health, safety and welfare at work of employees under the control of the Company and of contractors or suppliers working on the Company's premises/on behalf of the Company by providing and maintaining:
  - Safe places of work and safe access/egress
  - Safe systems of work
  - Adequate levels of supervision, training, instruction, information
  - Relevant risk assessments
  - Safe work equipment
  - Adequate personal protective clothing and safety equipment
  - Adequate welfare facilities
  - Safe methods of handling, transporting stores and equipment
  - Accurate health and safety records
  - Medical surveillance (where the nature of the work being carried out requires it).
- To ensure all employees are aware of and have knowledge of, their health, safety and environmental responsibilities whilst undergoing their tasks and that they do not place themselves at risk.
- To employ best practice, as defined by the Company and any relevant bodies, at all times with regard to work activities.

- To set a personal example and carry out their own work in a safe manner using personal protective equipment issued by the Company as necessary.
- To ensure that other people, including visitors and members of the public, are not placed at risk as a result of the Company's activities.
- Where the Company is in control of premises, to ensure that others who visit such location(s) are kept free from risk from either the premises or equipment within.

### **Responsibilities of Contractors Foremen/Supervisors**

- Set a good example to other employees by following company instructions, guidelines and arrangements when working.
- Ensure workplaces are inspected regularly.
- Monitor waste disposal procedures.
- Ensure method statements and risk assessments are in place and that control measures that have been identified are being correctly implemented.
- Ensure the correct personal protective equipment is being worn and used correctly.
- Ensure any equipment is used in a safe manner.
- Liaise with the Principal Contractor's Site Manager and Better Green Ltd's operatives on health and safety issues.
- Ensure that work is being carried out without risk to the health and safety of others who may be affected.

### **Responsibilities of all Employees**

- To read and understand the Company's health and safety policy, its environmental policy and comply with the prescribed arrangements and objectives.
- To comply with risk assessments and method statements which apply to their work activities.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company where and when required.
- To use work equipment only as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted. Damage to equipment should be notified to a manager immediately.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a manager, including those where no injury occurred.
- To comply with any reasonable instructions given by Directors or appointed persons on matters of health and safety, for example; the fire marshals.

### **Responsibilities of First Aiders**

- To provide first aid to employees and others, as trained.
- To ensure that first aid kits are maintained and that accidents are recorded in the accident book and within the Company's reporting system.

- To assist in the reporting of serious accidents to management, notably with RIDDOR reporting and where required, assist in any accident investigation.

### **Responsibilities of Fire Marshals/Wardens**

- To contribute to the management and enforcement of Better Green Ltd's fire procedures.
- To ensure that the means of escape are clear and free of obstructions by carrying out regular inspections.
- To ensure that firefighting equipment, signage and fire evacuation procedures are in place/displayed and not misused.

On hearing the fire alarm:

- Supervise the evacuation of personnel from their area.
- Check all rooms, stores and toilets to ensure full evacuation.

### **Responsibilities of Office and Administration Staff**

- To read and understand the Company health and safety policy and comply with the prescribed arrangements.
- To ensure the maintenance of company health and safety records.
- To ensure that for each company driver a full UK driving licence is held and fully covers the vehicle being driven and that the driver has been authorised to use a company vehicle or own vehicle for company use.

### **Responsibilities of Company Car and Company Van Drivers**

- To ensure that a full UK driving licence is held and fully covers the vehicle(s) being driven, and that the authorisation to use a company vehicle or own vehicle for company use has been given.
- Not to consume alcohol or take medication which could affect driving ability before driving a vehicle on company business.
- To notify the Company of all driving convictions/offences and accidents that occur whilst carrying out company business.
- To ensure that a copy of the relevant business car insurance is obtained and held for use of any vehicle used for company business and that it covers the transfer of passengers and theft of company articles.
- To ensure that the relevant safety checks are made in accordance with the manufacturer's handbook and at the specified frequencies and that any repairs or maintenance are carried out as required.
- For non-company cars, to ensure that all required Road Tax and MOTs (if applicable) are in date and ready for inspection if so requested by the Company.
- To ensure that a mobile phone is only used when it is safe to do so and in accordance with current legislation (i.e. where a hands free kit is fitted). The best recommendation is to wait until the end of a journey to retrieve, receive or send calls."

### Responsibilities of Plant/Equipment Operators

- To read and understand the Company health and safety policy and comply with the prescribed arrangements.
- Not to operate any piece of plant, machinery or equipment unless trained and competent to do so.
- To comply with risk assessments and method statements which apply to their work activities.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To ensure all plant and machinery is subject to a visual inspection before use and that the inspection is recorded.
- To ensure plant and machinery is operated in a safe and controlled manner, with consideration given to operatives and members of the public at all times.

### Responsibilities of Contractors

Whilst working in any capacity for Better Green Ltd all contractors will be expected to adhere to the Company health and safety policy, to cooperate with the Company on all matters of health and safety at work and to cooperate with the Company's appointed health and safety Advisers.

All contractors employees are to be made aware of Better Green Ltd safe systems of work (SSoW) and location specific procedures.

Where contractors' activities are outside the above, a specific SSoW must be provided to Better Green Ltd for approval prior to commencing work.

The SSoW will include a detailed risk assessment of the task to be completed and, where applicable, will include safe methods and COSHH information.

All contractors will be required, where applicable, to be able to demonstrate the applicable and suitable level of competence for the activity(s) they are involved in.

### Responsibilities of SOCOTEC

Advise Better Green Ltd on the need to prepare, distribute and review a company health and safety policy.

To provide advice in accordance with the Service Level Agreement on the following:

- Assistance in ensuring that a positive health and safety culture is established and maintained
- Effective communication of health and safety issues
- Legal requirements affecting health, safety and welfare
- Adequate standards of personal protective clothing and equipment
- Working methods, equipment or materials which could reduce risks
- Potential hazards in the workplace

- Health and safety factors affecting the selection of plant and equipment
- Specialist services including substances hazardous to health, noise, asbestos removal and the application of new and current legislation
- Where requested:
  - Carry out inspections of sites and workplaces as notified by Better Green Ltd
  - Carry out investigations of serious accidents

Assist Better Green Ltd in notifying and dealing with the Health and Safety Executive/ Environment Agency.

### Health, Safety and Environmental Committee

The Company's Health, Safety and Environmental Committee comprises the following persons:

| Name             | Role                                    |
|------------------|-----------------------------------------|
| Dee & Ed Parsons | Directors Responsible for Safety        |
| Tom Dodson       | Chief Operations Officer                |
| SOCOTEC          | Appointed Health and Safety Consultants |

All employees will be notified whenever there are any changes in personnel on the Committee.

The duties of the Committee will be:

To meet at regular intervals to discuss, assess and revise the on-going implementation of the Company's health, safety and environmental performance, including:

- Accidents, incidents and near-misses
- Employee performance
- Levels of compliance
- Workplace behaviour

The Committee will also review and arrange for the training and instruction of all employees in order for them to maintain the high safety standard expected by the Company.

An on-going review will also be made to allocate individual responsibilities for health and safety throughout the Company, and to ensure that all individuals are made fully aware of their level of responsibility.

## **SECTION 3: ARRANGEMENTS**

### **1. Introduction**

The general details of Better Green Ltd arrangements for the management of health, safety are provided within this section.

### **2. Health and Safety Policy**

The health and safety policy will be reviewed each year, or more frequently if required, to ensure that it is effective and up to date.

The policy will be amended where required and all employees informed of any amendment.

A copy of the health and safety policy will be available to all employees.

Each workplace will hold a copy of the policy.

The health and safety policy statement will be displayed on a health and safety notice board and a copy held at each work location.

### **3. Information and Instruction**

Better Green Ltd recognises the need for effective communication between all parties in the workplace.

We will ensure that its employees are provided with adequate information and suitable instructions to enable them to carry out their work activities.

Information and instruction will be provided in a form which takes account of any language difficulties or disabilities.

Where the workplace is shared, information relevant to the safety of all will be communicated.

### **4. Internal Communications**

All relevant safety information will be provided at all workplaces where employees are located. This will include:

- Health and safety policy
- Environmental policy
- HSE poster
- Employer's liability insurance certificate
- Fire safety instructions
- Names of fire wardens and first aiders
- Other safety instructions relevant to that workplace

## 5. Non English Speaking Employees

Better Green Ltd has identified that those who cannot speak English may fail to understand what is being asked of them through verbal instruction by colleagues, supervisors and managers and may not be able to understand written instructions and operating procedures and processes. This represents a significant risk.

The Company will ensure that all employees are aware of their responsibilities in the workplace and will fully support any employees for whom English is not their first language so that they fully understand their responsibilities, site rules, regulations and reporting procedures. Contractors as employers in their own right will need to demonstrate that they are equally managing this risk correctly. Better Green Ltd will work with its contractors to ensure that communication for all in the workplace is effective.

Communication will be achieved through translation and the use of interpreters. Confirmation of understanding will be established.

Better Green Ltd will assess the risks associated with the fact that an individual does not speak and/or understand English. The Company will:

- Translate safety notices and training manuals into relevant languages or replace them with written notices with clearly understood symbols;
- Make use of internationally recognised pictorial warning signs which offer a means of communication that should be clear to all regardless of literacy or language;
- Provide safety training sessions in relevant alternative languages to English;
- Provide appropriate English language training ranging from key words only to oral and written fluency in English for longer term workers;
- Make use of bilingual employees to interpret/translate information to their non-English-speaking colleagues.

Better Green Ltd will ensure that the interpreter/translator is competent to fulfil that role and will be given sufficient authority to discharge the responsibility placed upon them and ensure that communication is effective.

## 6. External Communication

Managerial staff will ensure that they establish lines of communication with other organisations/persons that may be affected by Better Green Ltd activities. This may be verbally, through the use of signage, in writing or a combination thereof.

Managerial staff shall expect likewise that other organisations/persons will communicate health, safety, or organisational issues that may impact on Better Green Ltd health and safety.

## **7. Training and the Maintenance of Competency**

Better Green Ltd will ensure that its workforce is trained and capable of carrying out their allocated tasks. Many accidents at work happen because an individual is not adequately trained. The likelihood of accidents or injury is reduced when personnel are well trained and are competent.

Managerial staff must therefore ensure that all employees under their control have the appropriate training and knowledge required by their tasks and can gain experience relevant to the work being carried out in order to maintain that competence. Newly trained personnel will be appropriately supervised until such time that it is established that a suitable level of competency has been achieved.

Management and supervisory staff will identify and arrange training and instruction of employees.

Records will be kept of all training related to their work activities, including trade related qualifications, along with health safety and environmental issues. Refresher training will be organised, where required, to keep each employee's qualifications up to date and to maintain competence.

Accurate records of training will enable the company to demonstrate effective management of training to enforcing authorities or other interested parties.

## **8. Safe Systems of Work**

Better Green Ltd will ensure that a safe system of work (SSoW) is established for all its work activities. In order to achieve this, work activities will be risk assessed.

In general terms:

- Where a hazard cannot be eliminated the identified risk will be managed and controlled within tolerable limits.
- Method statements and/or risk assessments that reflect the work activity and the environment in which it will occur will be established.
- Where a task requires specific actions to be followed a permit to work system will be established and implemented.
- Safety equipment required to achieve risk control will be provided free of charge where necessary.

## **9. Risk Assessment**

Better Green Ltd will carry out risk assessments of its work activities. Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.

Managerial staff are required to ensure risk assessments are in place for activities under their control. These risk assessments will be formulated by a competent person(s).

All person(s) involved in a task will have the contents of the risk assessment formally communicated to them. Records demonstrating the receipt of this information will be retained by the Company. A copy of the risk assessment will be available at the workplace.

Where Better Green Ltd works with another organisation, for example contractors, we will communicate applicable risk assessment(s) which impact on that other organisation's work. Equally we will ensure that the other organisation communicates its risk assessment(s) where these have an impact on the health and safety of our workforce.

All risk assessments will be monitored and reviewed at regular intervals based upon the level of risk or when working practices or equipment change, to confirm that risks are adequately controlled and comply with current legislation.

## **10. Method Statements**

A method statement describes the phase of work for the task detailing equipment and personnel involved in carrying out the task. It will identify hazards likely to be present in that task so that a risk assessment(s) can be carried out and the risk(s) be managed and controlled.

Method statements will be produced by managers where a number of tasks are to be undertaken in order to demonstrate that a safe system of work is established.

A copy of the method statement and associated risk assessment(s) will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of briefings by managers so that those undertaking the activity understand what they have to do and the control measures to be implemented.

A sign off sheet will be completed by those receiving the briefing to confirm that they have understood the contents of the assessment. This also confirms their responsibility to comply with it and to report any shortcomings in health and safety.

Where Better Green Ltd carries out work in a location under the control of another company/organisation, a copy of the method statement and associated risk assessment(s) will be available to that company/organisation to ensure that the health and safety of all parties concerned is achieved through coordination and cooperation.

## **11. Safe Place of Work**

Better Green Ltd is required to provide its employees, so far as is reasonably practicable, with a safe place of work along with safe access to and from that place of work. This will largely be achieved by the implementation of a safe system of work within that workplace.

Furthermore we will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

Regular inspections/monitoring of workplaces will be conducted by a competent person. Records will be kept and any findings reported, and where appropriate actioned.

## **12. Work in Excavations**

Excavation work is a high risk activity. Better Green Ltd shall ensure that any excavation work is risk assessed and that the activity is properly supervised.

All areas to be excavated shall be checked for underground services (see separate section within this policy) or other obstacles.

Steps shall be taken to ensure the prevention of:

- Collapse of the excavation
- Falls of materials and the burying or trapping of a person
- Overloading of ground nearby and the undermining of adjacent structures

All equipment used shall be installed, altered or dismantled under supervision of a competent person.

## **13. Work in Confined Spaces**

A confined space is defined as any place, in which, by virtue of its enclosed nature and the activities being undertaken or the conditions within, there arises a reasonably foreseeable specified risk.

Better Green Ltd shall give due consideration to establish if its activities are taking place in what could be a confined space and shall take action accordingly.

Where the workplace is viewed as a confined space, it shall be considered whether the work can be carried out without accessing the confined space. Where it cannot, the work will be subject to risk assessment. Permits to work will be used.

Only competent persons may be involved in confined space work.

## **14. Work In other Employer's Premises**

All activities that Better Green Ltd engages in within other employer's premises will be subject to risk assessment.

Liaison with the controller of the premises will be achieved in order that suitable cooperation and coordination can be established to ensure the health and safety for all involved.

## **15. Working in Hospitals**

On occasion, Better Green Ltd may work within hospitals.

As with all buildings that the Company works on, isolation and emergency procedures will be followed.

In addition to this, risk assessments will be compiled for work in situations encountered such as:

- Needle stick injuries – (SHARPS risk assessment and procedure);
- Violent/psychiatric patients – (assaults etc);
- Abduction – (Children's wards etc);
- Health monitoring – (MRSA etc).

On all occasions, personnel representing the Company will work closely with the hospital management teams and be fully briefed on the procedures for each establishment.

## **16. Monitoring at the Workplace**

Managerial staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy. Where it is found that the policy cannot be followed, the issue must be reported to senior management for review of the policy and/or the procedure. Some activities may require specific assessment.

All specified injuries and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/or corrective action will be made.

All accidents and near misses must be reported to managerial staff at the workplace, notably where incidents and injuries are to be notified to the enforcing authorities subject the requirement of legislation. Such incidents will be investigated in accordance to the severity of the incident. This may require the assistance of SOCOTEC upon request.

Injuries of any description must be recorded in the accident book. Senior management will take steps to analyse such information in order to take such steps as are necessary to implement remedial action and so prevent reoccurrence where it is able.

Meetings to discuss health, safety, welfare and environmental issues will be held at regular intervals between management and SOCOTEC upon request.

## **17. Work at Height**

The Work at Height Regulations require employers to:

- Avoid employees working at height where it is possible;
- Make effective use of safe places of work already provided;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided; and
- Where they cannot eliminate the risk of a fall liable to cause personal injury, use equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Company will carry out a risk assessment to identify the risks of work at height and develop processes to eliminate or control the risks. Additionally we will ensure that all work at height is adequately planned, organised and supervised and carried out in a safe manner.

Better Green Ltd will ensure that everyone involved in working at height is competent or being trained and supervised by a competent person. We will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

Better Green Ltd will appoint a competent person(s) to inspect and maintain work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use.

All personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards) will be inspected at the required frequency. Any defects noted during inspections, before or during use will be reported and attended to immediately.

Employees must inspect the equipment provided immediately before they use it and ensure any defective equipment is exchanged or repaired before use.

If work is to be undertaken at height, then prevention of falls will be the first priority. Collective prevention measures will be put in place so that personal protection is only a secondary measure.

When selecting work equipment, Better Green Ltd will take account of the working conditions, the distance to be negotiated, and the distance and consequences of a fall.

Additionally, we will ensure that arrangements are in place in the event of an emergency or a rescue needing to be facilitated.

## 18. Scaffolding

All reasonable steps will be taken by Better Green Ltd to provide a safe place of work for employees required to use scaffolding.

Scaffold structures will be erected by a competent contractor.

The nature of the structure will be determined by the requirement(s) of the work to be carried out, the environmental conditions and the location of the structure. This may mean that the scaffold may follow a standard design or require specific design.

Access to the scaffold will be determined by site conditions. However; the aim should be to provide a staircase where reasonably practicable or ladders with adequately protected landing points.

The Company will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The Company will appoint a competent person to be responsible for supervising the erection, altering and dismantling of scaffolding and for inspecting all equipment before it is used, after any event likely to affect its stability and at intervals of seven days or less, as required.

Inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

## **19. Mobile Towers**

All reasonable steps will be taken by Better Green Ltd to provide a safe place of work for employees required to use mobile tower scaffolds.

Mobile towers will be erected and used only by competent persons with the relevant proof of training in accordance with the mobile towers instruction manual.

These persons will be required to inspect the individual components and the tower as a whole prior to use. It will also be inspected after every occasion that the tower is erected. If the tower remains static for more than seven days then it shall be subject to inspection.

All inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

The Company will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace or of the tower itself, and will liaise with any other persons involved in the work activity. The safety of the personnel erecting the tower must be maintained throughout the process and likewise during dismantling. In selecting mobile towers for use, we will ensure that they are appropriate for the work and that the methods of erection and dismantling provide the safest method possible.

## **20. Podium Steps and Low Level Access Equipment**

All reasonable steps will be taken by Better Green Ltd to provide a safe place of work for employees required to use podium steps and low level access equipment.

Podium steps and low level access equipment will be erected and used only by competent persons with the relevant proof of training in accordance with the equipment's instruction manual. These persons will be required to inspect the individual components and the equipment as a whole prior to use.

Inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

The Company will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace or of the equipment itself. The Company will liaise with any other persons involved in the work activity.

In selecting podium steps and low level access equipment for use, we will ensure that they are appropriate for the work and that the methods of erection and dismantling provide the safest method possible.

## **21. Ladders and Step Ladders**

Ladders will be used only where the use of more suitable work equipment is not justified. This could be due to the low risk and short duration of use or, because of existing features within the workplace which cannot be altered which make ladders the only possible suitable equipment.

No work will be conducted from ladders unless a risk assessment shows that this is the only reasonably practicable and final option. Every attempt will be made by Better Green Ltd to eliminate the use of ladders and step ladders as an option for working at height.

If ladders are deemed to be the only option, they will be used only if a risk assessment shows:

- That the operative can maintain three points of contact;
- That the task is of short duration (under 30 minutes);
- That the task is low risk;
- Ladders are classified as 'Professional' under BS EN131;
- Ladders can be set at an angle not exceeding 75 degrees (1 out to 4 ratio);
- Ladders are clearly identifiable and subject to regular inspections.

Additional control measures will be introduced (if practicable) to reduce the risks to a minimum. This will be in the form of ladder stays, stand offs or other proprietary ladders or ladder securing devices.

Persons using ladders will have attended training in the use of ladders and any associated accessories and be familiar with the hazards associated with the use of this equipment.

Step ladders will be used only when the risk assessment determines that their use has a low risk and is of a short duration (less than 30 minutes) and, where other equipment cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and some type of edge protection or rail whilst the operative is on the steps. Podium steps or similar design equipment will be considered in the first instance.

Step ladders will be of sufficient height to enable the work to be carried out from no higher than the third tread from the top. Step ladders will be used only on a firm and level base to prevent them toppling.

All ladders and step ladders will be inspected prior to each use and on a regular basis which shall be recorded.

## **22. Plant/Machinery/Equipment**

All reasonably practicable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment or may be affected by it use.

Better Green Ltd will carry out assessment(s) of risks for use and maintenance of all plant, machinery and equipment and will ensure that all control measures identified in the risk assessment(s) are implemented to minimise risk.

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or a competent engineer. Only competent and appointed personnel may carry out maintenance.

Records of the inspections, service and maintenance, including statutory inspections, will be maintained in accordance with current legislation.

## **23. Lifting Equipment**

Lifting equipment covers a wide range of equipment, including:

- Lifts in buildings, hoists, cranes, vehicle mounted tail lifts, excavators, forklifts.

All lifting equipment must be suitable for the task.

Better Green Ltd will obtain adequate information from the installer or supplier of lifting equipment on the safe and proper use of the equipment.

Any lifting appliance or lifting equipment provided or delivered to a workplace must have been tested, thoroughly examined and inspected in accordance with the relevant standards.

Copies of inspection certificates, register entries etc. must be available at the workplace.

The equipment will be subject to inspection on a daily basis by the operator and on a regular basis relevant to its use and environment. Inspections shall be recorded.

Employees trained in the use of lifting equipment must not exceed the safe working load of that lifting equipment or use it in a way or for a purpose for which it is not intended.

## **24. Crane Lifts**

All crane lifts are to be planned and documented. Planning is to be carried out by a suitably trained and competent person.

No alterations to lifting plans are to be carried out other than by a suitably trained and competent person.

Cranes are to be operated by suitably trained and competent persons.

Crane lifts are to be supervised by a suitably trained and competent person.

In accordance with the requirements of the lifting plan and good practice, trained banksman and slinger/signallers will be available.

Means of communication between all parties will be agreed prior to commencement of any lift.

## **25. Mobile Elevating Work Platforms**

Mobile Elevating Work Platforms (MEWPs) must be operated only by competent employees who hold relevant proof of training and have undergone familiarisation training by the plant hirer.

When Cherry Picker type MEWPs are used, employees will be attached to the proprietary fixing point by a harness and fixed length restraint lanyard.

To prevent being thrown out, an employee operating a Scissor Lift type MEWP should fix harnesses to the attachment point when operating the machine over rough ground and while the platform ascends and descends. There is no requirement to be harnessed to the Scissor Lift whilst working within the confines of the platform when it is in a static position.

## **26. Mobile Plant**

Only trained and appointed personnel will be permitted to operate any mobile plant under Better Green Ltd control.

Such personnel will be familiarised with any mobile plant that is new to them (i.e. hired item from a different manufacturer that the personnel are used to).

Personnel will have access to manufacturers/suppliers instructions on operation, servicing and maintenance.

Personnel will not travel on mobile plant unless there is a safe place for them to do so.

Any safety features fitted to the mobile plant i.e. seat belts roll bars etc. will be fully used.

Only plant with the correct features may operate on the public highway.

## **27. Driving When Working for Better Green Ltd**

Better Green Ltd recognises the risks to drivers when at work through the statistics released annually by the HSE and information in the media. The Company has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.

The Company's policy is that all drivers must be in control of their vehicle at all times.

A hands free kit will be fitted to company vehicles to enable drivers to use the phone in accordance with current legislation.

It is a criminal offence for a driver to hold or use a mobile phone or hand-held device even when the vehicle is stopped at a red light or in traffic.

This includes any device which is capable of interactive communication even if that functionality is not enabled at the time. This would include a device being in flight mode.

The meaning of 'using' a phone is expanded to cover the following:

- illuminating the screen
- checking the time
- checking notifications
- unlocking the device
- making, receiving, or rejecting a telephone or internet-based call
- sending, receiving or uploading oral or written content
- sending, receiving or uploading a photo or video
- utilising camera, video, or sound recording
- drafting any text

- accessing any stored data such as documents, books, audio files, photos, videos, films, playlists, notes or messages
- accessing an app
- accessing the internet.

Motorists can be fined £200 and receive six points on their driving licence if they are seen or caught touching their devices whilst driving.

All drivers must be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others, is forbidden to drive. Should any member of staff feel unfit to drive for any reason, a supervisor or manager should be immediately informed.

Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so.

Authority will be given to all drivers and a copy of their full UK driving licence will be held on file.

Authorised drivers will be required to notify the Company of driving convictions and offences. Business use insurance must be in place for all drivers of vehicles.

For all company vehicles, the required Road Tax and MOT (if applicable) will be held and a register kept and held on file.

Company vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks will be carried out on the roadworthiness of all company vehicles (e.g. tyre pressure and condition, including spare; correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).

Employees will be instructed on how to carry out these checks themselves and reminded to undertake them.

Employees will be made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

## 28. Display Screen Equipment

The use of Display Screen Equipment (DSE) has been linked to cases of musculoskeletal disorders (see separate section within this policy) and eye problems.

In accordance with current legislation, Better Green Ltd will identify all users – those employees who use DSE for a significant part of their working day (usually in excess of 1 hour).

A suitable assessment of the risk will be carried out for all users. Any risks identified will be reduced as far as is reasonably practicable.

All users will receive regular, adequate training and information in the correct set-up and use of DSE.

Eye tests will be provided upon request and the Company will make a contribution to the basic price of spectacles provided specifically for the use of DSE.

Any user who works at home or away from the Company's premises will receive adequate information in the correct set-up and use of DSE. This information should enable the person to complete their own DSE risk assessment, which will be returned to their manager once complete.

Any risks identified will be reduced to low as is reasonably practicable.

## 29. Occupational Health

Better Green Ltd recognises that workers may suffer from ill health caused or made worse by work. This may be due to for example:

- Musculoskeletal disorders (MSDs): from work-related upper limb disorders (WRULDs) and back injuries;
- Work-related stress;
- Occupational dermatitis;
- And many others.

We will carry out assessment(s) of risks related to potential ill health through work activities and will ensure that all control measures identified in the risk assessment(s) are implemented to minimise risk.

Employees are encouraged to report any suspected work related ill health through managers so that action can be taken to manage the situation.

## 30. Noise

Current legislation under the Control of Noise at Work Regulations requires employers to reduce and control the exposure to noise of their employees. This is achieved by assessing the risk and taking account of exposure levels set within the regulations.

The exposure levels apply to either a daily or weekly exposure based on 8 hours- dB (A) or the maximum noise (peak sound pressure) in a working day- dB (C):

Lower Exposure Action Value

- Daily or Weekly Personal Noise exposure – 80 dB (A) Peak sound – 135 dB (C). Assessment is required to establish potential risk and hearing protection is made available.

Upper Exposure Action Value

- Daily or Weekly Personal Noise exposure – 85 dB (A) Peak sound- 137 dB (C) Noise is reduced and where this is not successfully controlled, ideally through mechanical means, then through the mandatory use of hearing protection.

Additionally an Exposure Limit Value has been set:

- Daily or Weekly Personal Noise exposure of 87 dB (A) Peak sound– 140 dB (C). This must not be exceeded even taking account of the protection afforded by hearing protection.

We will carry out suitable and sufficient risk assessments for all activities where it is believed that there is a risk of employees being exposed above the lower action value of 80 decibels.

The Company will eliminate or control noise at source where it is practicable to do so, and where it is not, will provide its employees with suitable and sufficient hearing protection selected according to the noise risk to which the employees are exposed.

Better Green Ltd will:

- Ensure that all employees, contractors and visitors receive such information as is necessary to warn them of the risk. Furthermore that they will obey any instructions and warning notices with regard to the wearing of hearing protection in areas where a risk exists;
- Ensure plant and equipment is selected and maintained to minimise noise levels;
- Ensure suitable ear protection is supplied for the conditions of exposure;
- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard;
- Workplace management and supervisors will ensure compliance with any noise levels.

Employees have a duty to comply with and use the measures that Better Green Ltd provides under the regulations including:

- To use any controls as determined by the risk assessment;
- To wear any hearing protection provided when exposed at or above the upper exposure limits or where mandatory areas have been designated;
- Not misuse or interfere with the hearing protection, and report any defects to the employer.

### 31. The Control of Vibration

Current legislation under the Control of Vibration at Work Regulations requires employers to make a suitable and sufficient assessment of the risks posed of either hand/arm and/or whole body vibration.

Employers must introduce control measures to, in the first instance, eliminate the vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as is reasonably practicable.

The exposure limits and action values are:

- Daily Exposure Limit Value – 5 m/s<sup>2</sup> in an 8 hour period
- Daily Exposure Action Value – 2.5 m/s<sup>2</sup> in an 8 hour period

Therefore Better Green Ltd will ensure that a regime is implemented for:

- Establishing the risks associated with tools that vibrate;

- Knowing which items of equipment pose the highest risk to employees;
- Ensuring that a purchasing/hiring policy is established to ensure that the equipment is selected correctly;
- Setting policy based on recognised exposure limits for the use of this equipment;
- Providing information, instruction and training on vibration risks to employees;
- Recording exposure levels and durations for employees where necessary;
- Providing health surveillance where required.

The basis of the risk assessment is to avoid the risk wherever possible. However, if the job cannot be done without exposure to vibrating equipment, the following steps will be taken:

- **Select** - select equipment that produces the least possible vibration or removes the operative from the source of the vibration by using remote control equipment;
- **Provision** - consider other equipment which can be used in conjunction with the vibrating equipment which reduces the risk of injuries caused by vibration, for instance foul weather protection for cold and damp;
- **Maintain** - good maintenance can reduce vibration levels considerably; operatives should be instructed in basic maintenance such as the replacement of blunt drills or chisels;
- **Limitation** - ensure that limits/durations are set on tasks and appropriate rest periods are taken;
- **Train** - make operatives aware of the risks and the precautions, such as gripping tools properly;
- **Inform** - provide up to date information on the vibration risks;
- **Review** - review the use of vibrating equipment as technological advances are made available.

## 32. Control of Respirable Dusts

The Company recognises the hazards and risks associated with respirable dusts.

As part of its strategy to control exposure to these hazards Better Green Ltd shall carry out risk assessment(s) related to the production and creation of respirable dust, to identify appropriate control measures that must be implemented to ensure the health of personnel affected.

These controls must follow the hierarchy of controls as stated in the COSHH regulations considering:

- Wet work where possible
- Segregation of work activities
- Provide and maintain exhaust ventilation or on tool extraction where required
- Provide and maintain suitable RPE
- Vacuum not sweep

Guidance and exposure limits for these substances must be adhered to when assessing the hazards and consequences when potential exposure is identified. EH40, L5 ACOP, HSE and industry guidance should be used as points of reference.

Such control measures must seek to control the hazards at source with local exhaust ventilation (LEV) or on tool extraction using suitable filtration where required. Suitable personal respiratory protective equipment (RPE) must be provided where identified.

RPE must be suitable and sufficient with all personnel using RPE having valid face fit testing certificates.

Better Green Ltd will ensure that all controls identified are implemented and managed on site.

If the need for health surveillance is required, this will be undertaken where necessary following the Company's arrangements.

Suitable training and instruction on the hazards and risks associated with respirable crystalline silica (RCS) and dust will be undertaken.

### 33. Hazardous Substances

Prior to any work activity commencing, information must be obtained on any material, substance or process to be used or likely to be encountered which could be a hazard to the health of personnel.

Better Green Ltd shall carry out risk assessment(s) related to the use of products or the creation of by-products, to identify whether those substances are hazardous to health. If necessary, a workplace/job specific Control of Substances Hazardous to Health (COSHH) assessment will be produced.

Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by the use of substances hazardous to health and the protection of the environment.

Such control measures may seek to eliminate/substitute the substance, to provide collective protection and or personal protection.

### 34. Musculoskeletal Disorders and Manual Handling

Musculoskeletal Disorders (MSD) cover any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. Better Green Ltd will take the steps necessary to prevent and manage MSDs, assessing the risks of manual handling and repetitive tasks.

The incorrect handling of loads causes large numbers of injuries and can result in pain, time off work and sometimes permanent disablement.

Manual handling operations are defined as "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

Current legislation requires, where reasonably practicable, that manual handling is eliminated. Where it cannot be eliminated, then a risk assessment must be carried out where there is a risk of injury due to the manual handling operation.

To this end, the Company shall seek to effectively manage the handling activities that its personnel may be engaged in as part of their work, including taking account of repetitive tasks. This will be achieved by the following four steps:

- **Avoid** the need for manual handling, so far as is reasonably practicable;

- **Assess** the risk of injury from any manual handling that cannot be avoided;
- **Reduce** the risk of injury from manual handling, so far as is reasonably practicable;
- **Inform** the employer if hazardous handling activities are identified.

Where manual handling tasks are necessary, we will conduct a risk assessment and implement any required control measures. These may include:

- Provide mechanical aids such as trolleys, pallet truck etc;
- Provide sufficient persons to enable the lift to be carried out in a safe manner;
- Provide suitable lifting attachments such as handles or handholds;
- Ensure items are secure to prevent load shifting;
- Reduce the size of load to be lifted;
- Provide adequate PPE;
- Provide employees with manual handling training;
- Provide manual handling information through posters etc;
- Ensure employees take care to ensure that their activities do not put others at risk.

### 35. Stress

Stress in the workplace is a reality of working in current times. An employee who is severely stressed may significantly increase the likelihood of having or contributing to an accident, becoming a hazard to himself/herself as well as to others.

Better Green Ltd has a responsibility to manage the health, safety and welfare of its employees and this includes reviewing the impact of stress at work. In order to manage stress in the workplace the HSE's management standards for stress shall be applied.

These cover the primary sources of stress at work:

- **Demands** - workload, work patterns and the work environment;
- **Control** – how much say the employee has in the way they do their work;
- **Support** – the encouragement, sponsorship and resources provided by the employer, management and fellow employees;
- **Relationships** – includes promoting positive working, the avoidance of conflict and dealing with unacceptable behaviour;
- **Role** – whether the employee understands their role and conflicting roles are avoided;
- **Change** – how change is managed and communicated.

Management and supervisory staff should be aware of, and look for, the symptoms of stress in individuals and in groups. Equally any employee who may strongly suspect that a fellow employee or they themselves are being affected by stress should refer this to the appropriate manager who will arrange for the person to be assessed and/or monitored.

Better Green Ltd policy will regularly review each employee's work performance and workload. Employees will be given every chance to air their views and grievances at these reviews.

### **36. Well-Being and Mental Health**

Better Green Ltd will engage with external support groups and campaigns to identify how we can commit as a business to reducing stigma and discrimination.

Better Green Ltd will provide support and resilience across the organisation aiming to develop a culture that is inclusive, open, and supportive of people experiencing mental ill-health. Evidence suggests there are five steps we can all take to improve our mental well-being. We will support and guide our workforce towards these steps with an aim to make them feel happier, more positive and assist them to live and work productively:

- Connect – connect with the people around you: your family, friends, colleagues and neighbours. Spend time developing these relationships.
- Be active – you don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life. Evidence suggests that taking regular exercise has the same effect as taking mild to moderate anti-depressants.
- Keep learning – learning new skills can give you a sense of achievement and a new confidence.
- Give to others – even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering at your local community centre, can improve your mental well-being and help you build new social networks.
- Be mindful – be more aware of the present moment, including your thoughts and feelings, your body and the world around you. Mindfulness can positively change the way you feel about life and how you approach challenges. The use of 'mindfulness' apps like Headspace are encouraged.

### **37. Health Surveillance**

Operatives may sometimes need to use certain substances and materials that may pose risks to their health. In addition, they may carry out activities or work in environments which may equally affect their health.

Further to any COSHH, noise, vibration or other assessments that Better Green Ltd carry out, (which will require the implementation of applicable control measures), health surveillance will be implemented where the assessment or legislation requires it to ensure that personnel's health is maintained and monitored.

### **38. Managing Sickness**

Research shows that long periods out of work can lead to worse health, while working can be good for physical and mental health and well-being.

In some cases, the longer personnel are absent through illness, the lower the chances of them returning to work. Work may help people recover more quickly from illness.

To this end, Better Green Ltd will endeavour to help employees back to work as soon as possible.

The Company will ensure that it maintains regular contact with the employee during their absence in accordance with the HSE recommended guidance document HSG 249, and implement the Company's sickness policy.

The employee will be required to inform the Company of their intended absence and, where applicable, provide a 'Fit Note' from their Doctor.

A plan to return to work will be implemented with professional advice sought if required. This plan will be agreed with the employee and progress will be monitored.

Where necessary, we will discuss changes to support an employee's long-term prospects of employment following sickness absence.

On return to work, the employee will receive a 'return to work' interview. Monitoring of sickness absence and any effects from illness/injury will be agreed to ensure that any reasonable adjustments to the working environment/activities can be accommodated.

### **39. Management of Premises Containing Asbestos**

Better Green Ltd recognises its duty to manage asbestos in premises under its control and shall take such steps as are necessary to control this risk.

To this end, any premises under its control will be surveyed to establish the presence of asbestos. The information produced from that survey will be made available to any person carrying out work within those premises where the asbestos could be disturbed.

A written asbestos management plan will be implemented which includes measures for condition monitoring and an assessment of the likelihood of anyone being exposed to the materials. The asbestos management plan will be reviewed annually or more frequently if deemed necessary.

The building will be managed to prevent such disturbance with instructions being issued to employees or others who may be affected.

Where asbestos in a building under our control is in such a condition that it represents a significant risk, then it shall be removed under control.

### **40. Work Where Asbestos May Be Encountered**

Steps will be taken to identify and locate materials in premises likely to contain asbestos.

Employees and any others who are likely to come into contact with asbestos will receive awareness training which will include emergency procedures, decontamination procedures and safe working practices.

Contractors who work in the premises will be trained in asbestos awareness and will be made aware of the location of any asbestos-containing materials prior to the start of any work.

Before any work is carried out on the fabric of any premises, a specific and more intrusive investigation may be required to ensure that any concealed asbestos-containing materials are identified.

**No works that will disturb asbestos-containing materials shall be undertaken under any circumstances.**

Should suspected asbestos-containing materials be discovered during any works, then all works will be stopped until specialist advice is sought.

Any asbestos removal works will be carried out by trained asbestos contractors and all waste will be disposed of in accordance with current waste regulations.

#### **41. Underground Services**

Better Green Ltd will ensure all information on existing underground services is obtained before any excavation work commences.

Full consultation will be carried out at all stages with representatives of the various service authorities to agree any precautions required.

Only trained operatives will physically locate and mark all services by means of locating equipment and hand dug trial holes.

Operatives should not assume that the plans are accurate or to scale, but use them as an indicator for position, layout and numbers of services.

In addition, reliance is not placed upon locating equipment alone. Physical indicators such as previous excavations, junction boxes, manholes etc. will also be used.

#### **42. Electricity – General**

The use of electricity in the workplace is widespread and represents a significant risk of personal injury and fire.

No company employee is to undertake electrical work on any equipment or system within the workplace unless those employees hold the relevant qualifications and have been authorised.

Any faults or hazards related to electrical equipment or installation should be reported to managers for action.

#### **43. Management of Electricity in Premises**

Better Green Ltd will ensure that electrical installations are subject to inspection, testing and where required, maintenance. Managers responsible for premises will obtain certification to ensure that any permanent or temporary (if required) installations are on record and in date.

Periodic Portable Appliance Testing will be carried out for all electrical equipment as suggested by guidance or specified by the Company's insurance company, whichever is the shortest period.

All personnel should visually inspect any electrical equipment under their control for suspected visual defects and report these for corrective action.

Where the employee is facing problems in powering equipment, (i.e. lack of sockets), they should report this and not attempt to resolve the situation themselves by adding extension leads.

#### **44. Gas**

Gas represents a significant risk to both Better Green Ltd personnel and to others that it may affect. The management of gas safety is therefore an area that requires close attention.

#### **45. Control of Gas in Premises**

The Company will ensure that its gas equipment and storage is regularly inspected and maintained in accordance with guidance and supplier advice. Such work will only be carried out by a competent contractor/individual.

Documentation relevant to such work will be kept on record.

#### **46. Emergency Procedures**

Whilst all reasonably practicable steps shall be taken by Better Green Ltd to ensure our activities take place as planned, within the boundaries set by this policy and any relevant assessments, the Company recognises that emergencies can occur. These need consideration and management action in order to manage a situation where our employees may be at risk.

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.

All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.

Appointed persons will be identified to take control in the event of an emergency incident.

#### **47. Fire Prevention and Evacuation Procedures**

A fire risk assessment will be completed at all workplaces under the control of Better Green Ltd.

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection;
- Means of raising the alarm in the event of a fire;
- Firefighting equipment;
- Emergency lighting;
- Emergency routes and exits.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment. Fixed electrical installations will be inspected and tested periodically.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

Fire plans will be displayed around the building(s). Emergency routes and exits will be indicated by signs.

Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly and records will be maintained.

Fire marshals will be appointed and trained in fire prevention and evacuation procedures.

#### **48. First Aid and Accident Reporting**

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees) or damage to any property.

Nominated 'suitable person(s)' - trained first aiders or emergency first aiders - will be provided at all workplaces to administer first aid treatment. The numbers required will be determined by a suitable and sufficient risk assessment.

Adequate first aid equipment will be provided at all workplaces under the control of the first aider to include:

- First aid kits;
- Eyewash stations;
- A suitable place or room for the administration of simple first aid procedures.

All employees, contractors and visitors must report all injuries and accidents in accordance with company policy, and ensure details are recorded in the workplace accident book. The book may be hard copy or electronic.

Management must report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required by current legislation.

Fatal and specified injuries can be reported by phone and online to the HSE Incident Contact Centre.

Less serious accidents where a person is away from normal working duties for at least seven days as a direct result of a work related accident can only be reported using the F2508 form and must be reported within 15 days of the accident.

For benchmark and comparative analysis against previous statistics, we will continue to record all injuries which result in absence from work of more than three days.

Reported accidents will be investigated to ensure that protective and preventive measures are reviewed and controls are amended or improved as required to prevent recurrence. Accident reports will be prepared to comply with legislation and where necessary to prepare for litigation.

The Enforcing Authority must be informed when:

- Any person dies as a result of or in connection with work;
- Any person suffers a specified injury or disease as a result of or in connection with work;
- A person is incapacitated for work for more than seven consecutive days due to an accident at work. This must be reported within 15 days;
- Any person not at work (visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital.

#### **49. Welfare Facilities**

Suitable and sufficient welfare facilities will be available at all workplaces for all employees, contractors and visitors, including:

- Toilet facilities, including facilities for the disabled;
- Washing facilities;
- Facilities for rest and to prepare and eat meals, including means for boiling water (to include adequate seating with backs);
- Drinking water.

In addition:

- Accommodation for clothing;
- Where appropriate, changing rooms and lockers.

All facilities will be maintained to a satisfactory standard, with regard to:

- Accessibility
- Temperature
- Ventilation
- Lighting
- Cleanliness/hygiene

Before work commences on site, arrangements must be made for convenient sanitary facilities for the use by operatives throughout the duration of the works.

Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties. This will be detailed in the induction procedure and within the construction phase plan.

## **50. Personal Protective Equipment**

The Company recognises the use of PPE as part of its strategy to control risk. PPE will be selected following risk assessment identifying its need.

The selection will be based on the PPE's ability to afford the best protection and shall be provided free of charge, to all personnel requiring it to carry out their allocated tasks.

Better Green Ltd will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

From 06 April 2022, employers will be obligated to provide personal protective equipment, not only to employees but also to workers who may be risking their health or safety while at work. This amendment to the regulations now extends the duty to workers, who are also classified as a 'limb (b) worker' under employment law. A 'limb worker' is registered as self-employed but provides a service as part of someone else's business.

Personnel will use issued PPE fully and correctly and shall report any loss or damage.

All PPE shall be personal issue.

## **51. Protection of the Public and/or Non-Employees**

Arrangements will be made to ensure, so far as is reasonably practicable, that no member of the public or non Better Green Ltd employee(s) is exposed to risks to their health and safety as a result of our activities.

In carrying out any activity in the presence of the public or non-employee, all personnel representing the Company shall ensure that the safe system of work takes adequate account of the public and non-employee and, that suitable and sufficient precautions are in place to protect them.

## **52. New or Expectant Mothers**

Better Green Ltd takes seriously the health, safety and welfare of mothers to be, unborn children, new born babies and new mothers.

Notification that the employee is pregnant will be required in writing along with confirmation documentation from a registered medical practitioner or registered midwife.

It is recommended that mothers to be or nursing mothers inform the Company no later than 15 weeks before the expected week of childbirth that she is pregnant.

Once this is confirmed, Better Green Ltd will conduct a review of her current work, specific risk assessment and implement any changes/control measures to protect her unborn baby.

This assessment will take into account the following considerations:

- Long working hours;
- Night-time working;
- Stress;

- Noise;
- Violence from customers;
- Exposure to toxic substances, e.g. lead, pesticides, mercury etc;
- Radiation;
- Manual handling.

This assessment will be reviewed at regular intervals by managerial staff or as/when the employee requests it.

Better Green Ltd will also provide suitable facilities for pregnant and breastfeeding mothers to rest whilst at work.

### **53. Employment of Personnel with Disabilities**

A disability is defined as having a physical or mental impairment that has a substantial or long term negative effect on the ability to do normal daily activities.

To this end, the Company will endeavour to promote the employment of disabled people, identifying suitable opportunities wherever possible. The Company will also ensure that its employment practices tackle disability discrimination and promote disability equality.

Better Green Ltd will provide the necessary support, assistance and care to disabled employees. When an existing employee becomes disabled, we will make every reasonable effort to continue to provide suitable employment in the same job or suitable alternative job. Furthermore, if necessary, we will provide relevant training or re-training.

### **54. Young Persons**

The Company accepts responsibility for ensuring that young people, particularly those under 18, are safe in the working environment.

Before employing a young person, Better Green Ltd will undertake a risk assessment in accordance with current legislation.

We will ensure that all young persons employed are protected at work from any risks to their health or safety which are a consequence of their lack of experience or absence of awareness of existing or potential risks, or the fact that they have not yet fully matured.

The Company will not employ a young person for work which:

- is beyond their physical or psychological capacity;
- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm any unborn child;
- exposes them to radiation;
- involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety;
- involves a risk to their health from extreme heat, noise or vibration;

- exposes them to night work, which is not normally permitted between 22.00 and 06.00 but may be varied in writing to 23.00 to 07.00 hours;

The restrictions do not apply in the following special circumstances:

- where it is necessary for training (e.g. NVQ, SVQ, In-House, Apprenticeships);
- where the young person will be supervised by a competent person;
- where any risk will be reduced to the lowest level that is reasonably practicable.

Better Green Ltd will obtain parent or guardian consent before employing a young person below the minimum school leaving age and provide the local authority with relevant information on the individual so that he/she can be issued with an employment permit.

## 55. Lone Working

A lone worker is defined as an employee who performs an activity that is intended to be carried out in isolation from other workers and/or without close or direct supervision. However, there are circumstances where 'any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague' may be also considered.

There is no general prohibition on a person working alone. There are however specific instances where legislation requires more than one person to be involved in the operation or activity, and circumstances where either the location or the nature of the work is unsuitable to a lone worker.

It must be established whether lone working is likely to occur as part of an employee's working conditions.

Risk assessments must be carried out and control measures put in place prior to the lone work commencing. Part of the method of work should include communication as an element of remote supervision. Only employees who display a high level of competence in their given tasks should be involved in lone working.

In certain cases lone working is not permissible and the worker will be physically supervised. This includes young people, those undergoing training and other potentially vulnerable employees who are not deemed suitable.

## 56. Alcohol and Drug Misuse

Alcohol or drug misuse by employees or contractor(s) working in Better Green Ltd premises (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace.

Therefore, it is the policy of Better Green Ltd that alcohol and/or drugs (including legal highs) are prohibited in the workplace or whilst representing the Company.

Any persons known to be, or strongly suspected of being affected by alcohol and/or drugs must be referred to the appropriate supervisory or management representative who will arrange for the person to be removed from the workplace.

## **57. Smoking**

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, contractors, or visitors.

It is an offence to smoke or permit smoking in a smoke-free area. Anyone seen smoking in a smoke-free area should be reported to a manager.

“No Smoking” signs of the appropriate size and containing the information required by the relevant regulation will be clearly displayed at or near the entrances to smoke-free premises, public spaces and within vehicles.

## **58. Construction, Design and Management 2015 (CDM)**

Legislation places a responsibility on all organisations that are in control of premises to ensure that those premises are safe for anyone using them. This may require regular maintenance work which itself may often be considered to be construction work, but also specific construction work to be carried out

Better Green Ltd will ensure that it complies with the requirements of the Construction (Design and Management) Regulations 2015 dependant on the role(s) it is undertaking (Client, Principal Designer, Designer, Principal Contractor, Contractor).

The regulations cover the management of health and safety from concept through to demolition including hazard identification and control, following the general principles of prevention set out in the Management of Health and Safety at Work Regulations 1999 - eliminate, reduce, inform, control.

There are five key duty holders in The Construction (Design & Management) Regulations 2015 (CDM). These are:

- The Client
- The Principal Designer
- The Designer(s)
- The Principal Contractor
- The Contractor(s)

### **Responsibilities when acting as a Client**

When the Company acts as the Client under CDM 2015 and there is more than one contractor working on the project at any time, it is important to be aware that unless the Company appoints a Principal Designer and Principal Contractor, these duties and all the associated responsibilities are assumed by the Company.

Under CDM the Client is defined as a person or organisation for whom a construction project is carried out.

The Client must:

Make suitable arrangements for managing a project. This includes making sure that:

- Other duty holders are appointed
- Sufficient time and resources are allocated

Clients must also make sure that:

- Relevant information is prepared and provided to other duty holders
- The Principal Designer and Principal Contractor carry out their duties
- Welfare facilities are provided.

The Client is responsible in law for its impact on the arrangements that are made to manage the project.

### Notifiable Projects

The requirements of CDM 2015 apply whether or not the project is notifiable.

However, where the project is notifiable the Client must give notice in writing to the HSE as soon as practicable (F10).

Projects become notifiable if the construction work:

- 1 Is expected to last more than 30 working days and have more than 20 workers working on site simultaneously at any point in the project
- OR
- 2 Involves more than 500 person days, for example 50 persons working for more than 10 days.

Note: All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

For all work the Client must ensure that a construction phase plan is prepared and the requirements in Schedule 2 Welfare Facilities must be complied with. The Client must also ensure that the Principal Designer prepares a health and safety file for the project.

### Responsibilities when acting as Principal Designer

The role of the Principal Designer is to plan, manage and monitor the coordination of the pre-construction phase of the project, including preparatory work carried out for the project. The Principal Designer must:

- Assist the Client in identifying, obtaining and collating the pre-construction information;
- Provide pre-construction information to designers, Principal Contractor and contractors.
- Ensure that designers comply with their duties and cooperate with each other.
- Liaise with the Principal Contractor for the duration of their appointment.
- Prepare the health and safety file.

The duties as the Principal Designer apply regardless of the contractual arrangements for the appointment of other designers on the project.

## Responsibilities when acting as Designers

### Designers must:

- Understand and be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions.
- Have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design.
- Check that clients are aware of their duties.
- Cooperate with others who have responsibilities, in particular the Principal Designer.
- Take into account the general principles of prevention when carrying out design work.
- Provide information about the risks arising from their design.
- Coordinate their work with that of others in order to improve the way in which risks are managed and controlled.

## Responsibilities when acting as Principal Contractor

Under CDM 2015, a Principal Contractor must be appointed where there is more than one Contractor on site at any one time. The Client retains the role of Principal Contractor until the Client appoints a Principal Contractor.

The Company accepts its duty to communicate necessary information to all parties that require it in a timely manner.

The Principal Contractor must ensure that the personnel engaged are competent to carry out their work.

A construction phase plan will be prepared in writing for all projects in response to the pre-construction information provided by the Principal Designer.

The plan will initially be sufficient to permit work to commence and will be developed as necessary as the works progress.

The plan will include site rules that are applicable to the Principal Contractor's works and will comply with the standards stated in this policy document.

At the end of each phase/project, the Principal Contractor will provide necessary information for inclusion in the health and safety file covering the works.

The Principal Contractor is a key duty holder who is responsible for managing health and safety on the construction site. The term manage means to plan, manage, monitor and coordinate the construction phase so that health and safety risks are controlled. Key actions include:

- Planning: preparing a construction phase plan that ensures the work is carried out without risk to health or safety.

- Managing: implementing the plan, including facilitating cooperation and coordination between contractors.
- Monitoring: reviewing, revising and refining the plan and checking work is being carried out safely and without risks to health.
- Securing the site - taking steps to prevent unauthorised access to the site by using fencing and other controls.
- Providing welfare facilities - making sure that facilities are provided throughout the construction phase.
- Providing site induction - giving workers, visitors and others information about risks and rules that are relevant to the site work and their work.
- Liaising on design: discussing with the Principal Designer any design or change to a design.

### Responsibilities when acting as a Contractor

Contractors have a responsibility to ensure that their workers and any contractors (including self-employed sub-contractors) employed manage and control health and safety risks. In order to achieve this, a contractor must:

- Address the Client's requirements, any pre-construction information provided by the Principal Designer and relevant parts of the construction phase plan and any other requirements provided by the Principal Contractor when planning work, for example this may be information about buried services.
- Ensure those carrying out the work have the right skills, knowledge, training, experience and supervision.
- Ensure those carrying out the work have the right plant, tools, equipment, materials and personal protective equipment.
- Pass on relevant information and instructions to workers. This could be done by briefing workers and, for higher risk tasks, using a safety method statement which outlines the planned method, sequence and control measures.
- Ensure that workers comply with the site rules.
- If required, coordinate the work with those of other contractors and the Principal Contractor.
- Agree with the Principal Contractor the arrangements for exchanging information to allow communication and coordination with other contractors to manage health and safety.
- Ensure workers receive a site induction.
- Allow workers sufficient time to prepare and carry out the work.
- Inform the Principal Contractor of any intention to sub-contract elements of assigned work.

### 59. Environment Control

Better Green Ltd is committed to effectively managing all the environmental impacts of its activities through compliance with legislation, industry good practice and company policy.

The Company recognises the need to operate the business in a manner which reflects sound environmental management practices and will balance its business aims with the need to protect the local and global environment.

The Company Environmental Policy must earn the confidence of employees, customers and the general public by demonstrating a commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste through the continual improvement of environmental performance.

Appropriate arrangements to protect the environment will be put in place at all workplaces, including:

- Approved storage and use of raw materials and substances;
- Waste minimisation, promoting re-use, recovery and recycling;
- Compliance with site waste management plans where applicable;
- Identified waste disposal routes under Duty of Care and the Hazardous Waste Regulations;
- Monitoring and review of environmental performance.

## **60. Records and Archiving**

Records will be maintained of all necessary health, safety and environmental documentation. This will include:

- Health, Safety and Environmental Policy;
- Procedures documents;
- Risk assessments;
- COSHH assessments;
- Statutory documentation (inspections, reports etc.);
- Accident book;
- Training records;
- Other relevant health, safety and environmental documents.

## **61. Pandemics and Epidemics**

Better Green Ltd will as far as possible plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic. In the event of an epidemic or pandemic, Better Green Ltd will, as far as possible:

- Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
- Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
- Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
- Provide standard precautions such as personal protective equipment (e.g. masks, soap, and gloves).
- Maintain its services and operations throughout the period of concern.

In the event of an infectious disease being declared an epidemic or pandemic, Better Green Ltd requires people covered by this policy to follow the guidance recommended by the World Health Organisation, UK Health Security Agency and Office for Health Improvement and Disparities etc.

For the purpose of this policy, infectious diseases mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic. We will always follow the advice of the UK Government, medical experts and the World Health Organisation as well as the HSE. We will ensure that we manage any misinformation and only follow and discuss trusted sources of reliable advice.

## 62. Behavioural Safety

Better Green Ltd recognises that a systematic consideration of human factors is an essential ingredient of effective health and safety management. Human factors include environmental, organisational and job factors, and human and individual characteristics which influence behavior at work in a way which can affect health and safety.

Our approach to assessing the impact of human factors involves:

- Establishing what safe behaviours are, and what behaviours are deemed to be unsafe.
- Thinking about relevant jobs, individual and organisational aspects.
- Addressing human factors in risk assessment, during accident investigation, in design and procurement and in day-to-day operations.
- Recognising the effect of complacency and developing strategies to address this high-risk condition.
- Ensuring we support our personnel through information, instruction, and behavioral safety training.
- Involving the workforce and their representatives.
- Selecting from a range of effective control measures.

Opportunities to implement this approach are sought in the following areas:

- During risk assessments.
- When analyzing incidents, accidents and near misses.
- In design and procurement.
- Training needs analysis.
- In certain aspects of day-to-day health and safety management.

Better Green Ltd recognises that the challenge of managing the risks to and from people at work must remain a continuous focus of our organisation. Improving health and safety cannot rely just on improvements in technical and systematic factors, it must address some of the important 'people' issues too.

**Prepared with the assistance of:**

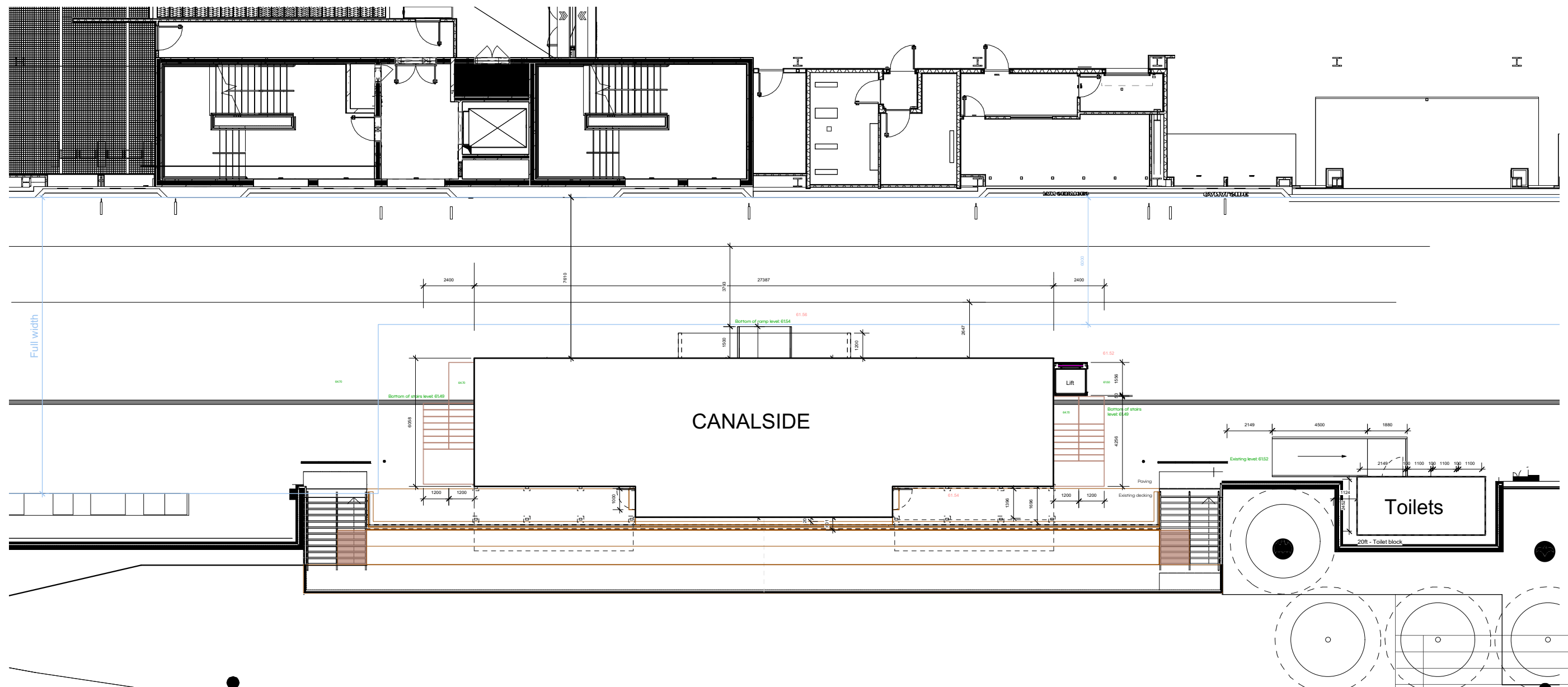
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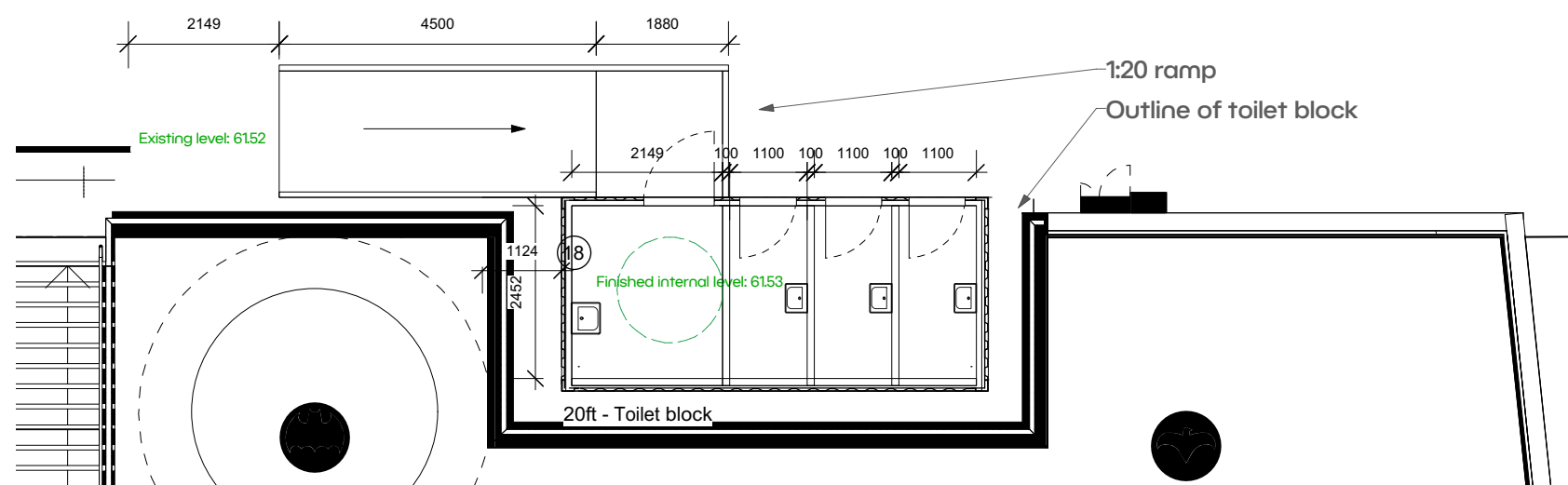
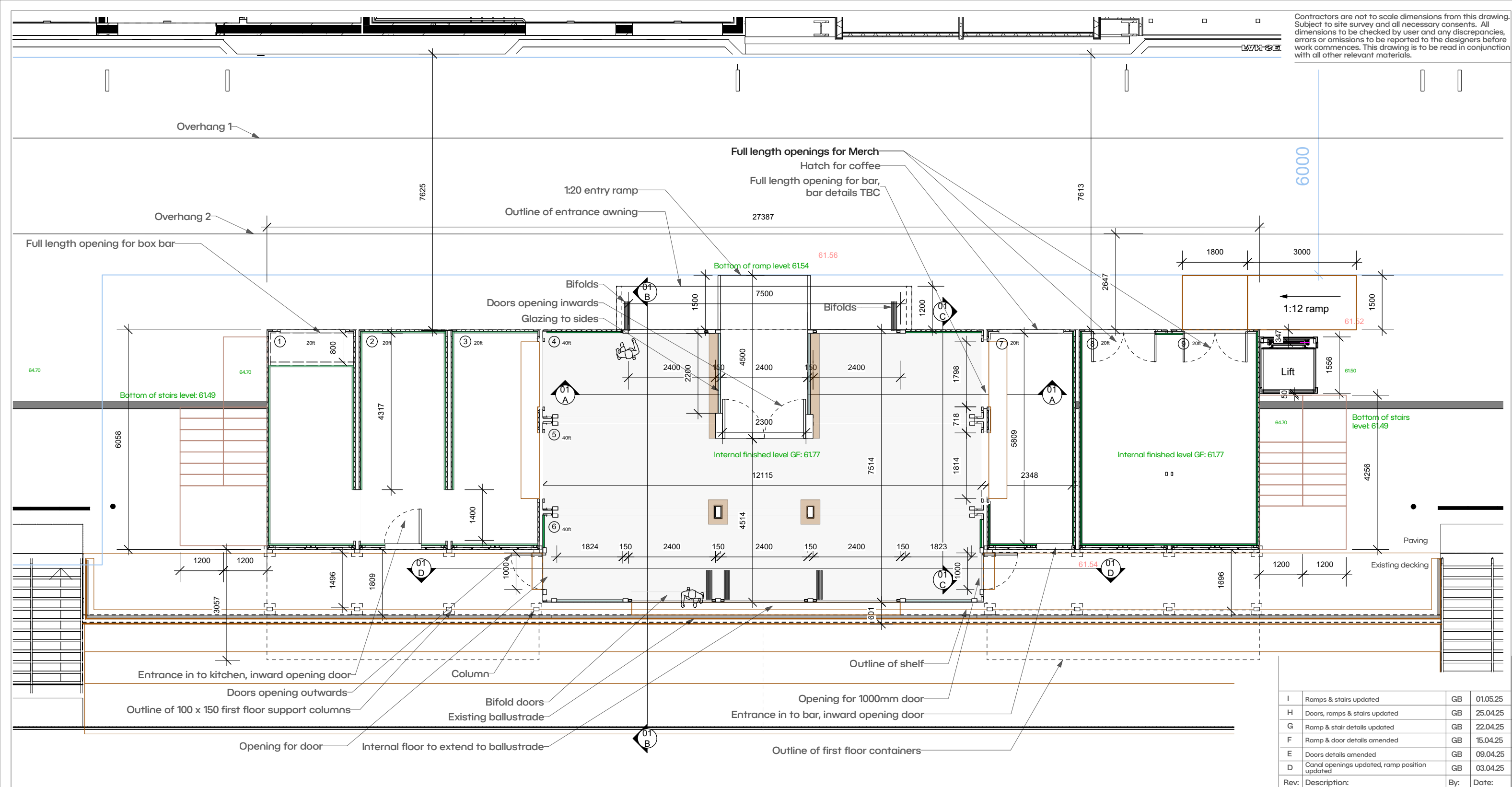


Contractors are not to scale dimensions from this drawing. Subject to site survey and all necessary consents. All dimensions to be checked by user and any discrepancies, errors or omissions to be reported to the designers before work commences. This drawing is to be read in conjunction with all other relevant materials.

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| Site:<br><div style="text-align: center; font-size: 24pt;">Co-op live, Manchester</div>           |                                                                                  |                                                                      |
| Title:<br><div style="text-align: center; font-size: 24pt;">Canalside site plan - 1:200</div>     |                                                                                  |                                                                      |
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| Job No:<br><div style="text-align: center; font-size: 24pt;">BGP040</div>                         | Drawing No:<br><div style="text-align: center; font-size: 24pt;">BGP040-07</div> | Revision:<br>                                                        |

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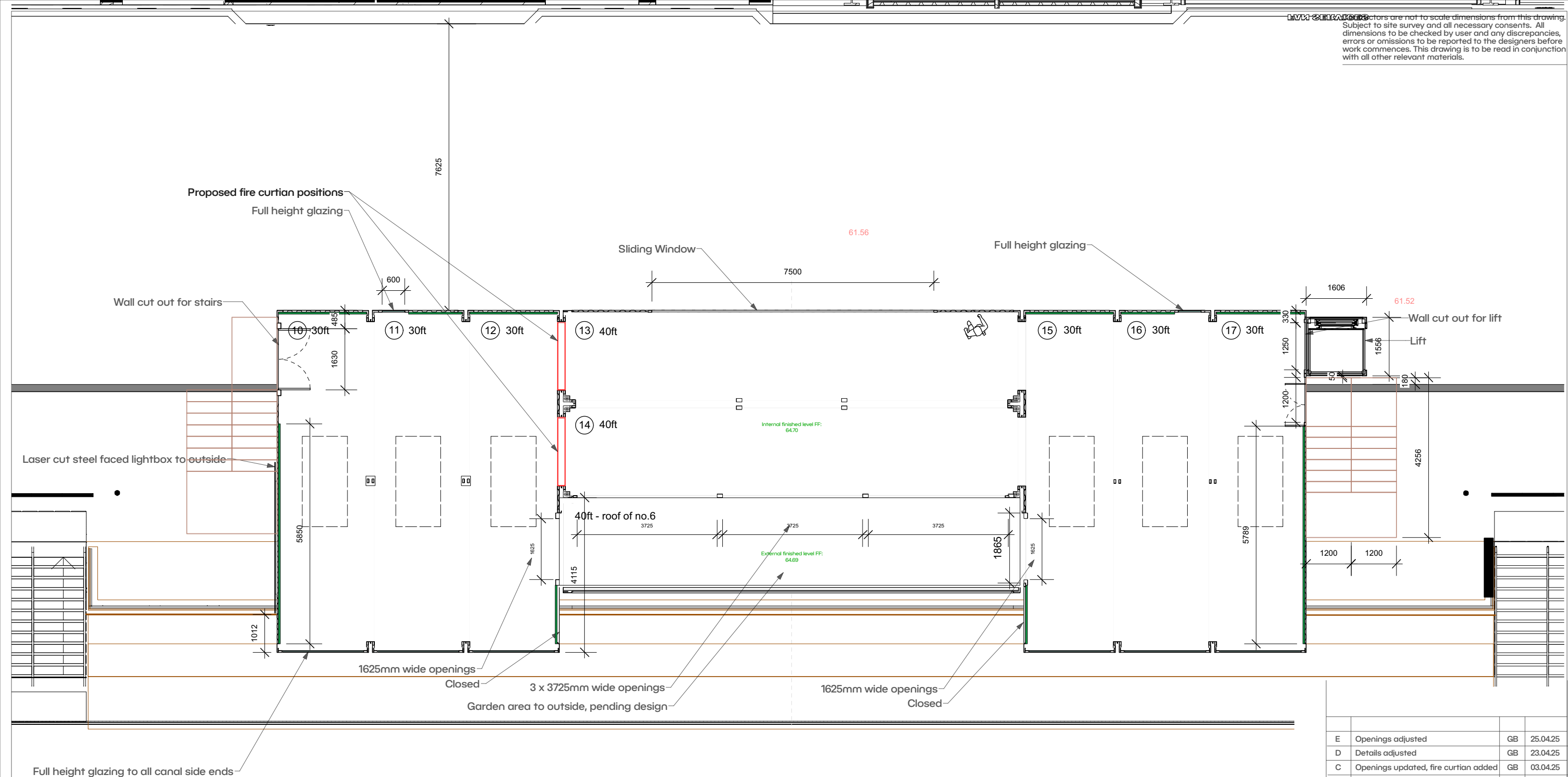


|      |                                               |     |          |
|------|-----------------------------------------------|-----|----------|
| I    | Ramps & stairs updated                        | GB  | 01.05.25 |
| H    | Doors, ramps & stairs updated                 | GB  | 25.04.25 |
| G    | Ramp & stair details updated                  | GB  | 22.04.25 |
| F    | Ramp & door details amended                   | GB  | 15.04.25 |
| E    | Doors details amended                         | GB  | 09.04.25 |
| D    | Canal openings updated, ramp position updated | GB  | 03.04.25 |
| Rev: | Description:                                  | By: | Date:    |



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| Site:<br><div style="text-align: center; font-weight: bold;">Co-op live, Manchester</div>           |                                                                 |                                                       |
| Title:<br><div style="text-align: center; font-weight: bold;">Container layout - Ground floor</div> |                                                                 |                                                       |
| Scale @ A3:<br><div style="text-align: center;">1:100</div>                                         | Date:<br><div style="text-align: center;">01.05.25</div>        | Drawn:<br><div style="text-align: center;">GB</div>   |
| Job No:<br><div style="text-align: center;">BGP040</div>                                            | Drawing No:<br><div style="text-align: center;">BGP040-01</div> | Revision:<br><div style="text-align: center;">1</div> |

**NOTES:** Factors are not to scale dimensions from this drawing. Subject to site survey and all necessary consents. All dimensions to be checked by user and any discrepancies, errors or omissions to be reported to the designers before work commences. This drawing is to be read in conjunction with all other relevant materials.

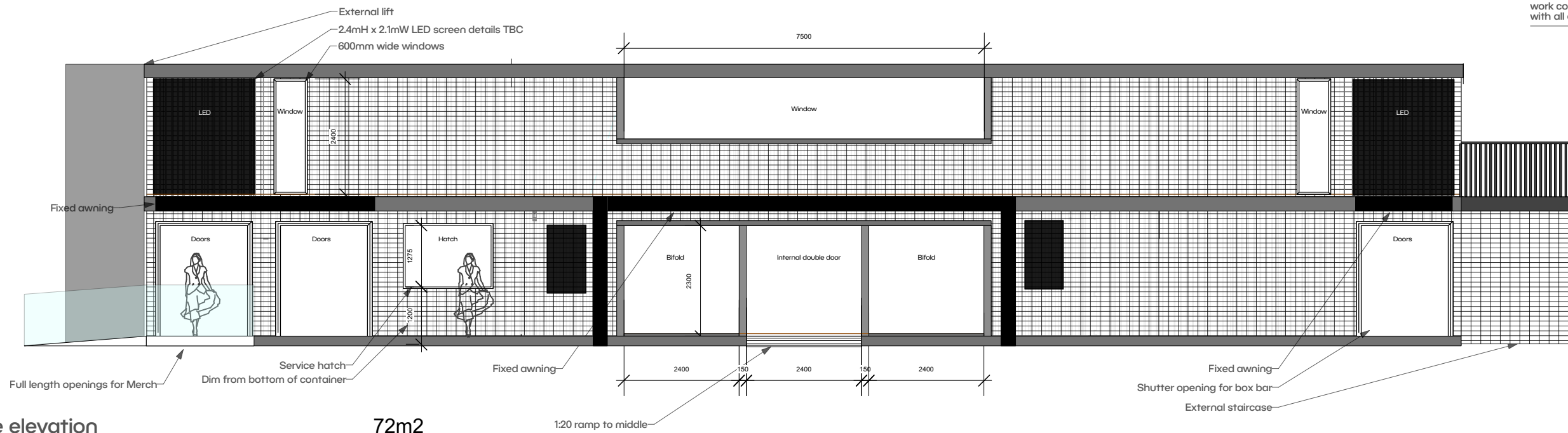


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|      |                                      |     |          |
| E    | Openings adjusted                    | GB  | 25.04.25 |
| D    | Details adjusted                     | GB  | 23.04.25 |
| C    | Openings updated, fire curtain added | GB  | 03.04.25 |
| B    | Openings updated                     | GB  | 27.03.25 |
| A    | Plans updated updated                | GB  | 23.01.25 |
| Rev: | Description:                         | By: | Date:    |



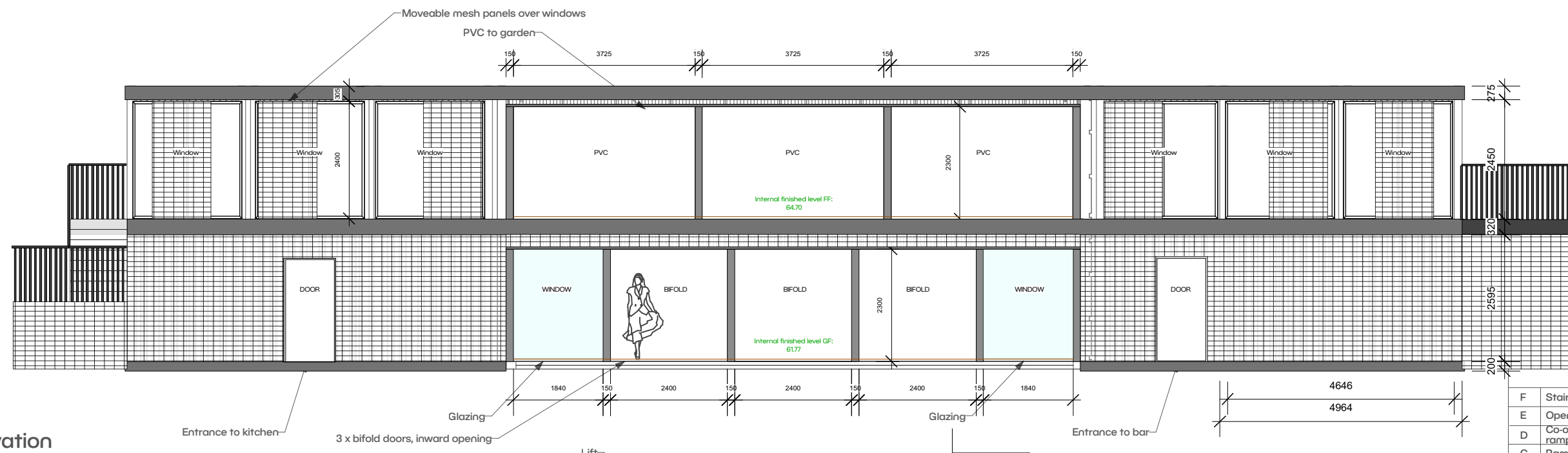
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| Client:<br><div style="text-align: center; font-weight: bold;">Co-op</div>                         |                                                                 |                                                       |
| Site:<br><div style="text-align: center; font-weight: bold;">Co-op live, Manchester</div>          |                                                                 |                                                       |
| Title:<br><div style="text-align: center; font-weight: bold;">Container layout - First floor</div> |                                                                 |                                                       |
| Scale @ A3:<br><div style="text-align: center;">1:100</div>                                        | Date:<br><div style="text-align: center;">01.05.25</div>        | Drawn:<br><div style="text-align: center;">GB</div>   |
| Job No:<br><div style="text-align: center;">BGP040</div>                                           | Drawing No:<br><div style="text-align: center;">BGP040-02</div> | Revision:<br><div style="text-align: center;">F</div> |

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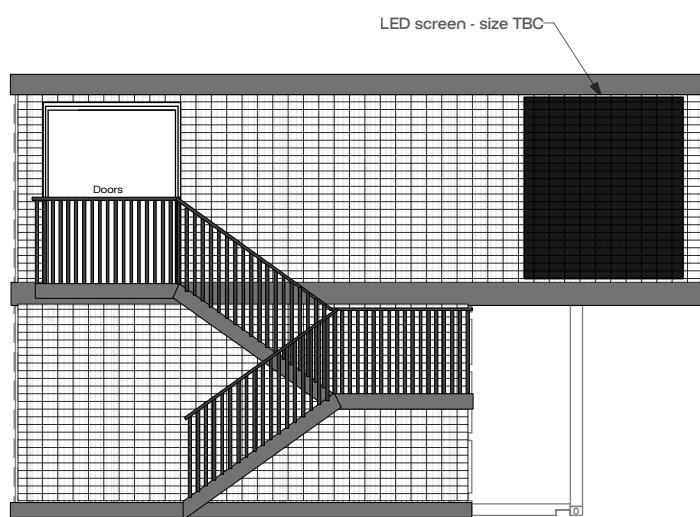


### Coop side elevation

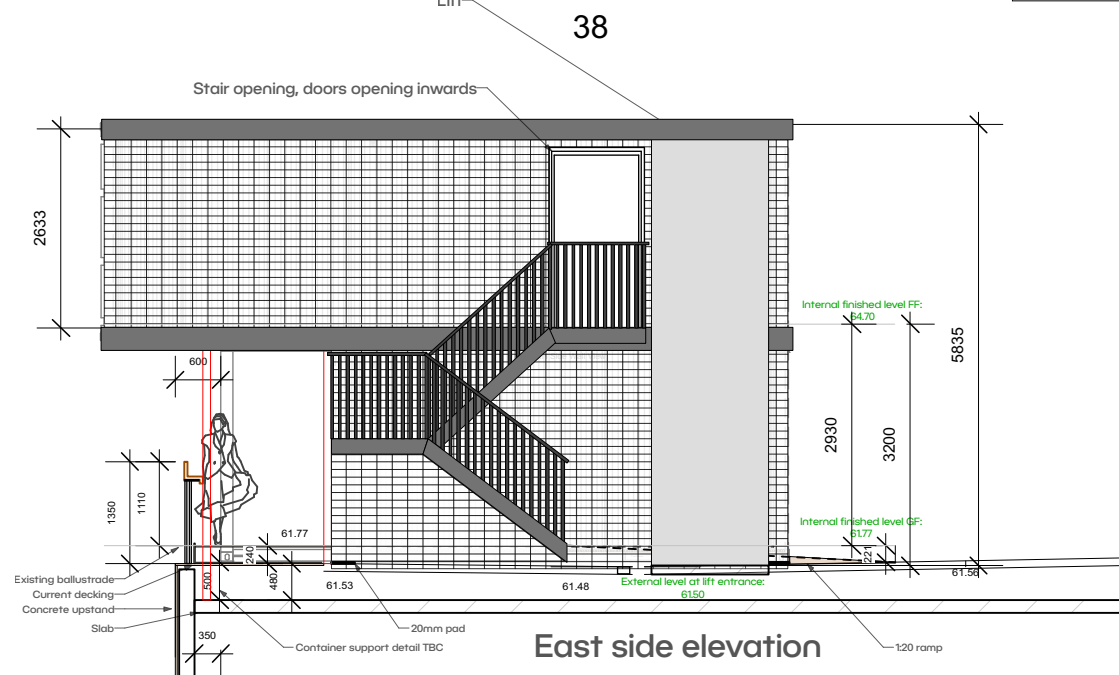
72m<sup>2</sup>



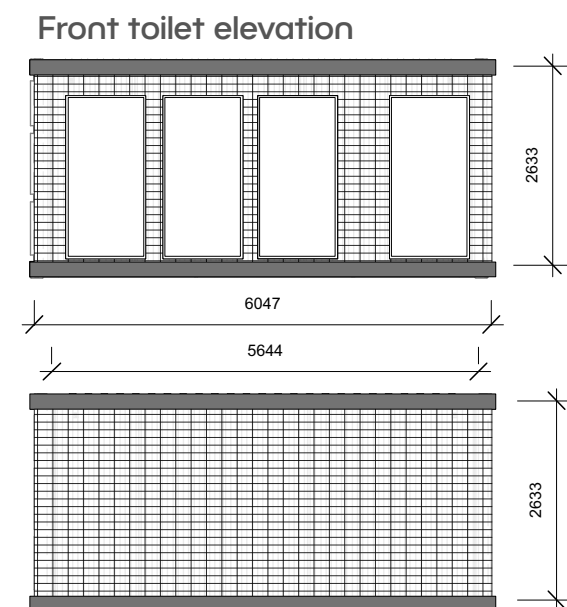
### Canal side elevation



### West side elevation



### East side elevation



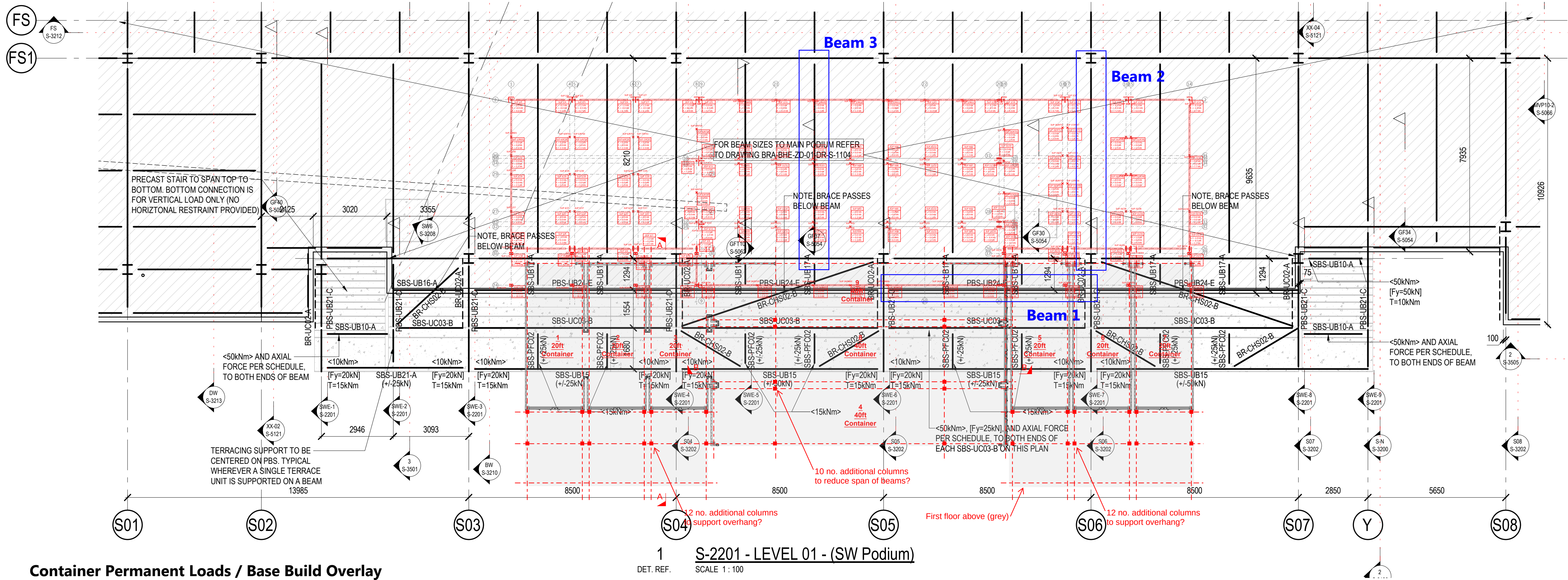
### Front toilet elevation

### Rear toilet elevation

|      |                                                         |     |          |
|------|---------------------------------------------------------|-----|----------|
| F    | Stair & ramp details adjusted                           | GB  | 01.05.25 |
| E    | Opening details adjusted                                | GB  | 27.04.25 |
| D    | Co-op side elevation adjusted,<br>ramp details adjusted | GB  | 24.04.25 |
| C    | Ramp & level details updated                            | GB  | 22.04.25 |
| B    | Elevations updated                                      | GB  | 09.04.25 |
| A    | Elevations updated                                      | GB  | 28.03.25 |
| Rev: | Description:                                            | By: | Date:    |

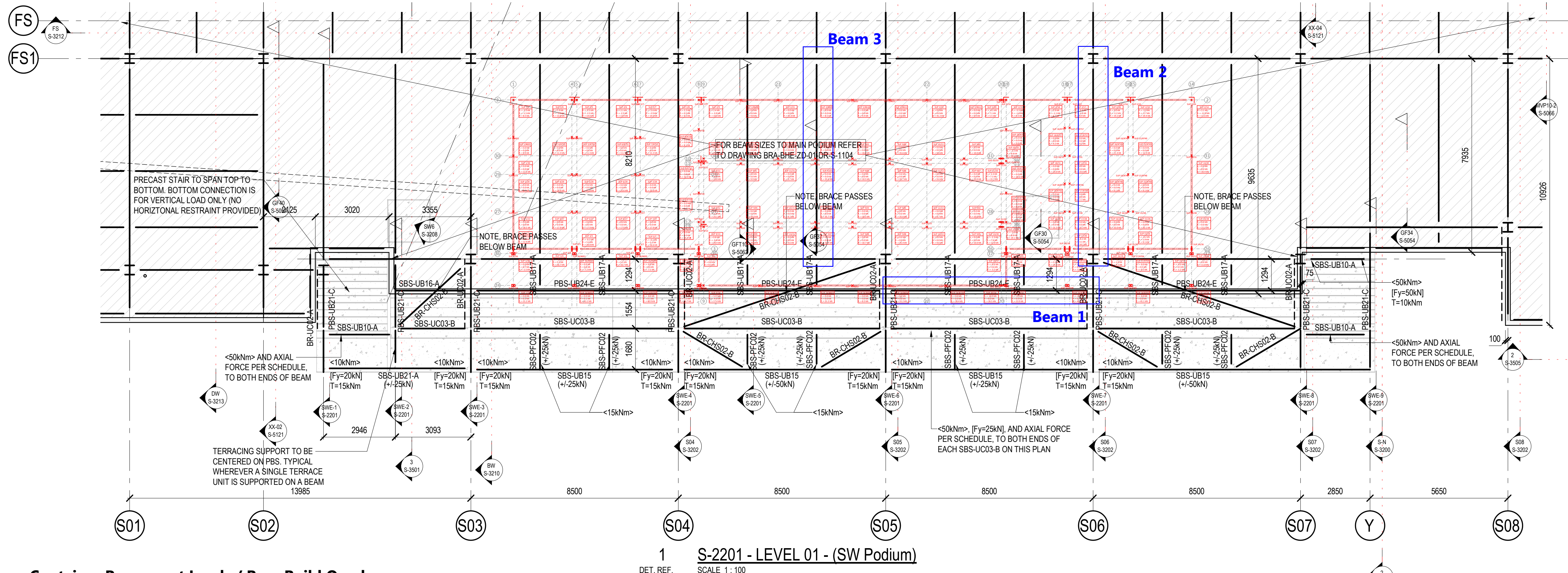


|                                                                                                    |                                                                 |                                                       |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------|
| Status:<br><div style="text-align: center; font-weight: bold; font-size: 1.2em;">FOR COMMENT</div> |                                                                 |                                                       |
| Client:<br><div style="text-align: center; font-weight: bold;">Co-op</div>                         |                                                                 |                                                       |
| Site:<br><div style="text-align: center; font-weight: bold;">Co-op live, Manchester</div>          |                                                                 |                                                       |
| Title:<br><div style="text-align: center; font-weight: bold;">Coop external elevations</div>       |                                                                 |                                                       |
| Scale @ A3:<br><div style="text-align: center;">1:100</div>                                        | Date:<br><div style="text-align: center;">01.05.25</div>        | Drawn:<br><div style="text-align: center;">GB</div>   |
| Job No:<br><div style="text-align: center;">BGP040</div>                                           | Drawing No:<br><div style="text-align: center;">BGP040-05</div> | Revision:<br><div style="text-align: center;">F</div> |



Container Permanent Loads / Base Build Overlay

Extract from BRA-BHE-ZD-ZZ-DR-S-2201, rev CR01, overlaid with Garrick Consulting Engineers permanent support reactions, received 01/04/25



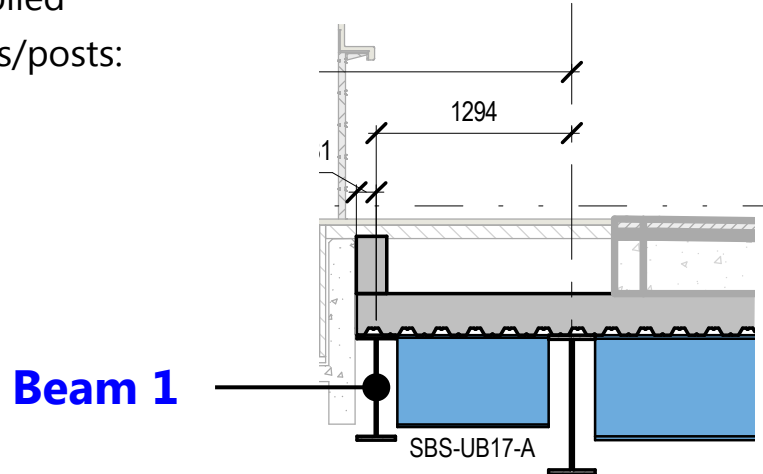
Container Permanent Loads / Base Build Overlay

Extract from BRA-BHE-ZD-ZZ-DR-S-2201, rev CR01, overlaid with Garrick Consulting Engineers permanent support reactions, received 01/04/25

For the canal-side posts the highest loads are between GL S05 and S06. This is **Beam 1**. Vertical container loads on beam 1 are shown below (kN):

|        |        |        |        |        |
|--------|--------|--------|--------|--------|
| 5.5DL  | 5.0DL  | 5.4DL  | 10.3DL | 18.3DL |
| 31.2LL | 28.4LL | 26.5LL | 23.9LL | 41.2LL |

Total loads applied from containers/posts:  
43.6DL 151.2LL



- Design loading as UDL:
- Hard finishes: 14.5kN/m2
  - Waterproofing: 0.5kN/m2
  - Services: 0.6kN/m2
  - Ceilings: 0.2kN/m2
  - Dead Total: 15.8kN/m2 (excluding structure SW)
  - Live Total: 15kN/m2

Design load on beam 1:  
Loaded width = 0.65m  
Span = 8.5m  
Loaded area = 5.525m2

Dead load = 5.525 x 15.8 = 87.3kN  
Live load = 5.525 x 15 = 82.9kN

New Load on beam 1:  
Reduce vehicle access, 15kN/m2 to 5kN/m2 (crowd access but not vehicular).  
Reduce dead load to 3.3kN/m2 to allow for this zone having decking, not heavyweight finishes (decking: 2kN/m2, waterproofing: 0.5kN/m2, services: 0.6kN/m2, ceilings: 0.2kN/m2, total dead: 3.3kN/m2 (excluding structure SW))

UDL loads  
Dead Load = 5.525 x 3.3 = 18.23kN  
Live Load = 5.525 x 5 = 27.6kN  
With container/post loads:  
Dead Load = 18.23 + 43.6 = 61.8 kN  
Live Load = 179.8 kN

Total design load with containers = 241.6kN  
Total base build design load = 170.2kN

The proposed hospitality increases the design loading on beam 1 - further analysis required

| PRIMARY BEAMS STEEL - UB BEAMS PBS-UBXX |                 |            |                       |                     |                     |                                 |          |
|-----------------------------------------|-----------------|------------|-----------------------|---------------------|---------------------|---------------------------------|----------|
| REFERENCE                               | TYPE            | PRE-CAMBER | SHEAR STUDS & SPACING | ULS FORCES          |                     | ACCIDENTAL TIE<br>FORCE Fx (kN) | COMMENTS |
|                                         |                 |            |                       | AXIAL FORCE Fx (kN) | SHEAR FORCE Fz (kN) |                                 |          |
| PBS-UB24-E                              | UB686x254x170-E |            | 1No. @400mm c/c       | 100                 | 600                 | 450                             |          |

Beam 1 Details

Extract from BRA-BHE-ZD-ZZ-DR-S-0032 showing beam size and ULS design forces

The ULS shear force of 600kN

Design load with containers = 241.6kN @ SLS, 374.2 @ ULS  
Load/m = 374.2/8.5 = 44.0kN

Allow of self weight of 275mm slab, 6.9kN/m2 (9.6kN/m2 ULS).  
Allow for a 1m loaded width, to also account for upstand  
Beam SW = 1.7kN/m (2.4kN/m2 ULS)

Total load on beam 1, approximated as a UDL  
56kN/m @ ULS

Bending = 56x8.5²x(1/8) = 506kNm  
Capacity 656x254x170, 1940kNm, OK

686 x 254 x 170  
M<sub>c,y,Rd</sub> = 1940  
M<sub>c,z,Rd</sub> = 280

Deflection check:

| Span (m) | W (kN/m) | I (cm^4) | E (kN/mm^2) | Deflection (mm) |
|----------|----------|----------|-------------|-----------------|
| 8.5      | 56       | 170000   | 205         | 10.92           |

Using the point loads provided by Better Green, Beam 1 is structurally adequate.

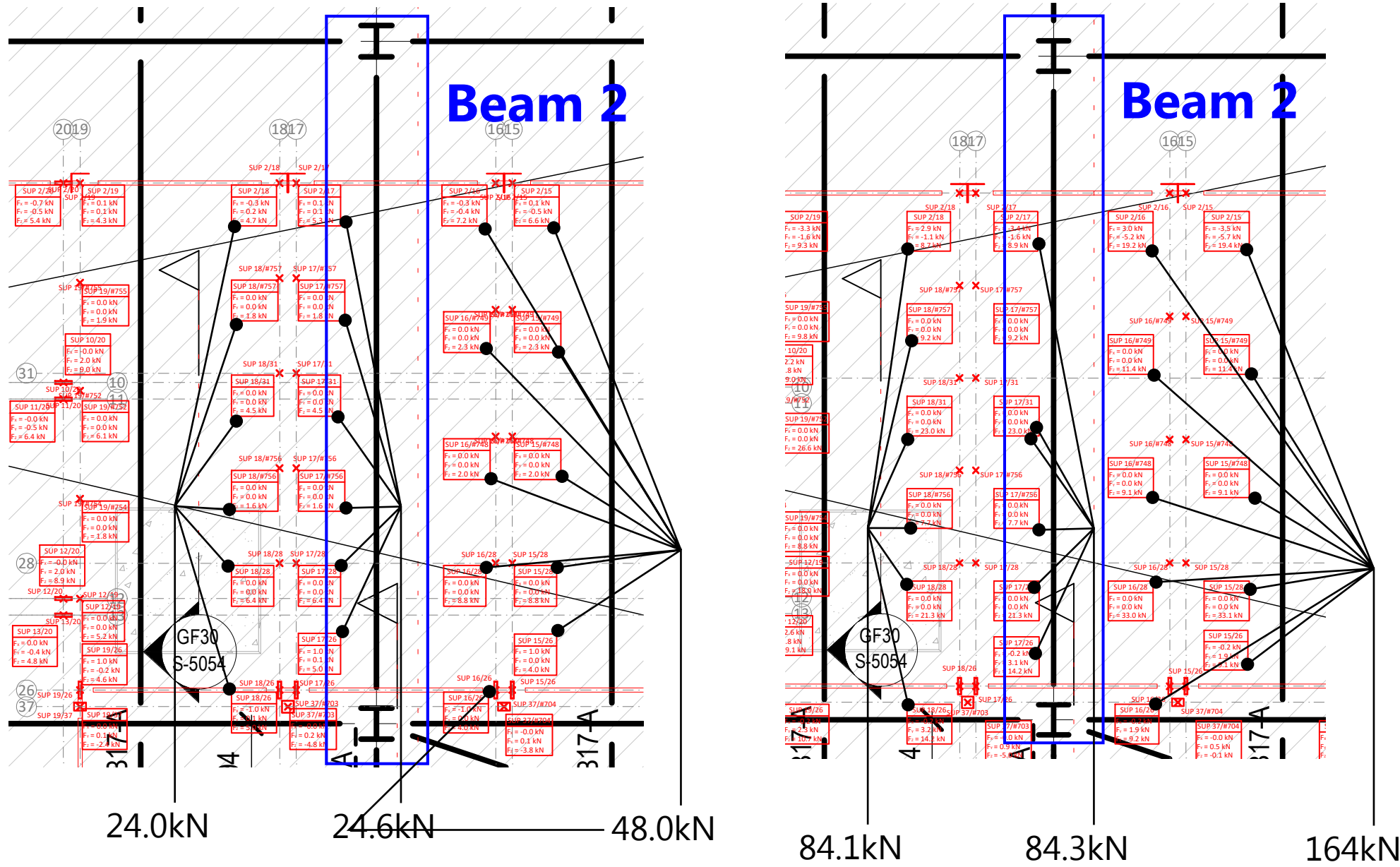
Beam 2.

Beam 2 has a span 8.2m and a loaded width of 2.8m  
Using the design live load allowance of 15kN/m2 this equates to a total imposed load of:  
15 x 2.8 x 8.2 = 344.4kN

However, there is 1.5m length of the beam outside the container footprint that could potentially be subject to vehicle loading so the available live load for the container installation is less than the full 344.4kN.  
1.5 x 2.8 x 15 = 67.2kN

Total load available for container building:  
344.4 - 67.2 = 277.2kN

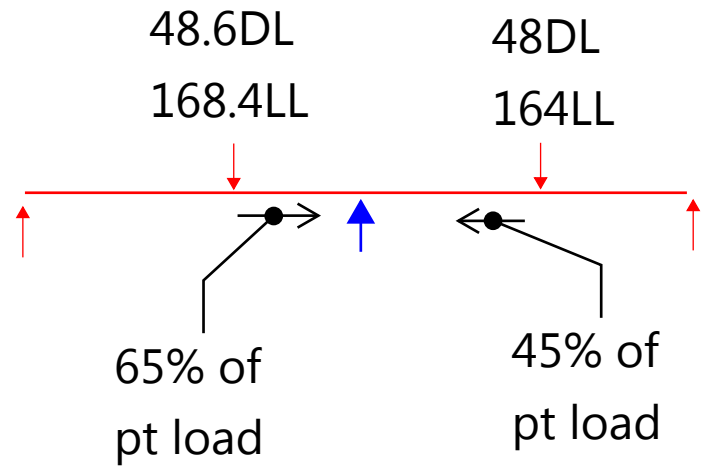
Applied container point loads:



Permanent Loads

Live Loads

Distribution of slab loads on to beam 2:



Container load on beam =  
0.65x(48.6+168.4) + 0.45x(48+164)  
141.1 + 95.4 = 236.5 kN

236.5 < 277.2

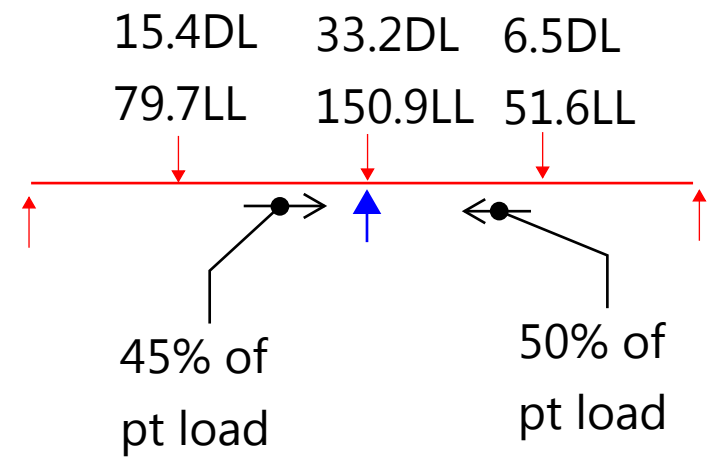
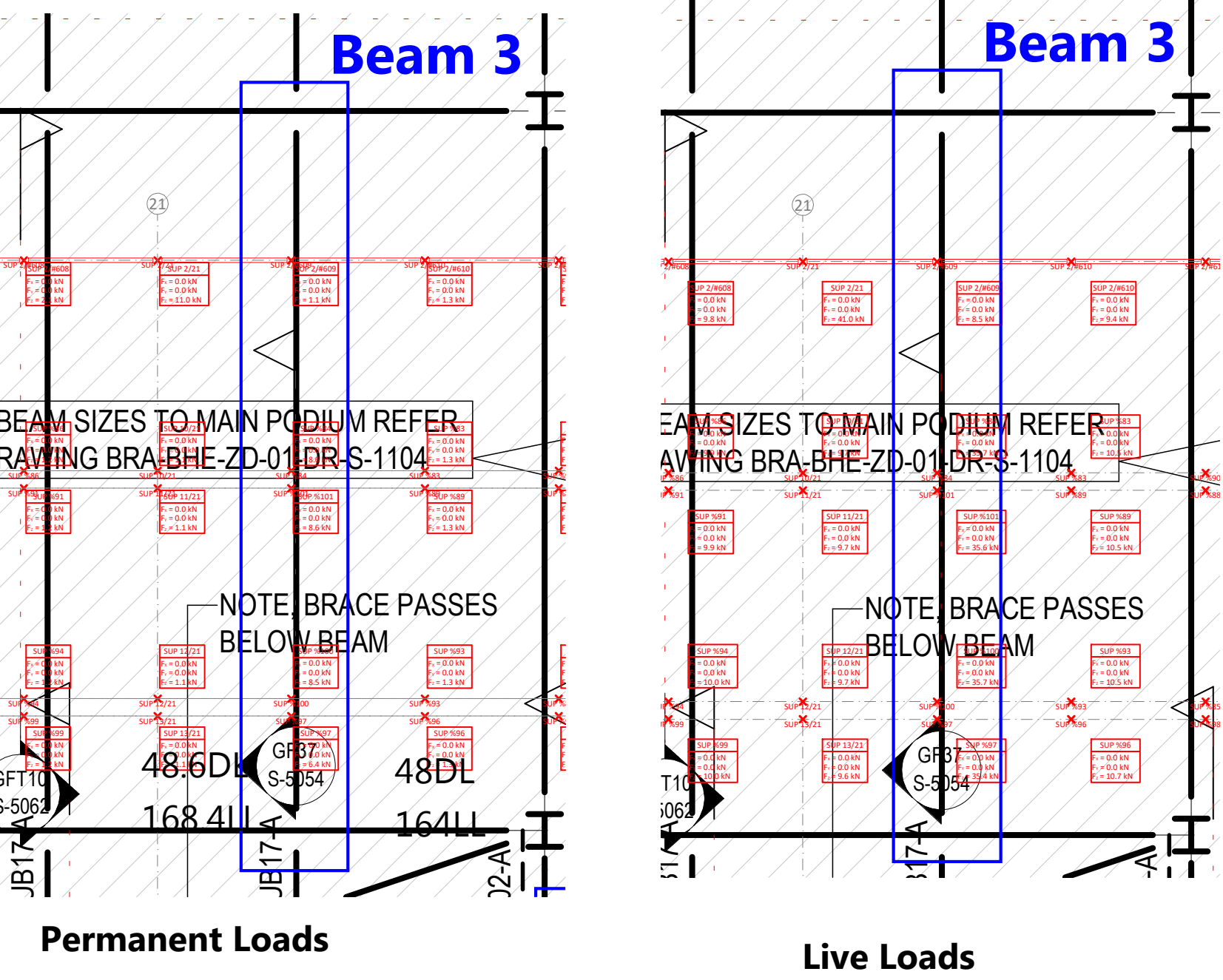
The applied container loading is less than the design loading allowance in the base build for beam 2

|                                               |                                        |                                      |  |                     |               |              |
|-----------------------------------------------|----------------------------------------|--------------------------------------|--|---------------------|---------------|--------------|
| <div><div></div><div>BURO HAPPOLD</div></div> | Project: Coop Live Podium Hospitality  | Project Number: 0065744              |  | Status: For Comment |               |              |
|                                               | Sketch Title: Container Loading Review | Sketch Number: 250407jge-Load Review |  | Date: 07/04/25      | Initials: JGE | Revision: 01 |

Beam 3

Total load available for container building:  
344.4 - 67.2 = 277.2kN

Applied container point loads:



Container load on beam =  
 $0.45 \times (15.4 + 79.7) + (33.2 + 150.9) + 0.5 \times (6.5 + 51.6)$   
= 42.8 + 184.1 + 29.1  
= 256.0 kN

256.0 < 277.2

The applied container loading is less than the design loading allowance in the base build for beam 3

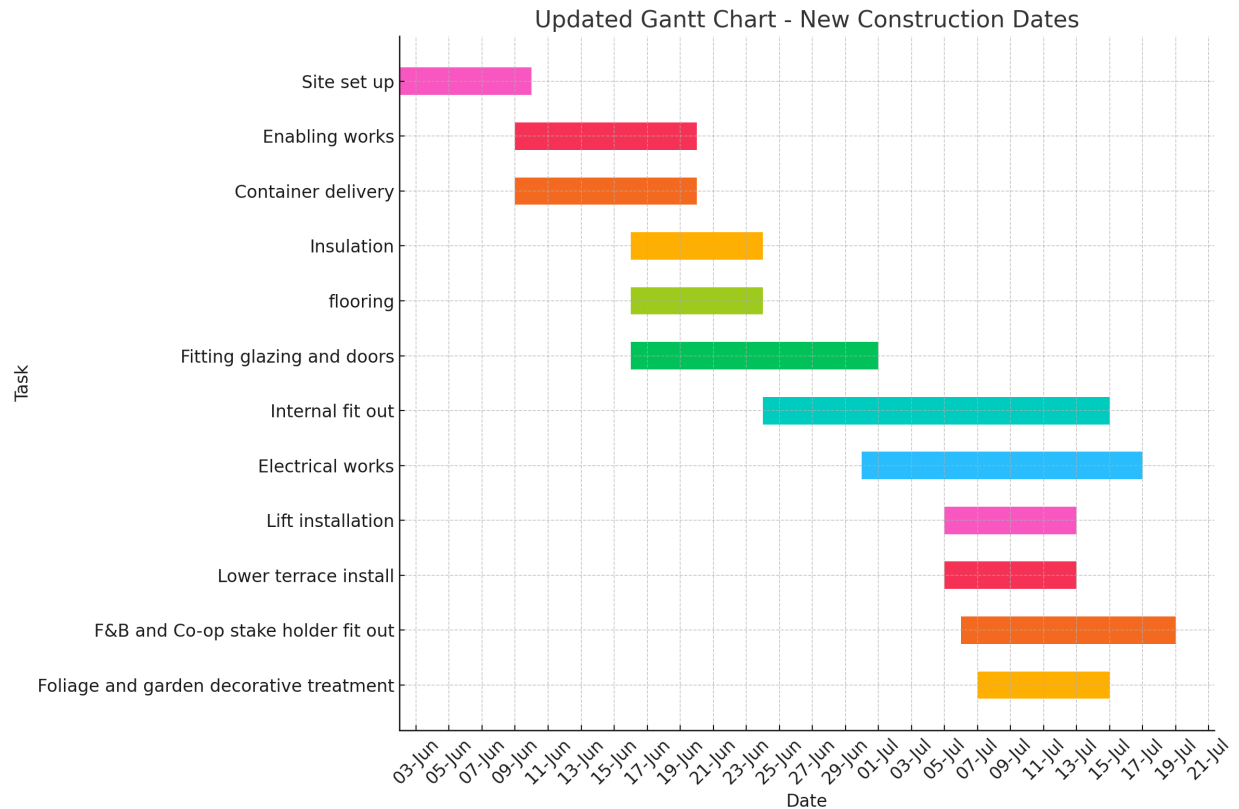
Summary

The dead and live load reactions sent via e-mail from Garrick Consulting Engineers on 01/04/25 have been used to review the base build design's structural adequacy for the hospitality container structure.

Buro Happold have performed calculations on the vertical, downward loading provided. Our studies suggest the existing base-build frame is adequate for the proposed loading. Three beams were reviewed, which we believe is adequate to capture the worst cases from the loading provided.

No calculations have been performed on the horizontal loading. Provided the loading can transfer into the podium diaphragm slab BH have no adverse comments on its implications on the base-build structure. From discussion with James Garrick the actual horizontal loads are likely to even out over all the contact points preventing high localised values. BH agree this seems sensible.

BH have in no way reviewed the design of the container structure itself. Our scope is limited to the impact on the base build structure only.



## Task Rundown

| Task                      | Start Date | End Date   | Duration (days) |
|---------------------------|------------|------------|-----------------|
| Site set up               | 2025-06-02 | 2025-06-09 | 7               |
| Enabling works            | 2025-06-09 | 2025-06-19 | 10              |
| Container delivery        | 2025-06-09 | 2025-06-19 | 10              |
| Insulation                | 2025-06-16 | 2025-06-23 | 7               |
| flooring                  | 2025-06-16 | 2025-06-23 | 7               |
| Fitting glazing and doors | 2025-06-16 | 2025-06-30 | 14              |
| Internal fit out          | 2025-06-24 | 2025-07-14 | 21              |
| Electrical works          | 2025-06-30 | 2025-07-16 | 17              |
| Lift installation         | 2025-07-05 | 2025-07-12 | 7               |
| Lower terrace install     | 2025-07-05 | 2025-07-12 | 7               |

|                                               |            |            |    |
|-----------------------------------------------|------------|------------|----|
| F&B and Co-op<br>stake holder fit out         | 2025-07-06 | 2025-07-18 | 13 |
| Foliage and garden<br>decorative<br>treatment | 2025-07-07 | 2025-07-14 | 7  |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



| Work Process or Procedure: General site works (inc furniture installation, wall insulation, site carpentry, decorative elements) |                                       |              |                |                      |                      |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------|----------------|----------------------|----------------------|
| Site Address:                                                                                                                    | Canalside – COOP live – Etihad Campus | COSHH DATA   | Not Applicable |                      |                      |
| Prepared by:                                                                                                                     | Ed Parsons                            | Date:        | 07/04/2025     | Planned Review Date: | 30 <sup>th</sup> May |
| Client Contact                                                                                                                   | Jamie Little - OVG                    | Duration     | 7 Weeks        | RAMS No              | CS-001               |
| Project Manager                                                                                                                  | Ed Parsons– Better Green Limited      | Site Manager | James Motley   | Emergency Contact    | 07528643919          |

Persons effected:

Employees

☒

Contractors

☒

Staff

☒

Public

☒

Other

☐

### Work Process or Procedure Details: Removal of Bedroom Furniture and Floor Finishes

|                                    |                                                                                                                                                                                                                                                                                                                        |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arrival                            | On arrival all Better Green staff will report to the site security in the site office situated at the front of COOP live. All staff will arrive to work 5 minutes before their start time.                                                                                                                             |
| Working Environment and Conditions | The work site is external area on the Canalside podium.                                                                                                                                                                                                                                                                |
| Induction                          | Before any work can be started the operative must be fully inducted by the site manager.                                                                                                                                                                                                                               |
| PPE                                | All staff onsite must wear a Better Green branded item of clothing, and safety shoes/boots. Additional PPE requirements for this work is hand protection (gloves). PPE to be worn in accordance with the manufacturer's guidelines. Dust mask as Identified in your Face Fit Test required when removing floor finish. |
| Equipment and Materials            | You will require hand tools and a cordless combination drill. If required, use of an angle grinder. Separate permit and training are mandatory prior to using an angle grinder (refer to equipment and plant)                                                                                                          |
| Resources                          | A minimum of two staff working. Lone working is not permitted.                                                                                                                                                                                                                                                         |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



|                                  |                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Equipment and Plant</b>       | Angle Grinder – Hot works permit required and Abrasive Wheels Training to use an Angle Grinder (refer to equipment and materials)<br>Scissor lift – All operatives to submit in date certification prior to in date use<br>Scaffold access tower – up to 3.6m working height, assembled by PASMA ticket holder |
| <b>Hazardous Substances</b>      | None identified. Caution to be used when demolishing voids.                                                                                                                                                                                                                                                    |
| <b>Security</b>                  | All staff must wear a branded Better Green Hi-Viz vest (and any lanyard specified by client).                                                                                                                                                                                                                  |
| <b>Waste arrangements</b>        | All general waste packaging and domestic recyclable waste to be put into relevant COOP live facilities bins. All residual build waste (timber, metal off cuts, pallets etc) to be collected by Zero Waste in luton vans on pre-arranged dates and taken for recycling                                          |
| <b>Transport and Off Loading</b> | For Wait and Load and general loading see RAMs CS - 002                                                                                                                                                                                                                                                        |
| <b>Emergency Procedures</b>      | All accidents and incidents to be reported to the site manger.                                                                                                                                                                                                                                                 |
| <b>Permits</b>                   | Permit required for all hot works                                                                                                                                                                                                                                                                              |
| <b>Mandatory Training</b>        | Manual Handling/Asbestos Awareness/Face Fit Test                                                                                                                                                                                                                                                               |
| <b>On site communication</b>     | Induction, tool box talks, information board, mobile phones, and daily briefings                                                                                                                                                                                                                               |
| <b>Record Keeping</b>            | All signed copies of RAMS and Tool Box Talks will be kept in Health and Safety File                                                                                                                                                                                                                            |
| <b>Monitoring</b>                | Weekly safety audit by the client, daily end of day procedures carried out by site manager. Construction phase health and safety plan updated by the site manager.                                                                                                                                             |
| <b>High Risk Activities</b>      | Hot Works – refer to– RAM CS 003<br>Wait and Load – refer to RAMS CS 002<br>MEWPS – refer to RAM's CS 004                                                                                                                                                                                                      |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



|                              |                                                                                                                                            |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Any other information</b> | Minimum requirement for all staff is Face Fit Test, Manual Handling<br>All Certification must be held onsite and be less than 2 years old. |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE

| Hazards / Consequences                                                                                                     | Initial Risk Level | Controls                                                                                                                                                                                                                                                                                                                                      | Residual Risk Level |
|----------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>MEWPS:</b><br>Long-term health issues including death                                                                   | 16                 | All competent users will have in date IPAF certification<br>Banksman will be used                                                                                                                                                                                                                                                             | 5                   |
| <b>Vehicle Movements:</b><br>Crushing causing injuries and death                                                           | 16                 | Better Green vehicle movement will only be undertaken when escorted by a banksman.<br>Better-Green Operatives will not enter areas if access is barred by any form of barrier.<br>Better-Green Operatives will adhere to COOP traffic management rules.<br>Hi-Viz apparel will be worn by Better-Green Operatives during all vehicle movement | 5                   |
| <b>Working at Height:</b><br>Falling from height or being struck by falling objects resulting in possible injury and death | 16                 | All operatives are trained in Working at Height<br>Three points of contact must be kept at all times when using a step ladder<br>A working at height permit system is in use onsite.                                                                                                                                                          | 5                   |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE

| Hazards / Consequences                                                                                     | Initial Risk Level | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Residual Risk Level |
|------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Lone Working:</b><br>Extended response for first aid or rescue complicating injuries and possible death | 12                 | Better Green does not allow Lone Working.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5                   |
| <b>Violence / Aggression:</b><br>Leading to possible mental or physical injury                             | 8                  | Better-Green Operatives are not expected to endure acts of violence or aggression directed at them.<br>Better-Green Operatives will follow the lone working controls.<br>Better-Green Operatives will dynamically assess any perceived or actual threats.<br>Better-Green Operatives will report any acts of violence or aggression to the responsible person onsite.<br>Better-Green Operatives are empowered by SOCOTEC to remove themselves to a place of safety to avoid situations where violence or aggression is, or is possibly, directed at them.<br>Better-Green Operatives will seek police assistance, if necessary, by calling 999. | 5                   |
| <b>Slips, Trips and Falls:</b><br>Causing Injury or Death                                                  | 12                 | Better-Green Operatives will not work should lighting be poor.<br>Better-Green Operatives will ensure all routes are kept clear<br>Better-Green Operatives will wear appropriate PPE and footwear for the environment and task being undertaken.<br>Better Green have a dedicated labourer onsite keeping all access and egress routes clear of debris and materials.                                                                                                                                                                                                                                                                            | 5                   |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



| Hazards / Consequences                                                                              | Initial Risk Level | Controls                                                                                                                                                                                                                                                           | Residual Risk Level |
|-----------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Manual Handling:</b><br>Causing acute injury and long-term chronic health issues                 | 9                  | Better-Green Operatives will have been trained and certified in manual handling techniques.                                                                                                                                                                        | 5                   |
| <b>Hand Tools:</b><br>Causing minor injury, bruising, cuts eye damage                               | 6                  | Better Green staff to be deemed competent to use hand tools and have the relevant training and experience for the task in hand<br>All tools to be kept on bags or boxes when not in use                                                                            | 3                   |
| <b>Power tools:</b><br>Causing acute injury                                                         | 8                  | Only 110V tools to be used on site<br>Battery operated tools used whenever possible<br>Only trained, competent BGP staff to use<br>When using grinders operative must ensure flash guard is in the right position<br>Goggles, Gloves and ear protection to be used | 5                   |
| <b>Unsafe Structures:</b><br>Causing acute injury and possible death from crushing or falls         | 8                  | Better-Green Operatives will not enter any building if it is deemed or suspected to be unsafe.                                                                                                                                                                     | 5                   |
| <b>Fire and Emergency:</b><br>Causing injury or death through heat exposure or smoke inhalation etc | 20                 | Better-Green Operatives will be made aware of the on-site emergency procedures on arrival to site and co-operate with the site team.<br>Better-Green Operatives follow a no smoking policy onsite.                                                                 | 5                   |
| Activity authorised by                                                                              |                    | Date:                                                                                                                                                                                                                                                              |                     |

## DYNAMIC VISUAL ON SITE ASSESSMENT OBSERVATIONS

# RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE

| Hazards / Consequences   | Existing Controls | Additional Controls | Action by Who | Action by When |
|--------------------------|-------------------|---------------------|---------------|----------------|
|                          |                   |                     |               |                |
|                          |                   |                     |               |                |
|                          |                   |                     |               |                |
| Additions authorised by: |                   |                     | Date:         |                |

| PPE                                                                               |                                                                                   |                                                                                   |                                                                                   |                                                                                   | Risk Rating Chart                                                      |             |           |             |             |         |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|-----------|-------------|-------------|---------|
|  |  |  |  |  | Likelihood Severity                                                    | 5: Probable | 4: Likely | 3: Possible | 2: Unlikely | 1: Rare |
|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   | 5: Catastrophic                                                        | 25          | 20        | 15          | 10          | 5       |
| TASK                                                                              | TASK                                                                              | MANDATORY                                                                         | MANDATORY                                                                         | TASK                                                                              | 4: Major                                                               | 20          | 16        | 12          | 8           | 4       |
|  |  |  |  |  | 3: Moderate                                                            | 15          | 12        | 9           | 6           | 3       |
|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   | 2: Minor                                                               | 10          | 8         | 6           | 4           | 2       |
| TASK                                                                              | No                                                                                | TASK                                                                              | No                                                                                | No                                                                                | 1: Insignificant                                                       | 5           | 4         | 3           | 2           | 1       |
|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   | <b>KEY</b>                                                             |             |           |             |             |         |
|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   | High Risk – Do not proceed                                             |             |           |             |             |         |
|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   | Medium Risk – Seek to reduce risk, ensure all controls are implemented |             |           |             |             |         |
|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   | Low Risk – Proceed and monitor for changes                             |             |           |             |             |         |

|                           |                                                                |
|---------------------------|----------------------------------------------------------------|
| <b>PPE Specific Type:</b> | Branded Clothing<br>Steel toe capped, mid-sole boots or shoes. |
|---------------------------|----------------------------------------------------------------|

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



| Gloves suitable for the task.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                 |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------|
| <b>Additional Information:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A                                                             |      |
| <b>Communication:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | By signing below, I confirm my understanding of my duty in law: |      |
| <ul style="list-style-type: none"><li>• To take care for my own safety and that of others.</li><li>• To cooperate with my employer on health and safety including the content of this assessment.</li><li>• To comply with training received.</li><li>• To report defects in health and safety in carrying out this task.</li><li>• To report any unsafe practices or unsafe behaviour</li></ul> <p>I agree to follow the Method Statement and Controls listed in the Risk Assessment and understand that any instructions are provided for my safety and safety of others. Anything I did not understand has been explained to me to my satisfaction</p> |                                                                 |      |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Signature                                                       | Date |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |      |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



| Work Process or Procedure: Wait & Load – Unloading |                                       |              |                |                      |                      |
|----------------------------------------------------|---------------------------------------|--------------|----------------|----------------------|----------------------|
| Site Address:                                      | Canalside – COOP live – Etihad Campus | COSSH DATA   | Not Applicable |                      |                      |
| Prepared by:                                       | Ed Parsons                            | Date:        | 07/04/2025     | Planned Review Date: | 30 <sup>th</sup> May |
| Client Contact                                     | Jamie Little - OVG                    | Duration     | 7 Weeks        | RAMS No              | CS-002               |
| Project Manager                                    | Ed Parsons– Better Green Limited      | Site Manager | James Motley   | Emergency Contact    | 07528643919          |

Persons effected:

Employees

☒

Contractors

☒

Staff

☒

Public

☒

Other

☐

### Work Process or Procedure Details: Removal of Bedroom Furniture and Floor Finishes

|                                    |                                                                                                                                                                                                                                                                                                                        |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arrival                            | On arrival all Better Green staff will report to the site security in the site office situated at the front of COOP live. All staff will arrive to work 5 minutes before their start time.                                                                                                                             |
| Working Environment and Conditions | The work site is external area on the Canalside podium.                                                                                                                                                                                                                                                                |
| Induction                          | Before any work can be started the operative must be fully inducted by the site manager.                                                                                                                                                                                                                               |
| PPE                                | All staff onsite must wear a Better Green branded item of clothing, and safety shoes/boots. Additional PPE requirements for this work is hand protection (gloves). PPE to be worn in accordance with the manufacturer's guidelines. Dust mask as Identified in your Face Fit Test required when removing floor finish. |
| Equipment and Materials            | You will require hand tools and a cordless combination drill. If required, use of an angle grinder. Separate permit and training are mandatory prior to using an angle grinder (refer to equipment and plant)                                                                                                          |
| Resources                          | A minimum of two staff working. Lone working is not permitted.                                                                                                                                                                                                                                                         |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



|                                  |                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Equipment and Plant</b>       | Angle Grinder – Hot works permit required and Abrasive Wheels Training to use an Angle Grinder (refer to equipment and materials)<br>Scissor lift – All operatives to submit in date certification prior to in date use<br>Scaffold access tower – up to 3.6m working height, assembled by PASMA ticket holder |
| <b>Hazardous Substances</b>      | None identified. Caution to be used when demolishing voids.                                                                                                                                                                                                                                                    |
| <b>Security</b>                  | All staff must wear a branded Better Green Hi-Viz vest (and any lanyard specified by client).                                                                                                                                                                                                                  |
| <b>Waste arrangements</b>        | All general waste packaging and domestic recyclable waste to be put into relevant COOP live facilities bins. All residual build waste (timber, metal off cuts, pallets etc) to be collected by Zero Waste in luton vans on pre-arranged dates and taken for recycling                                          |
| <b>Transport and Off Loading</b> | CS 002                                                                                                                                                                                                                                                                                                         |
| <b>Emergency Procedures</b>      | All accidents and incidents to be reported to the site manager.                                                                                                                                                                                                                                                |
| <b>Permits</b>                   | Permit required for all hot works                                                                                                                                                                                                                                                                              |
| <b>Mandatory Training</b>        | Manual Handling/Asbestos Awareness/Face Fit Test                                                                                                                                                                                                                                                               |
| <b>On site communication</b>     | Induction, tool box talks, information board, mobile phones, and daily briefings                                                                                                                                                                                                                               |
| <b>Record Keeping</b>            | All signed copies of RAMS and Tool Box Talks will be kept in Health and Safety File                                                                                                                                                                                                                            |
| <b>Monitoring</b>                | Weekly safety audit by the client, daily end of day procedures carried out by site manager. Construction phase health and safety plan updated by the site manager.                                                                                                                                             |
| <b>High Risk Activities</b>      | Hot Works – refer to– RAM CS 003<br>MEWPS – refer to RAM's CS 004                                                                                                                                                                                                                                              |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



|                              |                                                                                                                                            |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Any other information</b> | Minimum requirement for all staff is Face Fit Test, Manual Handling<br>All Certification must be held onsite and be less than 2 years old. |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



| Hazards / Consequences                                                    | Initial Risk Level | Controls                                                                                                                                                                                                                                                                                                                                            | Residual Risk Level |
|---------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Wait and Load/Unloading</b><br>Long-term health issues including death | 16                 | All deliveries are to be scheduled ahead of arrival via the COOP TMS.<br>Banksman used to safely bring vehicle to the designated work/unloading area<br>Wait and load site refuse material to be collected, loaded by BGP staff and area swept and cleared afterwards                                                                               | 5                   |
| <b>Vehicle Movements:</b><br>Crushing causing injuries and death          | 16                 | Better Green vehicle movement will only be undertaken when escorted by a banksman.<br>Better-Green Operatives will not enter areas if access is barred by any form of barrier.<br>Better-Green Operatives will adhere to COOP traffic management system (TMS)<br>Hi-Viz apparel will be worn by Better-Green Operatives during all vehicle movement | 5                   |

# RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE

|                        |       |
|------------------------|-------|
| Activity authorised by | Date: |
|------------------------|-------|

## DYNAMIC VISUAL ON SITE ASSESSMENT OBSERVATIONS

| Hazards / Consequences   | Existing Controls | Additional Controls | Action by Who | Action by When |
|--------------------------|-------------------|---------------------|---------------|----------------|
|                          |                   |                     |               |                |
|                          |                   |                     |               |                |
|                          |                   |                     |               |                |
| Additions authorised by: |                   |                     | Date:         |                |

| PPE                                                                                 |                                                                                     |                                                                                     |                                                                                     |                                                                                     | Risk Rating Chart                                                      |             |           |             |             |         |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|-----------|-------------|-------------|---------|
|   |   |   |   |   | Likelihood Severity                                                    | 5: Probable | 4: Likely | 3: Possible | 2: Unlikely | 1: Rare |
| TASK                                                                                | TASK                                                                                | MANDATORY                                                                           | MANDATORY                                                                           | TASK                                                                                | 5: Catastrophic                                                        | 25          | 20        | 15          | 10          | 5       |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | 4: Major                                                               | 20          | 16        | 12          | 8           | 4       |
|  |  |  |  |  | 3: Moderate                                                            | 15          | 12        | 9           | 6           | 3       |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | 2: Minor                                                               | 10          | 8         | 6           | 4           | 2       |
| TASK                                                                                | No                                                                                  | TASK                                                                                | No                                                                                  | No                                                                                  | 1: Insignificant                                                       | 5           | 4         | 3           | 2           | 1       |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | <b>KEY</b>                                                             |             |           |             |             |         |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | High Risk – Do not proceed                                             |             |           |             |             |         |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | Medium Risk – Seek to reduce risk, ensure all controls are implemented |             |           |             |             |         |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | Low Risk – Proceed and monitor for changes                             |             |           |             |             |         |

| <b>PPE Specific Type:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Branded Clothing<br>Steel toe capped, mid-sole boots or shoes.<br>Gloves suitable for the task. |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------|
| <b>Additional Information:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                                                                                             |      |
| <b>Communication:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | By signing below, I confirm my understanding of my duty in law:                                 |      |
| <ul style="list-style-type: none"> <li>To take care for my own safety and that of others.</li> <li>To cooperate with my employer on health and safety including the content of this assessment.</li> <li>To comply with training received.</li> <li>To report defects in health and safety in carrying out this task.</li> <li>To report any unsafe practices or unsafe behaviour</li> </ul> <p>I agree to follow the Method Statement and Controls listed in the Risk Assessment and understand that any instructions are provided for my safety and safety of others. Anything I did not understand has been explained to me to my satisfaction</p> |                                                                                                 |      |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Signature                                                                                       | Date |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |      |
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## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



| Work Process or Procedure: Hot Works |                                       |              |                |                      |                      |
|--------------------------------------|---------------------------------------|--------------|----------------|----------------------|----------------------|
| Site Address:                        | Canalside – COOP live – Etihad Campus | COSHH DATA   | Not Applicable |                      |                      |
| Prepared by:                         | Ed Parsons                            | Date:        | 07/04/2025     | Planned Review Date: | 30 <sup>th</sup> May |
| Client Contact                       | Jamie Little - OVG                    | Duration     | 7 Weeks        | RAMS No              | CS-003               |
| Project Manager                      | Ed Parsons– Better Green Limited      | Site Manager | James Motley   | Emergency Contact    | 07528643919          |

Persons effected:      Employees ☒      Contractors ☒      Staff ☒      Public ☒      Other ☐

| Work Process or Procedure Details: Removal of Bedroom Furniture and Floor Finishes |                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arrival                                                                            | On arrival all Better Green staff will report to the site security in the site office situated at the front of COOP live. All staff will arrive to work 5 minutes before their start time.                                                                                                                             |
| Working Environment and Conditions                                                 | The work site is external area on the Canalside podium.                                                                                                                                                                                                                                                                |
| Induction                                                                          | Before any work can be started the operative must be fully inducted by the site manager.                                                                                                                                                                                                                               |
| PPE                                                                                | All staff onsite must wear a Better Green branded item of clothing, and safety shoes/boots. Additional PPE requirements for this work is hand protection (gloves). PPE to be worn in accordance with the manufacturer's guidelines. Dust mask as Identified in your Face Fit Test required when removing floor finish. |
| Equipment and Materials                                                            | You will require hand tools and a cordless combination drill. If required, use of an angle grinder. Separate permit and training are mandatory prior to using an angle grinder (refer to equipment and plant)                                                                                                          |
| Resources                                                                          | A minimum of two staff working. Lone working is not permitted.                                                                                                                                                                                                                                                         |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



|                                  |                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Equipment and Plant</b>       | Angle Grinder – Hot works permit required and Abrasive Wheels Training to use an Angle Grinder (refer to equipment and materials)<br>Scissor lift – All operatives to submit in date certification prior to in date use<br>Scaffold access tower – up to 3.6m working height, assembled by PASMA ticket holder |
| <b>Hazardous Substances</b>      | None identified. Caution to be used when demolishing voids.                                                                                                                                                                                                                                                    |
| <b>Security</b>                  | All staff must wear a branded Better Green Hi-Viz vest (and any lanyard specified by client).                                                                                                                                                                                                                  |
| <b>Waste arrangements</b>        | All general waste packaging and domestic recyclable waste to be put into relevant COOP live facilities bins. All residual build waste (timber, metal off cuts, pallets etc) to be collected by Zero Waste in luton vans on pre-arranged dates and taken for recycling                                          |
| <b>Transport and Off Loading</b> | CS 002                                                                                                                                                                                                                                                                                                         |
| <b>Emergency Procedures</b>      | All accidents and incidents to be reported to the site manager.                                                                                                                                                                                                                                                |
| <b>Permits</b>                   | Permit required for all hot works                                                                                                                                                                                                                                                                              |
| <b>Mandatory Training</b>        | Manual Handling/Asbestos Awareness/Face Fit Test                                                                                                                                                                                                                                                               |
| <b>On site communication</b>     | Induction, tool box talks, information board, mobile phones, and daily briefings                                                                                                                                                                                                                               |
| <b>Record Keeping</b>            | All signed copies of RAMS and Tool Box Talks will be kept in Health and Safety File                                                                                                                                                                                                                            |
| <b>Monitoring</b>                | Weekly safety audit by the client, daily end of day procedures carried out by site manager. Construction phase health and safety plan updated by the site manager.                                                                                                                                             |
| <b>High Risk Activities</b>      | Wait & Load/unloading– refer to– RAM CS 002<br>MEWPS – refer to RAM's CS 004                                                                                                                                                                                                                                   |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



|                              |                                                                                                                                            |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Any other information</b> | Minimum requirement for all staff is Face Fit Test, Manual Handling<br>All Certification must be held onsite and be less than 2 years old. |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



| Hazards / Consequences                                                                      | Initial Risk Level | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Residual Risk Level |
|---------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Hot Works</b><br>Long-term health issues, explosions, fume inhalation, eye damage, Burns | 16                 | Issue a hot work permit for all grinding/welding tasks. Supervisor must inspect area before work begins.<br>Remove all flammable materials within 5 meters, or cover with fire-resistant blankets.<br>Ensure extinguishers (e.g., CO <sub>2</sub> , foam) are within arm's reach. Minimum one per hot work area.<br>Full-face welding mask or goggles, flame-retardant gloves, apron, and long-sleeve clothing. Ear protection and RPE as required.<br>Only trained and competent operatives may carry out hot works. Toolbox talks must include hot work briefing. | 5                   |

# RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE

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| <b>Activity authorised by</b> | <b>Date:</b> |
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## DYNAMIC VISUAL ON SITE ASSESSMENT OBSERVATIONS

| Hazards / Consequences | Existing Controls | Additional Controls | Action by Who | Action by When |
|------------------------|-------------------|---------------------|---------------|----------------|
|                        |                   |                     |               |                |
|                        |                   |                     |               |                |
|                        |                   |                     |               |                |

|                                 |              |
|---------------------------------|--------------|
| <b>Additions authorised by:</b> | <b>Date:</b> |
|---------------------------------|--------------|

| <b>PPE</b>                                                                          |                                                                                     |                                                                                     |                                                                                     |                                                                                     | <b>Risk Rating Chart</b>                                               |             |           |             |             |         |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|-----------|-------------|-------------|---------|
|    |    |    |    |    | Likelihood Severity                                                    | 5: Probable | 4: Likely | 3: Possible | 2: Unlikely | 1: Rare |
| TASK                                                                                | TASK                                                                                | MANDATORY                                                                           | MANDATORY                                                                           | TASK                                                                                | 5: Catastrophic                                                        | 25          | 20        | 15          | 10          | 5       |
| TASK                                                                                | TASK                                                                                | MANDATORY                                                                           | MANDATORY                                                                           | TASK                                                                                | 4: Major                                                               | 20          | 16        | 12          | 8           | 4       |
|  |  |  |  |  | 3: Moderate                                                            | 15          | 12        | 9           | 6           | 3       |
| TASK                                                                                | No                                                                                  | TASK                                                                                | No                                                                                  | No                                                                                  | 2: Minor                                                               | 10          | 8         | 6           | 4           | 2       |
| TASK                                                                                | No                                                                                  | TASK                                                                                | No                                                                                  | No                                                                                  | 1: Insignificant                                                       | 5           | 4         | 3           | 2           | 1       |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | <b>KEY</b>                                                             |             |           |             |             |         |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | High Risk – Do not proceed                                             |             |           |             |             |         |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | Medium Risk – Seek to reduce risk, ensure all controls are implemented |             |           |             |             |         |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | Low Risk – Proceed and monitor for changes                             |             |           |             |             |         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------|
| <b>PPE Specific Type:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Branded Clothing<br>Steel toe capped, mid-sole boots or shoes.<br>Gloves suitable for the task. |             |
| <b>Additional Information:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                                                                                             |             |
| <b>Communication:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | By signing below, I confirm my understanding of my duty in law:                                 |             |
| <ul style="list-style-type: none"> <li>To take care for my own safety and that of others.</li> <li>To cooperate with my employer on health and safety including the content of this assessment.</li> <li>To comply with training received.</li> <li>To report defects in health and safety in carrying out this task.</li> <li>To report any unsafe practices or unsafe behaviour</li> </ul> <p>I agree to follow the Method Statement and Controls listed in the Risk Assessment and understand that any instructions are provided for my safety and safety of others. Anything I did not understand has been explained to me to my satisfaction</p> |                                                                                                 |             |
| <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Signature</b>                                                                                | <b>Date</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |             |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |             |
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## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



| Work Process or Procedure: MEWPS |                                       |              |                |                      |                      |
|----------------------------------|---------------------------------------|--------------|----------------|----------------------|----------------------|
| Site Address:                    | Canalside – COOP live – Etihad Campus | COSSH DATA   | Not Applicable |                      |                      |
| Prepared by:                     | Ed Parsons                            | Date:        | 07/04/2025     | Planned Review Date: | 30 <sup>th</sup> May |
| Client Contact                   | Jamie Little - OVG                    | Duration     | 7 Weeks        | RAMS No              | CS-004               |
| Project Manager                  | Ed Parsons– Better Green Limited      | Site Manager | James Motley   | Emergency Contact    | 07528643919          |

Persons effected:

Employees

☒

Contractors

☒

Staff

☒

Public

☒

Other

☐

### Work Process or Procedure Details: Removal of Bedroom Furniture and Floor Finishes

|                                    |                                                                                                                                                                                                                                                                                                                        |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arrival                            | On arrival all Better Green staff will report to the site security in the site office situated at the front of COOP live. All staff will arrive to work 5 minutes before their start time.                                                                                                                             |
| Working Environment and Conditions | The work site is external area on the Canalside podium.                                                                                                                                                                                                                                                                |
| Induction                          | Before any work can be started the operative must be fully inducted by the site manager.                                                                                                                                                                                                                               |
| PPE                                | All staff onsite must wear a Better Green branded item of clothing, and safety shoes/boots. Additional PPE requirements for this work is hand protection (gloves). PPE to be worn in accordance with the manufacturer's guidelines. Dust mask as Identified in your Face Fit Test required when removing floor finish. |
| Equipment and Materials            | You will require hand tools and a cordless combination drill. If required, use of an angle grinder. Separate permit and training are mandatory prior to using an angle grinder (refer to equipment and plant)                                                                                                          |
| Resources                          | A minimum of two staff working. Lone working is not permitted.                                                                                                                                                                                                                                                         |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



|                                  |                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Equipment and Plant</b>       | Angle Grinder – Hot works permit required and Abrasive Wheels Training to use an Angle Grinder (refer to equipment and materials)<br>Scissor lift – All operatives to submit in date certification prior to in date use<br>Scaffold access tower – up to 3.6m working height, assembled by PASMA ticket holder |
| <b>Hazardous Substances</b>      | None identified. Caution to be used when demolishing voids.                                                                                                                                                                                                                                                    |
| <b>Security</b>                  | All staff must wear a branded Better Green Hi-Viz vest (and any lanyard specified by client).                                                                                                                                                                                                                  |
| <b>Waste arrangements</b>        | All general waste packaging and domestic recyclable waste to be put into relevant COOP live facilities bins. All residual build waste (timber, metal off cuts, pallets etc) to be collected by Zero Waste in luton vans on pre-arranged dates and taken for recycling                                          |
| <b>Transport and Off Loading</b> | CS 002                                                                                                                                                                                                                                                                                                         |
| <b>Emergency Procedures</b>      | All accidents and incidents to be reported to the site manager.                                                                                                                                                                                                                                                |
| <b>Permits</b>                   | Permit required for all hot works                                                                                                                                                                                                                                                                              |
| <b>Mandatory Training</b>        | Manual Handling/Asbestos Awareness/Face Fit Test                                                                                                                                                                                                                                                               |
| <b>On site communication</b>     | Induction, tool box talks, information board, mobile phones, and daily briefings                                                                                                                                                                                                                               |
| <b>Record Keeping</b>            | All signed copies of RAMS and Tool Box Talks will be kept in Health and Safety File                                                                                                                                                                                                                            |
| <b>Monitoring</b>                | Weekly safety audit by the client, daily end of day procedures carried out by site manager. Construction phase health and safety plan updated by the site manager.                                                                                                                                             |
| <b>High Risk Activities</b>      | Wait & Load/unloading– refer to– RAM CS 002<br>Hot works – refer to RAM's CS 003                                                                                                                                                                                                                               |

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



|                              |                                                                                                                                            |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Any other information</b> | Minimum requirement for all staff is Face Fit Test, Manual Handling<br>All Certification must be held onsite and be less than 2 years old. |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

## RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE



| Hazards / Consequences                                                                                 | Initial Risk Level | Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Residual Risk Level |
|--------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>MEWPS (scissor lift and Forklift)</b><br>Long-term health issues, and serious injury possible death | 16                 | <p>Only trained and certified operators may use MEWPs, forklifts, or scissor lifts (e.g., IPAF, CPCs)</p> <p>Clearly marked barriers around the operating area to keep pedestrians at a safe distance.</p> <p>Surfaces assessed for stability and load-bearing capacity before equipment is deployed. Use stabilisers if required.</p> <p>Forklifts must operate at walking speed. No overloading of pallets or lift platforms</p> <p>All tools and materials secured when working at height to prevent dropped objects.</p> | 5                   |

# RISK ASSESSMENT & METHOD STATEMENT – COOP LIVE - CANALSIDE

|                               |              |
|-------------------------------|--------------|
| <b>Activity authorised by</b> | <b>Date:</b> |
|-------------------------------|--------------|

## DYNAMIC VISUAL ON SITE ASSESSMENT OBSERVATIONS

| Hazards / Consequences | Existing Controls | Additional Controls | Action by Who | Action by When |
|------------------------|-------------------|---------------------|---------------|----------------|
|                        |                   |                     |               |                |
|                        |                   |                     |               |                |
|                        |                   |                     |               |                |

|                                 |              |
|---------------------------------|--------------|
| <b>Additions authorised by:</b> | <b>Date:</b> |
|---------------------------------|--------------|

| <b>PPE</b>                                                                          |                                                                                     |                                                                                     |                                                                                     |                                                                                     | <b>Risk Rating Chart</b>                                               |             |           |             |             |         |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|-----------|-------------|-------------|---------|
|    |    |    |    |    | Likelihood Severity                                                    | 5: Probable | 4: Likely | 3: Possible | 2: Unlikely | 1: Rare |
| TASK                                                                                | TASK                                                                                | MANDATORY                                                                           | MANDATORY                                                                           | TASK                                                                                | 5: Catastrophic                                                        | 25          | 20        | 15          | 10          | 5       |
| TASK                                                                                | TASK                                                                                | MANDATORY                                                                           | MANDATORY                                                                           | TASK                                                                                | 4: Major                                                               | 20          | 16        | 12          | 8           | 4       |
|  |  |  |  |  | 3: Moderate                                                            | 15          | 12        | 9           | 6           | 3       |
| TASK                                                                                | No                                                                                  | TASK                                                                                | No                                                                                  | No                                                                                  | 2: Minor                                                               | 10          | 8         | 6           | 4           | 2       |
| TASK                                                                                | No                                                                                  | TASK                                                                                | No                                                                                  | No                                                                                  | 1: Insignificant                                                       | 5           | 4         | 3           | 2           | 1       |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | <b>KEY</b>                                                             |             |           |             |             |         |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | High Risk – Do not proceed                                             |             |           |             |             |         |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | Medium Risk – Seek to reduce risk, ensure all controls are implemented |             |           |             |             |         |
|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     | Low Risk – Proceed and monitor for changes                             |             |           |             |             |         |

| <b>PPE Specific Type:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Branded Clothing<br>Steel toe capped, mid-sole boots or shoes.<br>Gloves suitable for the task. |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------|
| <b>Additional Information:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                                                                                             |      |
| <b>Communication:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | By signing below, I confirm my understanding of my duty in law:                                 |      |
| <ul style="list-style-type: none"> <li>To take care for my own safety and that of others.</li> <li>To cooperate with my employer on health and safety including the content of this assessment.</li> <li>To comply with training received.</li> <li>To report defects in health and safety in carrying out this task.</li> <li>To report any unsafe practices or unsafe behaviour</li> </ul> <p>I agree to follow the Method Statement and Controls listed in the Risk Assessment and understand that any instructions are provided for my safety and safety of others. Anything I did not understand has been explained to me to my satisfaction</p> |                                                                                                 |      |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Signature                                                                                       | Date |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |      |
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|                                                                                                                                                                                                                                                                                                                                      | Rev. no.             | 1 |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                      | Site location (town) |   |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                      |                      |   |                                                                                    |

This document may be used as a generic RAMS without any details being filled in, or can have basic information filled in for it to be site-specific but to remain a Basic Lift and generic RAMS. It has been produced without a site survey and with sufficient information for Basic Lifts only

Template document compiled by Steve Frazer-Brown, DWT H&S Director

## 1. Task (Brief description of procedure)

To collect/deliver, lift on site goods as required, lifting by lorry loader

## 2. Basic Information

|                                  |                                   |                                       |
|----------------------------------|-----------------------------------|---------------------------------------|
| <b>Customer details</b>          | Customer                          | Better Green Ltd                      |
|                                  | Site address                      | Canalside - COOP Live - Etihad Campus |
|                                  | W3W                               |                                       |
|                                  | Main contact                      | Ed parsons 07891605536                |
|                                  | Contact number                    |                                       |
|                                  | Date of task & duration (days)    | 7 days                                |
| <b>Load Information</b>          | Quantity & Load                   |                                       |
|                                  | Load weight Inc. Lifting tackle   |                                       |
| <b>Load complexity 1</b>         | Load dimensions (L, W, H)         |                                       |
|                                  | Lifting points                    |                                       |
|                                  | Max. radius of lift               |                                       |
|                                  | Max. height of lift (top of boom) |                                       |
| <b>Site Conditions</b>           | Parked vehicles                   | None to be in lift area               |
|                                  | Access to lift area               | To be clear                           |
|                                  | Rigid, drawbar or artic           |                                       |
|                                  | Width or height restrictions      | None                                  |
|                                  | Ground conditions at lift area    | Solid, cohesive ground                |
|                                  | Ground pressure capability        | 300kN/m <sup>2</sup> assumed          |
|                                  | Underground services              | To be avoided                         |
|                                  | Public interface                  | Lift area to be cordoned off          |
| <b>Environment complexity 1*</b> | Overhead obstructions             | None                                  |
|                                  | Any other obstructions            | To be none                            |
|                                  | Other lifting operations          | None                                  |
|                                  | Site traffic                      | Must be controlled by others          |
|                                  | Clear view/Blind lift             | To be clear                           |
|                                  | Photos/images below?              | Yes                                   |

\*If load and environmental complexity are both 1 = Basic Lift, which may be performed under the generic sections of this document, with little further information required beyond this point.

|                                                                                                                                                                                                                                                                                                                                      |                      |   |                                                                                    |
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### 3. Site/Client's Responsibilities

It is the client's/site's responsibility to ensure the following hazards have been controlled as far as is reasonably practicable BEFORE arrival of the David Watson Transport lorry

- 3.1 Any issues with the route to site, including but not limited to: bridge height restrictions, overhanging trees, width restrictions, narrow roads or any other concerns that may prevent access must be notified to DWT in advance;
- 3.2 Access into and out of site must be suitable for a lorry, lorry and drawbar trailer, or an articulated vehicle, unless agreed in advance. Removal or moving of parked cars outside of sites that prevent access or egress must be dealt with by site personnel;
- 3.3 The work area must be free from obstruction and have adequate hard-standing and of sufficient strength to withstand lorry loader stabilizer forces;
- 3.4 The work area must be free from underground services, overhead obstructions, excavations, manhole covers and backfilled areas. Note: DWT lorries will not drive or set up on grassy or muddy areas without suitable arrangements made for the foregoing requirements being met;
- 3.5 It is the site/client's responsibility to provide information on the ground bearing pressure capability. Without this information, DWT are only able to provide a stabiliser force and pad size based on a generic assumed capability of 300kN.
- 3.6 The set-down area when delivering must be of adequate strength to accommodate the load;
- 3.7 Unauthorised personnel, including the public, must be restricted from access to the lift area, with the provision of physical barriers if necessary;
- 3.8 Site to provide a qualified first-aider on site throughout the duration of the task;
- 3.9 Site to provide all necessary welfare facilities to drivers, lorry loader operators and other personnel;
- 3.10 If any of the foregoing is of concern, please advise DWT in advance. Depending on the concern, a chargeable site survey may be required. In not advising DWT in advance, any works aborted will be chargeable.
- 3.11 Where the driver/operator is unable to access loads to check for and secure loose items, the client must confirm that the load is prepared and suitable for transport. Suitable includes advising whether there are any hazardous goods contained within the load.

End – please see next page.

|                                                                                                                                                                                                                                                                                                                                         |                      |   |                                                                                    |
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#### 4. Lorry Loader details

|                                 |        |             |             |                                                |
|---------------------------------|--------|-------------|-------------|------------------------------------------------|
| Loader make/model               |        | F / R-mount |             | Loader crane utilisation =<br><br><br><b>%</b> |
| Rated capacity at full radius   | Weight | Kg          | Full radius |                                                |
| Rated capacity @ req. radius    | Weight | Kg          | Req. radius |                                                |
| Required capacity @ req. radius | Weight | Kg          | Req. radius |                                                |

#### 4a. Duty Chart – Site specific RAMS only (available with vehicle for generic)

|                                                                                                                                                                                                                                                                                                                                      |                      |   |                                                                                    |
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### 5. Risk Assessment (known risks)

| Operation / Issue      | Hazard                                                                                                                                                | Risk | Control Measures to Eliminate or Minimise Risk                                                                                                                                                                                                                                                                                        | Residual Risk |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| General site working   | <ul style="list-style-type: none"> <li>General site risks</li> </ul>                                                                                  | High | <ul style="list-style-type: none"> <li>All DWT employees have been given basic site safety awareness;</li> <li>Site may back up with induction</li> </ul>                                                                                                                                                                             | Med           |
| People in Lift Area    | Struck by: <ul style="list-style-type: none"> <li>Lorry</li> <li>Lorry loader boom</li> <li>Moving load</li> </ul>                                    | High | <ul style="list-style-type: none"> <li>Public to be excluded from site;</li> <li>Effective exclusion zone required;</li> <li>Remain clear of load during lift</li> </ul>                                                                                                                                                              | Low           |
| PPE                    | Struck by: <ul style="list-style-type: none"> <li>Falling items</li> <li>Sharp objects</li> <li>Moving site vehicles</li> </ul> Impacting solid items | High | <ul style="list-style-type: none"> <li>Safety helmet to be worn with chinstrap to hold hat on if falling;</li> <li>Safety footwear with steel midsoles;</li> <li>Hi-vis clothing (site may make specific demands such as orange)</li> </ul>                                                                                           | Low           |
| Lorry loader stability | <ul style="list-style-type: none"> <li>Ground unable to support lorry loader</li> </ul>                                                               | High | <ul style="list-style-type: none"> <li>Voids/underground services to be advised by site/client;</li> <li>Site/client to provide ground bearing capability information;</li> <li>Stabilizer mat size to be assessed;</li> </ul>                                                                                                        | Low           |
|                        | <ul style="list-style-type: none"> <li>Lorry loader overloaded</li> </ul>                                                                             | High | <ul style="list-style-type: none"> <li>Ensure weight of load is known;</li> <li>Lorry loader not to lift beyond rated capacity;</li> <li>Lorry loader operator trained and competent (ALLMI/CPCS card)</li> </ul>                                                                                                                     | Nil           |
|                        | <ul style="list-style-type: none"> <li>Lorry loader failure</li> </ul>                                                                                | Med  | <ul style="list-style-type: none"> <li>Lorry loader adequately maintained and holds current Report of Thorough Examination</li> </ul>                                                                                                                                                                                                 | Low           |
| Ladder Use             | <ul style="list-style-type: none"> <li>Ladder may slip if used incorrectly or unsafely</li> </ul>                                                     | High | <ul style="list-style-type: none"> <li>Pre-use inspection of ladder to ensure fit for purpose;</li> <li>Must be tied off, stabilised or footed before ascending;</li> <li>Must be of suitable length or an alternative hand-hold utilised;</li> <li>Harness &amp; inertia reel system to be utilised wherever practicable.</li> </ul> | Low           |
| Slinging of load       | <ul style="list-style-type: none"> <li>Incorrect slinging;</li> <li>Load may fall</li> </ul>                                                          | High | <ul style="list-style-type: none"> <li>Trained and competent slinger;</li> <li>Pre-use inspection of lifting accessories;</li> <li>Lifting accessories to be suitable for task with adequate SWL and to hold current Report of Thorough Examination;</li> <li>Lifting accessories to be protected from damage;</li> </ul>             | Low           |
| Movement of load       | <ul style="list-style-type: none"> <li>Load may collide with nearby structures</li> </ul>                                                             | Med  | <ul style="list-style-type: none"> <li>Tag line may be necessary – operator to assess conditions;</li> <li>Establish exclusion zone;</li> <li>Power lines should be isolated or lorry loader to be positioned outside minimum safe approach distance – 10m (when fully extended), unless advised otherwise by the District</li> </ul> |               |
|                        | <ul style="list-style-type: none"> <li>Load may collide with other cranes, excavators etc</li> </ul>                                                  | Med  |                                                                                                                                                                                                                                                                                                                                       |               |
|                        | <ul style="list-style-type: none"> <li>Load/lorry loader comes within arcing</li> </ul>                                                               | Med  |                                                                                                                                                                                                                                                                                                                                       |               |

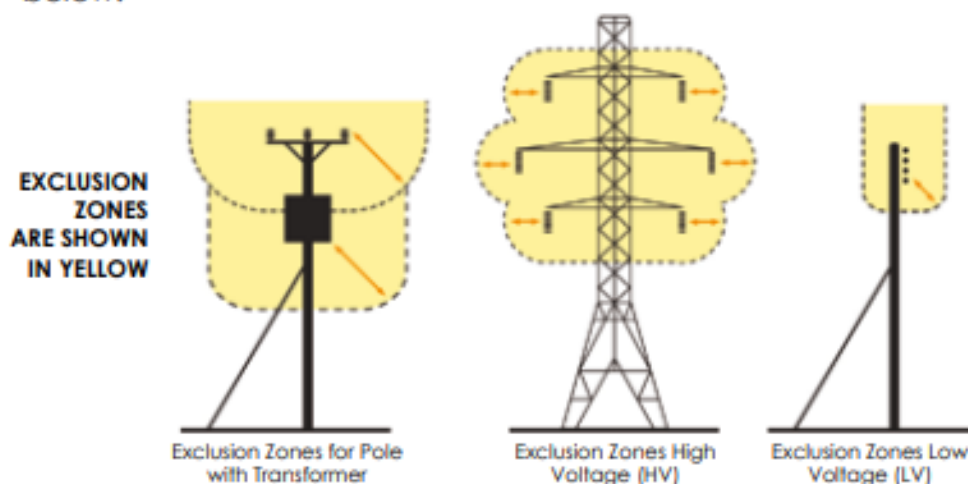
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|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                                                                     | distance of overhead lines;<br><ul style="list-style-type: none"> <li>Crush/trapping risk from moving load</li> <li>Inadvertent operation of lorry loader</li> </ul> | Med  | Network Operator. Refer to Energy Networks Association guidance below on exclusion zones where 10m clearance is unachievable.<br><ul style="list-style-type: none"> <li>Lifting team trained and competent;</li> <li>No ingress of any part of the body under suspended load;</li> <li>Lorry loader operator to remain stationary whilst operating lorry loader. Stop button must be activated whenever lorry loader is not being operated.</li> </ul>                                                                                                                 | Low |
| De-rigging of loader crane and retracting swing-up stabilizers legs | <ul style="list-style-type: none"> <li>Crush/trapping risk if not observing moving parts such as leg half up and retracting extension</li> </ul>                     | High | <ul style="list-style-type: none"> <li>Machine complies with Machinery Directive, EN12999 and BS7121;</li> <li>Stow and secure stabilizers as per manufacturer's instructions;</li> <li>Ensure stabilizer leg is fully vertical before retracting extensions;</li> <li>Consider removing manual levers;</li> <li>Consider having an observer to oversee and warn operator;</li> <li>Operator to avoid where possible standing in the crushing zone;</li> <li>Use of remote control to stow stabilizers;</li> <li>Refer to ALLMI GN023 Swing-up stabilizers.</li> </ul> | Low |
| Work at Height                                                      | <ul style="list-style-type: none"> <li>Slinger may fall whilst attaching or detaching slings</li> </ul>                                                              | High | <ul style="list-style-type: none"> <li>Work from ground if possible;</li> <li>Handrail system to be utilised on load bed where fitted;</li> <li>Where not possible, safety harness system to be utilised;</li> <li>Rescue system to be established with site, which will be dependent upon site conditions</li> </ul>                                                                                                                                                                                                                                                  | Low |
| Rescue system                                                       | <ul style="list-style-type: none"> <li>Operative falls from height whilst wearing safety harness; requires rescuing to prevent restriction of blood flow</li> </ul>  | Med  | <ul style="list-style-type: none"> <li>If conscious, operative may be able to lower himself;</li> <li>If 2<sup>nd</sup> operative is on site, should assist rescue;</li> <li>Lifting team to be briefed on potential for rescue requirement;</li> <li>Site owner/management has element of responsibility for safety of all personnel on site</li> </ul>                                                                                                                                                                                                               | Low |
| Lone working, day or night-time                                     | <ul style="list-style-type: none"> <li>May suffer injury or be subject to violence</li> </ul>                                                                        | High | <ul style="list-style-type: none"> <li>To be avoided where practicable;</li> <li>Assistance to be provided by client where practicable;</li> <li>Call in upon commencing and completion of task;</li> <li>Operative's judgement on safety and security to be supported.</li> </ul>                                                                                                                                                                                                                                                                                     | Med |
| Environmental conditions                                            | <ul style="list-style-type: none"> <li>High winds may cause load to swing</li> </ul>                                                                                 | High | <ul style="list-style-type: none"> <li>Wind speed to be monitored by trained lorry loader operative, who may suspend lift;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |

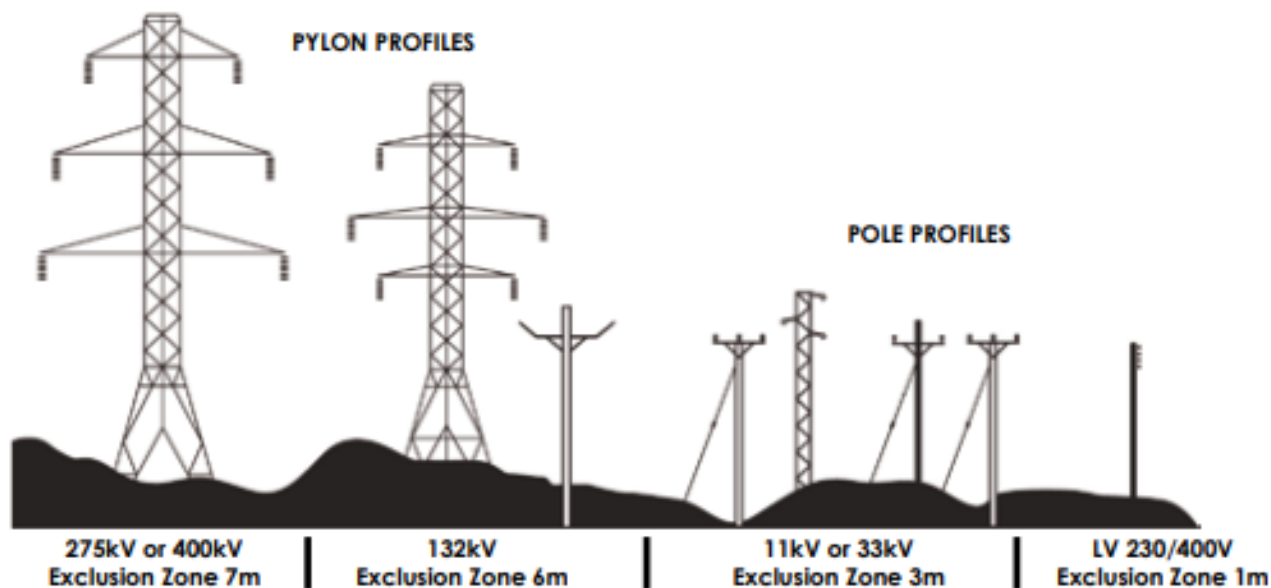
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|--|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|  | or collide with fixed object<br>• Other inclement weather | • Trained lorry loader operative to ensure lift is conducted safely<br>• Lifting operation to be conducted close to ground wherever practicable | Low |
|--|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----|

- The distance that electricity can jump depends on the voltage of the line. The higher the voltage, the further you must stay away from the line and any other equipment that may be fitted to the pole or pylon. This distance is called the **EXCLUSION ZONE**. Examples of this are shown highlighted in the diagram below.



- You must not allow any part of your plant to enter the **EXCLUSION ZONE**.
- The diagram below shows typical types of overhead lines and provides a guide to help assess the line voltage of lines on wooden poles or steel pylons. The minimum **EXCLUSION ZONE DISTANCE** is shown for each example.



- Please note that these are absolute minimum distances that should under no circumstances be infringed. **If you do - it could prove fatal.**

|                                                                                                                                                                                                                                                                                                                                      |                      |   |                                                                                    |
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|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Noise levels of operating lorry loader | <ul style="list-style-type: none"> <li>High levels of noise may impair hearing, either during operation or over time</li> </ul> | Med | <ul style="list-style-type: none"> <li>Noise levels not generally high and will not have long-term impact. Operator has remote control and can move away from noise source during lifting operation.</li> </ul> | Low |
| Vibration symptoms during use          | <ul style="list-style-type: none"> <li>Hand-arm vibration or vibration white finger may occur</li> </ul>                        | Low | <ul style="list-style-type: none"> <li>Extremely unlikely as operator is not generally in contact with lorry or loader crane, using remote control to operate.</li> </ul>                                       | Nil |

## 6. Wind conditions guidance

### Beaufort Scale

| Beaufort number | Description     | Wind speed    | Land conditions                                                                                                                                                              |
|-----------------|-----------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0               | Calm            | < 0.3 m/s     | Calm. Smoke rises vertically.                                                                                                                                                |
| 1               | Light air       | 0.3–1.5 m/s   | Smoke drift indicates wind direction. Leaves and wind vanes are stationary.                                                                                                  |
| 2               | Light breeze    | 1.6–3.4 m/s   | Wind felt on exposed skin. Leaves rustle. Wind vanes begin to move.                                                                                                          |
| 3               | Gentle breeze   | 3.5–5.4 m/s   | Leaves and small twigs constantly moving, light flags extended.                                                                                                              |
| 4               | Moderate breeze | 5.5–7.9 m/s   | Dust and loose paper raised. Small branches begin to move.                                                                                                                   |
| 5               | Fresh breeze    | 8.0–10.7 m/s  | Branches of a moderate size move. Small trees in leaf begin to sway.                                                                                                         |
| 6               | Strong breeze   | 10.8–13.8 m/s | Large branches in motion. Whistling heard in overhead wires. Umbrella use becomes difficult. Empty plastic bins tip over.                                                    |
| 7               | High wind       | 13.9–17.1 m/s | Whole trees in motion. Effort needed to walk against the wind.                                                                                                               |
| 8               | Gale            | 17.2–20.7 m/s | Some twigs broken from trees. Cars veer on road. Progress on foot is seriously impeded.                                                                                      |
| 9               | Strong gale     | 20.8–24.4 m/s | Some branches break off trees, and some small trees blow over. Construction/temporary signs and barricades blow over.                                                        |
| 10              | Storm           | 24.5–28.4 m/s | Trees are broken off or uprooted, saplings bent and deformed. Poorly attached asphalt shingles and shingles in poor condition peel off roofs.                                |
| 11              | Violent storm   | 28.5–32.6 m/s | Widespread damage to vegetation. Many roofing surfaces are damaged; asphalt tiles that have curled up and/or fractured due to age may break away completely.                 |
| 12              | Hurricane       | ≥ 32.8 m/s    | Very widespread damage to vegetation. Some windows may break; mobile homes and poorly constructed sheds and barns are damaged. Debris and unsecured objects are hurled about |

|                                                                                                                                                                       |              |                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------|
| Consideration should always be given to any guidance provided by the lorry loader manufacturer.<br><br>If in any doubt, a further qualified opinion should be sought. | Beaufort No. | <b>For general guidance purposes only</b>                                                                               |
|                                                                                                                                                                       | 1 - 5        | Generally acceptable conditions for lorry loader lifting operations                                                     |
|                                                                                                                                                                       | 6 - 8        | Lifting in protected areas or at low level, or where the loads characteristics are such that the wind has little impact |
|                                                                                                                                                                       | 9 - 12       | No lorry loader lifting to be carried out                                                                               |

|                                                                                                                                                                                                                                                                                                                                      |                      |   |                                                                                    |
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**7. Site-specific risks (unknown risks).** These may be advised by site verbally, identified by lorry loader operator when on site, or as part of a site survey.

| Operation / Issue                                                                                                                                                                               | Hazard | Risk | Control Measures to Eliminate or Minimise Risk | Residual Risk |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|------------------------------------------------|---------------|
| Other site risks, as advised by client                                                                                                                                                          |        |      |                                                | Low           |
|                                                                                                                                                                                                 |        |      |                                                | Low           |
|                                                                                                                                                                                                 |        |      |                                                | Low           |
| Any issues that cannot easily be resolved will take the lift categorisation beyond a Basic Lift and therefore require the operator to contact their office or the signatory AP (See Section 11) |        |      |                                                |               |

## 8. Lift Categorization

|                          |    |
|--------------------------|----|
| Load Complexity          | 1  |
| Environmental Complexity | 1  |
| Lift Category            | B* |

\*B = Basic

\*I = Intermediate (formerly Standard)

\*C = Complex

|                                |   |   |   |   |
|--------------------------------|---|---|---|---|
| Environment Complexity/Hazards | 3 | C | C | C |
|                                | 2 | I | I | C |
|                                | 1 | B | I | C |
|                                |   | 1 | 2 | 3 |
| Load (Complexity/Hazards)      |   |   |   |   |

## 9. Lifting Team

| Role                                                                                                 | Name                  | Qualification | Contact Info |
|------------------------------------------------------------------------------------------------------|-----------------------|---------------|--------------|
| Appointed Person                                                                                     |                       | ALLMI/CPCS    |              |
| Lift Supervisor                                                                                      | Lorry Loader Operator | ALLMI/CPCS    |              |
| Lorry Loader Operator                                                                                |                       | ALLMI/CPCS    |              |
| Slinger/Signaller                                                                                    | Lorry drivers         | ALLMI/CPCS    |              |
| All personnel involved in the lifting operation must have details of their qualifications with them. |                       |               |              |

|                                                                                                                                                                                                                                                                                                                                  |                      |   |                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|------------------------------------------------------------------------------------|
| <b>Lorry Loader Lift Plan, Risk Assessment and Method Statement</b><br>Conforms with LOLER 1998 and BS7121 Code of Practice for Safe Use of Cranes, Part 4:2010 Lorry Loaders<br><u>Contract Lift only</u> – Hired & Managed RAMS must be by client.<br><b>By definition, production of this MS-RA signifies a Contract Lift</b> | Job no.              |   |  |
|                                                                                                                                                                                                                                                                                                                                  | Rev. no.             | 1 |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                  | Site location (town) |   |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                  |                      |   |                                                                                    |

LOLER 1998 states that all lifting operations must be planned, supervised and carried out by competent people. This does not mean it is necessary for an Appointed Person to be present during all lifting operations. LOLER, and more specifically BS7121 (for lorry loaders, Part 4: 2010) clearly state that lifts that are conducted regularly by competent people and that have been pre-planned as part of a specialist lifting companies standard procedures may be carried out under generic documentation.

A Crane Co-ordinator is required where multiple lifting operations are being conducted and there is a risk of collision of lifting equipment and/or other site plant. If there is no risk of such an occurrence a Crane Co-ordinator is not required. Site must provide a Crane Co-ordinator and must liaise with the Appointed Person and Lift Supervisor with regard to the level of involvement necessary during the lifting operation.

BS7121, Code of Practice for the Safe Use of Cranes, Part 4: 2010 – Lorry Loaders, states that some roles in lifting operations by lorry loaders may be combined. It is feasible that, depending upon the complexity of the lifting operation, the lorry loader operator may also be the Lift Supervisor and the Slinger/Signaller. It should be possible for Basic Lifts and some low-level Intermediate Lifts to be carried out with the lorry loader operator fulfilling all these duties.

A separate Slinger/Signaller may be required where the Lorry Loader Operator is unable to combine roles through physical barriers such as obstructed access or vision. Sometimes this can be overcome by the use of a remote control unit to operate the lorry loader, which gives the Lorry Loader Operator scope to move away from the lorry to a position where the load, the lift area and the set-down points are clearly visible.

**Responsibility for making the above decisions remains with the Appointed Person.**

## 10. Lifting Equipment and Accessories and other equipment

| Equipment                                                                       | Item/Make                                     | Specification & WLL | Report of Thorough Examination |
|---------------------------------------------------------------------------------|-----------------------------------------------|---------------------|--------------------------------|
| Lorry Loader                                                                    |                                               | TM                  | Current and with vehicle       |
| Hoist (where req.)                                                              | NA                                            | NA                  | NA                             |
| Lifting Accessories                                                             | Chain Slings                                  | As required         | Current and with vehicle       |
|                                                                                 | Webbing Slings                                | As required         | Current and with vehicle       |
|                                                                                 | Webbing Slings                                | As required         | Current and with vehicle       |
|                                                                                 | Endless Slings                                | As required         | Current and with vehicle       |
|                                                                                 | Endless Slings                                | As required         | Current and with vehicle       |
|                                                                                 | Shackles                                      | As required         | Current and with vehicle       |
|                                                                                 | Spreader beam                                 | Not applicable      | Current and with vehicle       |
| <b>Ensure the specific items to be used for the lift are pre-use inspected.</b> |                                               |                     |                                |
| Stabilizer mats                                                                 | Timber or nylon                               | Not applicable      | Not applicable                 |
| Ladder                                                                          | Class 2 Light Industrial, 3 section extending |                     | Not applicable                 |
| Tagline                                                                         | Polypropylene rope                            |                     | Not Applicable                 |
|                                                                                 |                                               |                     |                                |

|                                                                                                                                                                                                                                                                                                                                      |                      |   |                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|------------------------------------------------------------------------------------|
| <b>Lorry Loader Lift Plan, Risk Assessment and Method Statement</b><br>Conforms with LOLER 1998 and BS7121 Code of Practice for Safe Use of Cranes, Part 4:2010 Lorry Loaders<br><b>Contract Lift only – Hired &amp; Managed RAMS must be by client.</b><br><b>By definition, production of this MS-RA signifies a Contract Lift</b> | Job no.              |   |  |
|                                                                                                                                                                                                                                                                                                                                      | Rev. no.             | 1 |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                      | Site location (town) |   |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                      |                      |   |                                                                                    |

## 11. Procedure

### 11.1 Standard Procedures

|    |                                                                                                                                                                                                            |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Arrive on site and liaise with site contact, who briefs lifting team (site induction);                                                                                                                     |
| b. | Proceed to lifting area and ensure that method statement matches site conditions. Operator completes On-Site Risk Assessment;                                                                              |
| c. | Lift supervisor (who may also be the lorry loader operator) to brief rest of lifting team, where present, on procedure to be followed;                                                                     |
| d. | Site to establish exclusion zone around lifting area;                                                                                                                                                      |
| e. | Position lorry for lifting within radius of lifting capacity for weight of lift;                                                                                                                           |
| f. | Set-up lorry loader to manufacturer's instructions using stabilizer mats to spread load;                                                                                                                   |
| g. | Unstow lorry loader and perform 'dry run' to ensure sufficient reach and lifting capacity;                                                                                                                 |
| h. | Retract lorry loader and attach required lifting accessories;                                                                                                                                              |
| i. | Extend lorry loader to centre of load;                                                                                                                                                                     |
| j. | Where work at height is unavoidable, handrail system to be used on lorry, or operator slinger dons safety harness, pulls rope to extend inertia reel cable to ground level and attaches to safety harness; |
| k. | Ladder extended to side of load and is secured/stabilised/footed. No ladder is to be used without some means of stabilization utilised;                                                                    |
| l. | Operator/Slinger accesses load and attaches lifting accessories.                                                                                                                                           |
| m. | Operator/Slinger descends from load and prepares for lift, checks all personnel are clear of lift. Where required, tag line is attached;                                                                   |
| n. | Load is lifted slightly (test lift) to ensure stability;                                                                                                                                                   |
| o. | When lorry loader operator is satisfied lift is stable, commence lifting;                                                                                                                                  |
| p. | Place load at set-down point, which may require guidance for exact positioning;                                                                                                                            |
| q. | To detach slings, follow procedure h to l, detaching instead of attaching slings;                                                                                                                          |
| r. | Operator lifts lorry loader away from load and either continues with further lifts under same procedure or stows lifting accessories and lorry loader;                                                     |
| s. | When lifting operations are complete, lorry loader operator has paperwork signed off and leaves site;                                                                                                      |

#### a. Site-specific procedures

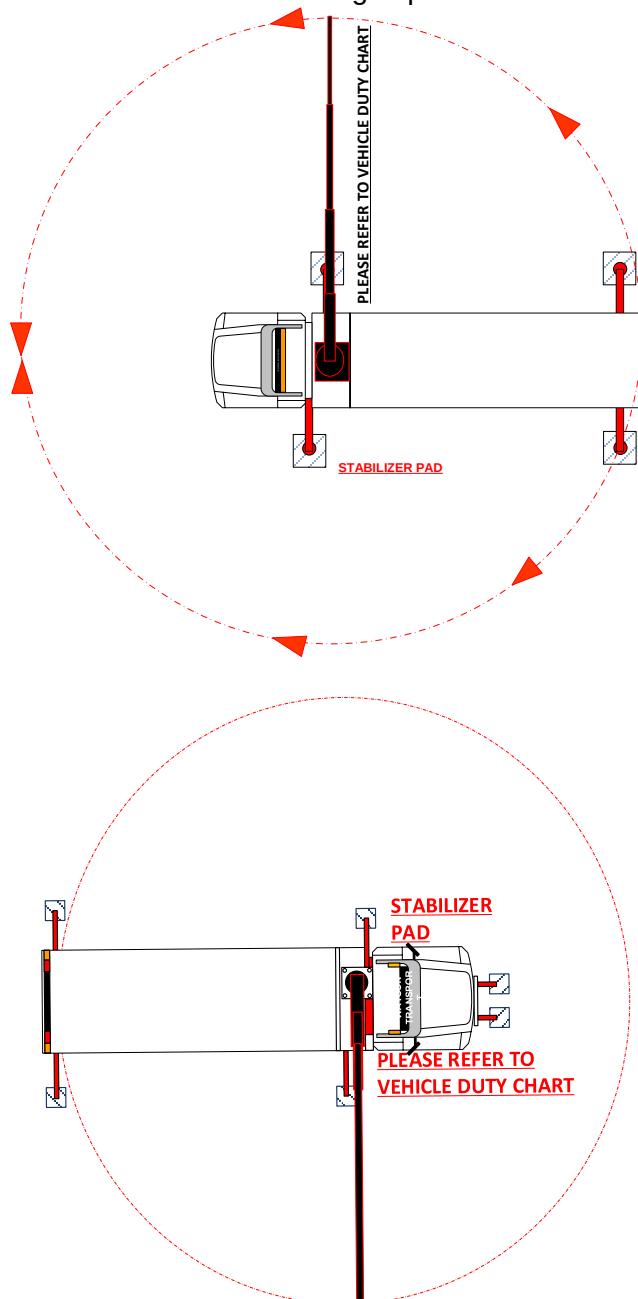
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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|------------------------------------------------------------------------------------|
| <b>Lorry Loader Lift Plan, Risk Assessment and Method Statement</b><br>Conforms with LOLER 1998 and BS7121 Code of Practice for Safe Use of Cranes, Part 4:2010 Lorry Loaders<br><u>Contract Lift only</u> – Hired & Managed RAMS must be by client.<br>By definition, production of this MS-RA signifies a Contract Lift | Job no.              |   |  |
|                                                                                                                                                                                                                                                                                                                           | Rev. no.             | 1 |                                                                                    |
|                                                                                                                                                                                                                                                                                                                           | Site location (town) |   |                                                                                    |
|                                                                                                                                                                                                                                                                                                                           |                      |   |                                                                                    |

|    |  |
|----|--|
| z. |  |
|----|--|

## 12. Lift Plan

Below drawing is representative only of a typical lorry loader, not to scale and not demonstrating lift radius or positioning. All lifts to be within working capabilities of loader crane.



# Lorry Loader Lift Plan, Risk Assessment and Method Statement

Conforms with LOLER 1998 and BS7121 Code of Practice for Safe Use of Cranes, Part 4:2010 Lorry Loaders

**Contract Lift only** – Hired & Managed RAMS must be by client.

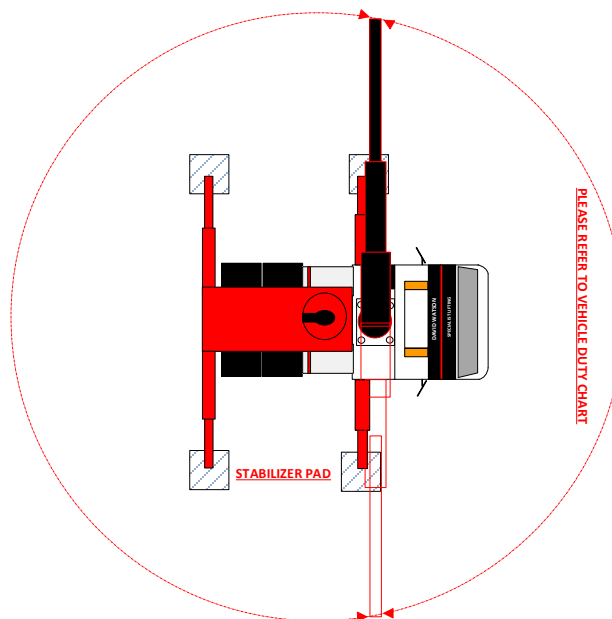
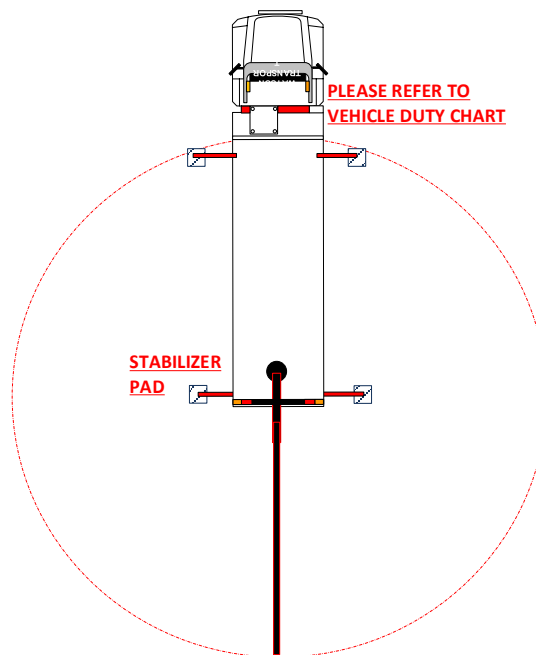
By definition, production of this MS-RA signifies a Contract Lift

Job no.

Rev. no.

1

Site location (town)



Lorry may drive or reverse into position.

|                                                                                                                                                                                                                                                                                                                                            |                      |   |                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|------------------------------------------------------------------------------------|
| <b>Lorry Loader Lift Plan, Risk Assessment and Method Statement</b><br>Conforms with LOLER 1998 and BS7121 Code of Practice for<br>Safe Use of Cranes, Part 4:2010 Lorry Loaders<br><u><b>Contract Lift only</b></u> – Hired & Managed RAMS must be by client.<br><b>By definition, production of this MS-RA signifies a Contract Lift</b> | Job no.              |   |  |
|                                                                                                                                                                                                                                                                                                                                            | Rev. no.             | 1 |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                            | Site location (town) |   |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                            |                      |   |                                                                                    |

Driver/operator to carry out dynamic risk assessment as part of loading/unloading process.

|                                                                                                                                                                                                                                                                                                                                      |                      |   |                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|------------------------------------------------------------------------------------|
| <b>Lorry Loader Lift Plan, Risk Assessment and Method Statement</b><br>Conforms with LOLER 1998 and BS7121 Code of Practice for Safe Use of Cranes, Part 4:2010 Lorry Loaders<br><b>Contract Lift only – Hired &amp; Managed RAMS must be by client.</b><br><b>By definition, production of this MS-RA signifies a Contract Lift</b> | Job no.              |   |  |
|                                                                                                                                                                                                                                                                                                                                      | Rev. no.             | 1 |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                      | Site location (town) |   |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                      |                      |   |                                                                                    |

### 13. Revision Status and Distribution of Method Statement

|              |                                  |  |                     |  |  |
|--------------|----------------------------------|--|---------------------|--|--|
| Issue date   | Jan-25                           |  |                     |  |  |
| Revision No  | One                              |  |                     |  |  |
| Distribution | Appointed Person (template)      |  | S Frazer-Brown      |  |  |
|              | Appointed Person (site-specific) |  |                     |  |  |
|              | Appointed Person (Site)          |  | NA (Contract Lift)  |  |  |
|              | Crane Co-ordinator (where app)   |  | NA (no other lifts) |  |  |
|              | Site Representative              |  |                     |  |  |

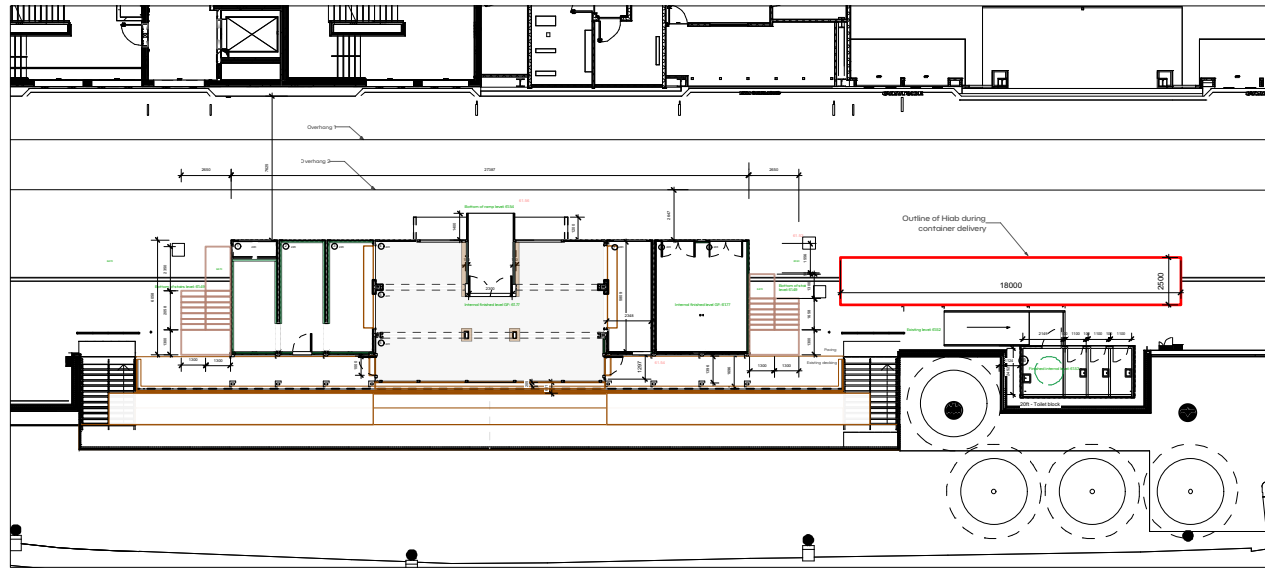
### 14. Sign-off

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                            |                       |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Appointed Person for lifting company                                                                   | I have prepared this Method Statement and authorise the Lifting Team to proceed with the lifting operation in compliance with this document. Any changes to the specified procedure must be approved by me before the lifting operation commences.<br><br>*This person has full authority during Contract Lifts otherwise lift becomes Hired and Managed with all associated implications. |                       |
| Appointed Person for site<br>For Contract Lifts the AP for site may sign only for acceptance purposes. | I am satisfied the Method Statement meets the requirements for the task to be carried out and that any changes in site conditions and/or procedures will be notified to the Appointed Person for the lifting company before lifting commences. I also confirm that the ground conditions are suitable for the lifting operation to be completed.                                           | NA                    |
| Lift Supervisor (where required)<br>For Basic Lifts this may be the lorry loader operator              | I have been briefed on this Method Statement by the Appointed Person. I have checked that the lifting plan reflects the conditions on site and the details are correct. I have conducted a dynamic Risk assessment to ensure no additional risks exist. I have briefed the contents of this Method Statement to all other members of the lifting team.                                     | Lorry loader operator |
| Lorry Loader Operator                                                                                  | Where I am not the Lift Supervisor, I have been briefed on and understand the contents of this Method Statement. Where I am the Lift Supervisor, I understand and accept the contents of this Method Statement, and I have briefed others involved in the lifting operation.                                                                                                               |                       |
| Slinger/Signaller (where required)*<br>*For Basic Lifts this may be the lorry loader operator          | I have been briefed on and understand the contents of this Method Statement.<br><br>*For Basic Lifts this may be the lorry loader operator                                                                                                                                                                                                                                                 | Lorry loader operator |
| Site representative                                                                                    | I confirm that I have been briefed on and understand the contents of this Method Statement. I also confirm that the ground conditions are suitable for the lifting operation to be completed.                                                                                                                                                                                              |                       |

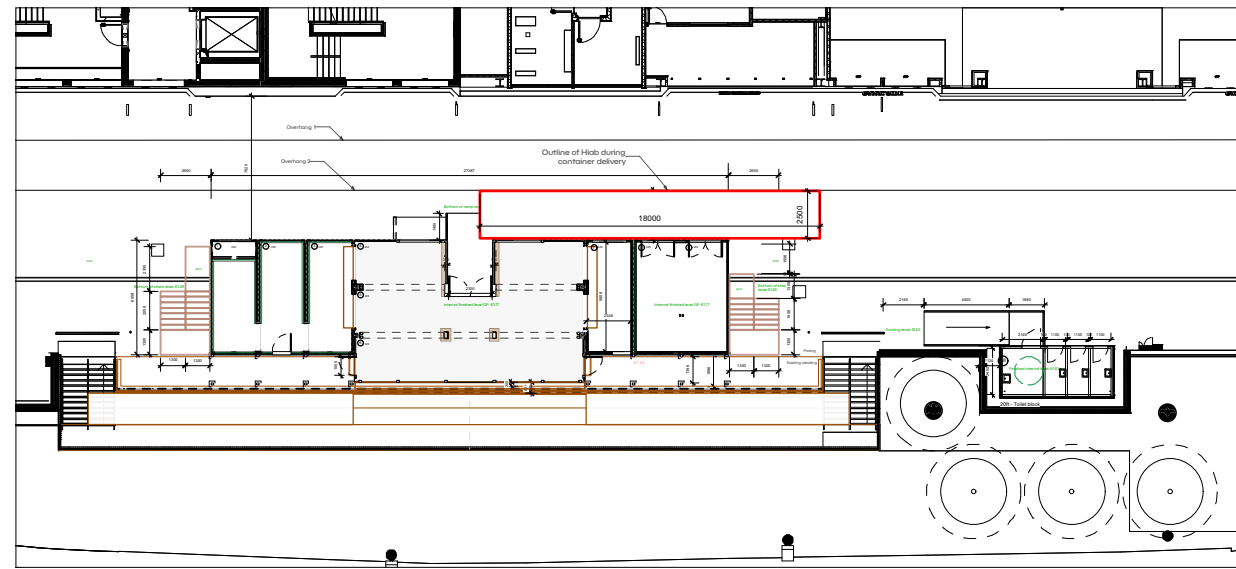
### 15. References

Lifting Operation and Lifting Equipment Regulations 1998  
 BS7121 Safe Use of Cranes, Part 1, 2 & Part 4:2010, Lorry Loaders  
 ALLMI/CPA Best Practice Guidance – Safe Use of Lorry Loaders

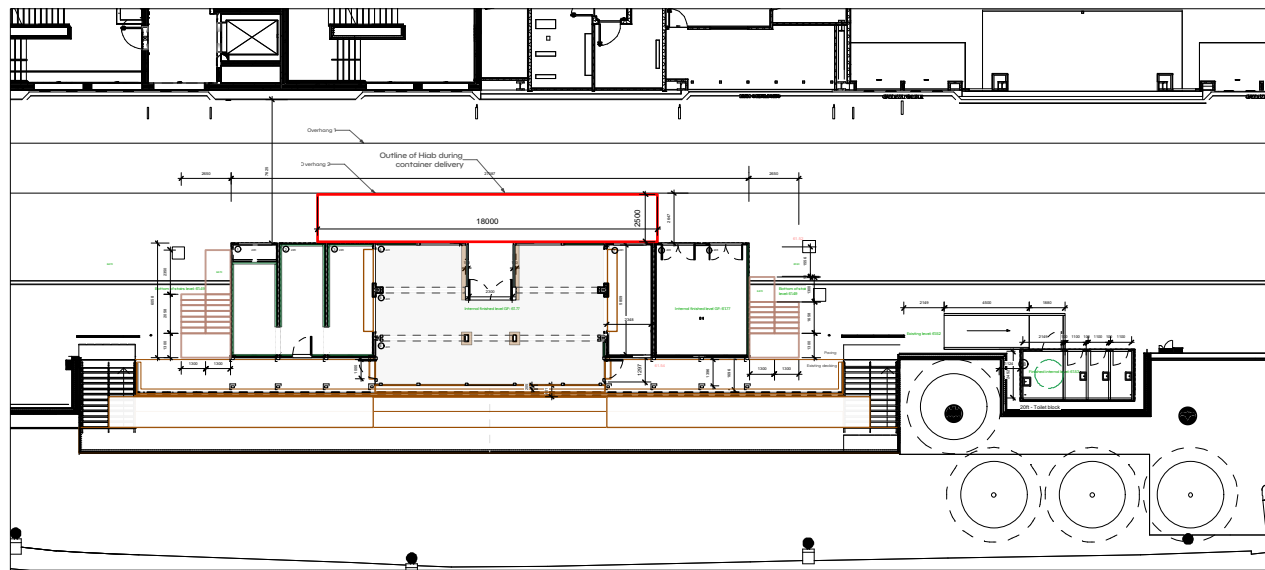
Contractors are not to scale dimensions from this drawing. Subject to site survey and all necessary consents. All dimensions to be checked by user and any discrepancies, errors or omissions to be reported to the designers before work commences. This drawing is to be read in conjunction with all other relevant materials.



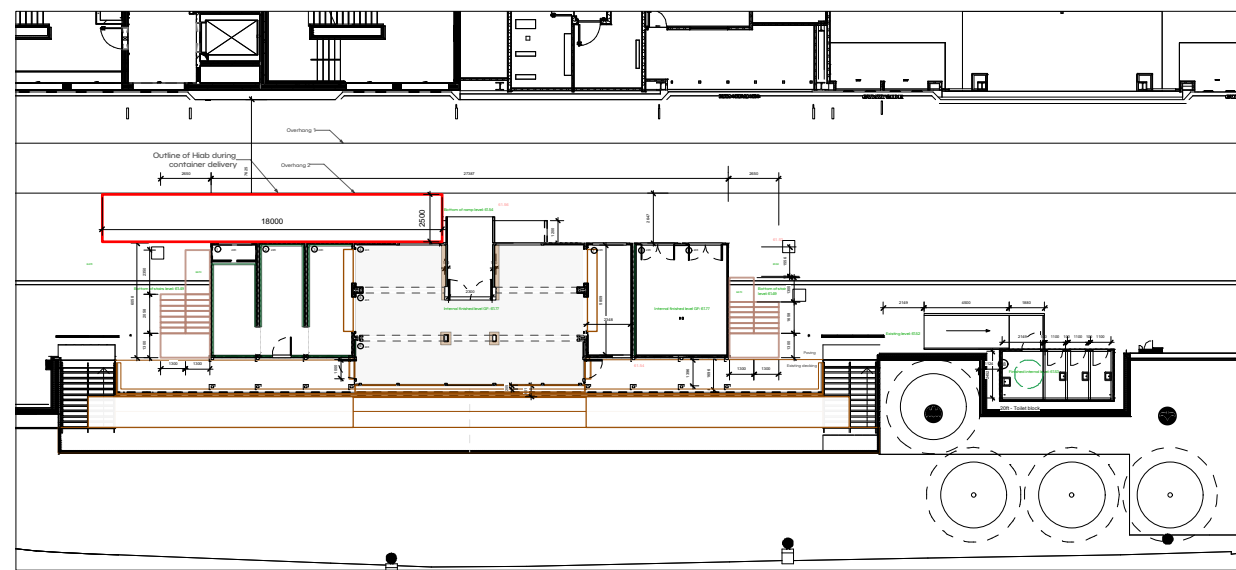
### 1. Toilet block drop off position



## 2. East container drop off position



### 3. Center container drop off position



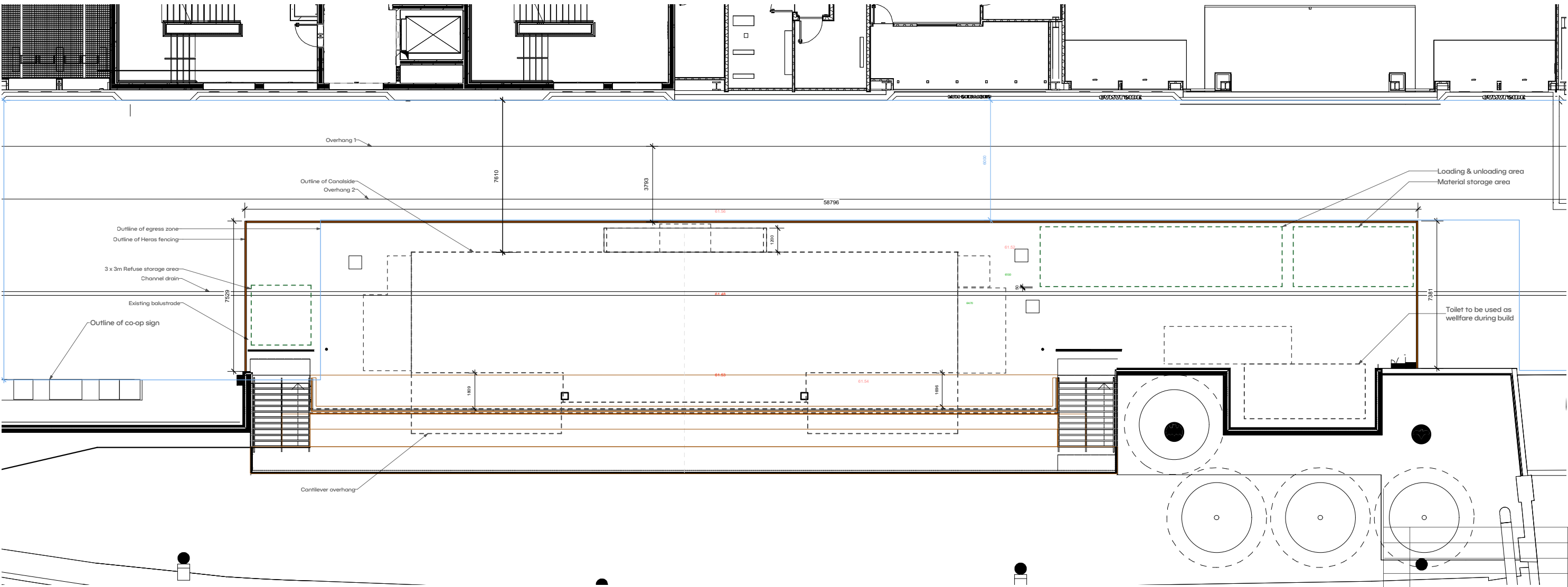
#### 4. West container drop off position

|      |              |     |       |
|------|--------------|-----|-------|
|      |              |     |       |
|      |              |     |       |
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|      |              |     |       |
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|      |              |     |       |
| Rev: | Description: | By: | Date: |



|                                                  |                           |              |
|--------------------------------------------------|---------------------------|--------------|
| Status: <b>FOR COMMENT</b>                       |                           |              |
| Client: <b>Co-op</b>                             |                           |              |
| Site: <b>Co-op live, Manchester</b>              |                           |              |
| Title: <b>Canalside - Hiab drop of positions</b> |                           |              |
| Scale @ A3:<br>1:200                             | Date:<br>08.05.25         | Drawn:<br>GB |
| Job No:<br>BGP040                                | Drawing No:<br>BGP040-041 | Revision:    |

Contractors are not to scale dimensions from this drawing. Subject to site survey and all necessary consents. All dimensions to be checked by user and any discrepancies, errors or omissions to be reported to the designers before work commences. This drawing is to be read in conjunction with all other relevant materials.



| Rev: | Description: | By: | Date: |
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|                                                       |                           |              |
|-------------------------------------------------------|---------------------------|--------------|
| Status:<br><b>FOR COMMENT</b>                         |                           |              |
| Client:<br><b>Co-op</b>                               |                           |              |
| Site:<br><b>Co-op live, Manchester</b>                |                           |              |
| Title:<br><b>Canalside - Construction site layout</b> |                           |              |
| Scale @ A3:<br>1:200                                  | Date:<br>07.05.25         | Drawn:<br>GB |
| Job No:<br>BGP040                                     | Drawing No:<br>BGP040-040 | Revision:    |



## SUSTAINABILITY AND COMMUNITY ACCESS STATEMENT

### Introduction

The Etihad Campus aspires to be a pioneer for the whole of Manchester in pursuing its twin objective of realising locally-inclusive, globally-competitive economic growth, whilst simultaneously transforming to a zero-carbon campus.

Co-op Live is proposing a Canalside food and beverage (F&B) and retail space with ancillary performance areas that can benefit the community on event and non-event days in numerous ways.

The proposed development will provide new ancillary F&B and retail space, to principally support event day operations at the Etihad Campus. Further to this principal use, it will also be open outside of event days providing daytime coffee and pastries to accommodate Etihad Campus visitors and the local community throughout the week. The intention is to support the array of other uses at the Etihad Campus, and to provide an offering for visitors to the Etihad Campus and the local community.

As ancillary, the proposal will support the ongoing success and development of the Etihad Campus as a world class sports and live entertainment destination and will deliver direct socio-economic benefits and value for the local community, including further job opportunities both during the construction and operational phase.

The proposals will also support the extension of dwell times at both Co-op Live and the Etihad Stadium, both before and after events, helping to smooth out peak travel movements and thus helping to reduce the peak intensity of transport demand, congestion and local community impacts arising from event-day traffic.

The canalside proposal is south facings and so bathed in sunlight. It has multiple spaces and removable furniture design and can be used in many ways from a café to bar, an exhibition space to merchandise shop, a Yoga studio or art class and there is the opportunity for multiple modes of use, including those that meet the needs of the local community.

This proposal could also support additional local job creation that Co-op Live has already stimulated for event staff from stewards to bar staff, baristas and chefs.

Finally, this proposal could create more spaces for community and commercial use adding to the fabric of East Manchester's regeneration.

## Community and social value all year round

### Job Creation

The East wards have between 4-11.5% unemployment rates for 16-64 year olds. This additional F&B and retail space with ancillary performance area could create **11 FTE** equivalent job opportunities per year with a GVA of **£439,000**.

Table 1: Example of employment opportunities for this additional facility:

| Job Required                 | Shift    | Hours | Number of people | Total hours | Café<br>250 days<br>(Mon-Fri<br>8am-2pm)) | Event<br>150 events<br>(Co-op Live &<br>MCFC) |
|------------------------------|----------|-------|------------------|-------------|-------------------------------------------|-----------------------------------------------|
| Cleaners                     |          |       |                  |             |                                           |                                               |
| -Café operation              | 7am-3pm  | 8     | X2               | 16          | 4000                                      |                                               |
| -Event day                   | 3-9pm    | 6     | X2               | 12          |                                           | 1800                                          |
| Stewards, SIA/ Host          |          |       |                  |             |                                           |                                               |
| -Event day                   | 3pm-9pm  | 6     | X3               | 18          |                                           | 2700                                          |
| Bar, food & beverage support |          |       |                  |             |                                           |                                               |
| -Café operation              | 8am-2pm  | 6     | X2               | 12          | 3000                                      |                                               |
| -Event day                   | 3-9pm    | 6     | X4               | 36          |                                           | 6600                                          |
|                              | 2pm-10pm | 8     | X1               | 8           |                                           |                                               |
| Chefs                        |          |       |                  |             |                                           |                                               |
| -Event day                   | 2pm-8pm  | 8     | X2               | 16          |                                           | 2400                                          |
| Merchandise                  |          |       |                  |             |                                           |                                               |
| -Event day                   | 3pm-9pm  | 6     | X2               | 12          |                                           | 1,800                                         |
| Entertainment                |          |       |                  |             |                                           |                                               |
| -Event day                   | 3pm-9pm  | 6     | X1               | 6           |                                           | 900                                           |
| Total for Café operation     |          |       | 4 people         | 28hrs       | 7,000<br>(3.36 FTE)                       |                                               |
| Total for event operation    |          |       | 14 people        | 108hrs      |                                           | 16,200<br>(7.79 FTE)                          |
|                              |          |       |                  |             | <b>11.15 FTE</b>                          |                                               |

*\*Full-time equivalent (FTE) is a unit that donates the workload of an employee. A FTE of 1 is equivalent to one full-time employee working 40 hours per week.*

### Living Standards

Not only will there be additional jobs but the jobs created enhance living standards for local people as we are committed to employing local people and paying the living wage.

Current Co-op Live jobs demonstrate that 84% of all staff live within 10 miles of the venue and that we are supporting local job creation and we will aim for a similar 8/10 employees being local.

## Current Co-op Live staffing plan

| Co-op Live positions | Proximity to the venue |           |            |           |               | Total |
|----------------------|------------------------|-----------|------------|-----------|---------------|-------|
| Permanent Roles      | 0- 2 miles             | 2-5 miles | 5-10 miles | 10 miles+ | Not specified |       |
| Venue                | 2                      | 42        | 11         | 55        |               | 110   |
| F&B                  | 15                     | 10        | 11         | 10        |               | 46    |
| Casual Roles         | 0-2 miles              | 2-5 miles | 5-10 miles | 10 miles+ |               |       |
| Venue                | 387                    | 299       | 197        | 98        | 36            | 1017  |
| F&B                  | 582                    | 388       | 155        | 123       | 91            | 1339  |
| Location of staff    | 40%                    | 29%       | 15%        | 11%       | 5%            | 2,512 |

### Sustainable Benefits

This facility, if approved provides great connection to nature and celebrates and enhances the waterways.

As with Co-op Live's planet friendly ethos, this F&B and retail space with ancillary performance area will echo our energy efficiency and low carbon design, continuing to help us deliver the most sustainable UK arena and one of the most sustainable arenas in the world. This F&B and retail space with ancillary performance area will be powered by Co-op Live's 100% renewable energy, rainwater harvesting for irrigation, the bulk of the structure will be made from recycled containers providing a sustainable end use, recycled decking as well as energy efficient and noise reducing insulation, LED lighting, enhanced greenery of wild flowers and herbs and bug hotels.

This build has a 40% CO2 emissions reduction against a building made from traditional bricks, concrete and tiled roof.

The proposed F&B and retail space with ancillary performance area will follow Co-op Live's principals on local food and drink, no single use plastic, re-useable cups, zero waste direct to landfill etc

This facility is easily accessible via sustainable transport modes (tram, cycle and the enhanced walking route) and sustainable transport will be included in the promotion of how visitors get to this facility.

In terms of this facility, the following design considerations are proposed:

- Utilising Better Green as our contractor to support the build, who ringfence 20% of their post-tax profits to support sustainable practice and social impact.
- The use of recycled steel containers for the structural build, that are non-perishable and can be recycled again.

- The containers will be sourced from the Liverpool docks massively reducing haulage distances and keeping transportation impacts low.
- The two site operatives supporting the construction will be local people sustaining short term local employment over the five week build period.
- All timber products will be FSC approved.
- All lighting will be low voltage LED
- The proposed structure will install rainwater collection tubs to service the planting
- All build refuse or residual material will be collected by ZeroWaste - a local supplier that picks up, separates, and recycles the items and all operational waste will be part of Co-op Live's zero waste direct to landfill and recycling policies.

### Community Benefits

Outside of event days, here are some examples of how this space could add community benefit all year-round including examples below:

- **Health** initiatives to benefit the wider community (overall life expectancy of East MCR residents is lower than the national average at 75 years for men compared to an average of 79 years for England).
  - This facility can be available to hire at certain times outside of events for community activity, space for social prescribing or health outreach activity e.g. sunrise yoga classes, knit and natter, cancer screenings, coffee mornings, post Parkrun coffee options etc
  - And provides additional space for Co-op Live to continue the x20+ 'open house' free community use e.g. community boxing.
- **Community** meetings - just as Co-op Live does now, the arena could open up this space for use by the community to host meetings, like local consultations, general resident meetings, social events, skill enhancement, digital inclusion training, and charity/fund-raising events as part of a regular programme of engagement and 'open house' free activations. As well as a space perfect for individuals to remote work, groups to simply meet and enjoy a coffee e.g. Women's Institute, walking groups, parent and baby networks and walkers and runners passing through.
- **Cultural and creative** space. The size and space of this facility will lend itself to more creative opportunities compared to the arena by being smaller, external and easily accessible and secured. Containing two c.60 m<sup>2</sup> (dependent on final design) spaces with an interconnecting garden this space provides multiple occupancy use as well. Some examples are listed below but the opportunities are endless:
  - house artwork and celebrate local artists, photographers etc. via mini exhibitions and temporary gallery use.
  - use as an anchor for local maker markets as the area develops.

- A space for creative and cultural workshops, talks and skill development including art classes
- and finally as with Co-op Live, this space could support emerging talent providing a platform to grow new audiences, earn money, perfect their performance/stage presence and work up to larger sub stages at Co-op Live.

The proposal will help create a sense of place, pride and further enhances the entertainment neighbourhood development of the Campus strategic regeneration plan.

The public realm and amenity spaces will provide a number of opportunities for passive recreation around the arena adjacent to the canal. Which will enhance the dwell time spent by both football and music fans and longer-term all day and nighttime visitors to the Campus. Creating points of interest that extend the CityLink walking route art installations and provide more Instagram moments for the football, music fans and residents of the hotel and local community.

## Summary

OVG and Co-op Live and its partners are committed to delivering social value to local communities, and want those who live and work in the area to benefit from having a state of-the-art facilities nearby.

Being a good neighbour, is a central pillar of Co-op Live's objectives and this facility further develops our ongoing community and city-wide engagement to maximise social value and enhance the area for everyone.

Co-op Live will maintain communication with the local community throughout the construction and operational phases of this facility through existing community open days, neighbourhood forums, website, local e-newsletters, our resident direct phone line and email address.

Table 2 summarises how the proposed F&B and retail space with ancillary performance area responds to MCC's East MCR Social Value Framework measures:

**Table 2: Social value impact of this proposed new facility**

| <b>Social Value Objective</b>                                 | <b>Applicant comments</b>                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education, employment, training - inclusive creative economy. | Continuing our work with stakeholders and organisation's in the City to maximise local employment and training opportunities, including working with local job centers, attending jobs fairs at various educational institutions and careers guidance days at local schools.<br>To support the additional 23,200 hours per annum /11 FTE roles required. |
| Health, wellbeing and quality of life.                        | Building on Co-op Live's active outreach with community boxing, community days, facilitating volunteering enhancement                                                                                                                                                                                                                                    |

|                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                            | <p>and local fun runs, this space could support health and wellness activity for community use to help improve physical and mental health outcomes.</p> <p>This area has limited social spaces for people to connect and come together as a community and this proposed space adds a much-needed daytime café for local people to use and enhance the entire neighborhood as a place to live, work and visit.</p>                                                                                                                                                                                                                                                                                                                    |
| Community Resilience - locally rooted and culturally distinctive                                                                                           | The arena including this proposed additional facility will be able to host meetings, fundraising events, art exhibitions etc as part of a regular program of private hire and free community use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Digital Inclusion - East MCR to become a digitally inclusive, with better digital infrastructure, access to digital technology and stronger digital skills | <p>The space will have free wifi for the community to use and makes a great remote office and training facility for digital skills.</p> <p>These two c.60 m2 digital connected spaces with an interconnecting garden provides the opportunity for multiple occupancy use and can house skill development workshops and hotdesking/remote working options for the community.</p>                                                                                                                                                                                                                                                                                                                                                      |
| Zero carbon and sustainability: respond to planetary limits and enable flourishing local ecosystems and climate resilience.                                | <p>Promote sustainability and be at the forefront of energy efficiency and sustainable design, supporting Co-op Live's wider vision to be the most sustainable UK venue and amongst the world's leading sustainable venues.</p> <p>This facilitate, alongside Co-op Live's existing plan fully supports Manchester Zero Carbon 2038 strategy, with a deliverable route map to achieve this.</p> <p>This build has a 40% CO2 emissions reduction against a building made from traditional bricks/ concrete and tiled roof. With recycled build materials, 100% renewable energy, rainwater harvesting, LED lighting and efficient insulation/sound proofing, enhanced greenery, zero waste to landfill and no single use plastic.</p> |

### **Estimated Social Value return=- £439,000 (GVA)**

The latest data (2023) indicates an average GVA per FTE for workers in a restaurants/café to be £34,099 in the North West. If you inflate this to 2025 - for 11 FTEs this comes to around £439k in GVA.

| EVENT TIMETABLE Co-op Arena and Eithad Stadium |                 |                                     |                     |
|------------------------------------------------|-----------------|-------------------------------------|---------------------|
| DATE                                           | EVENT           | TIME VEHICLE ACCESS TO PODIUM STOPS | QUEIT WORKING HOURS |
| 02 June 2025                                   |                 |                                     |                     |
| 03 June 2025                                   |                 |                                     |                     |
| 04 June 2025                                   |                 |                                     |                     |
| 05 June 2025                                   | Massive Attack  | 0 625                               | 15:00 - 18:00       |
| 06 June 2025                                   |                 |                                     |                     |
| 07 June 2025                                   | Morrissey       | 15:00:00                            | 15:00 - 18:00       |
| 08 June 2025                                   | Pitbull         | 15:00:00                            | 15:00 - 18:00       |
| 09 June 2025                                   |                 |                                     |                     |
| 10 June 2025                                   | Robbie Williams | 15:00:00                            | 15:00 - 18:00       |
| 11 June 2025                                   | Robbie Williams | 15:00:00                            | 15:00 - 18:00       |
| 12 June 2025                                   | Lionel Riche    | 15:00:00                            | 15:00 - 18:00       |
| 13 June 2025                                   |                 |                                     |                     |
| 14 June 2025                                   | Jeff Dunham     | 15:00:00                            | 15:00 - 18:00       |
| 15 June 2025                                   | Chris Brown     | 15:00:00                            | 15:00 - 18:00       |
| 16 June 2025                                   | Chris Brown     | 15:00:00                            | 15:00 - 18:00       |
| 17 June 2025                                   | Nine Inch Nails | 15:00:00                            | 15:00 - 18:00       |
| 18 June 2025                                   |                 |                                     |                     |
| 19 June 2025                                   | Santana         | 15:00:00                            | 15:00 - 18:00       |
| 20 June 2025                                   |                 |                                     |                     |
| 21 June 2025                                   | Pulp            | 15:00:00                            | 15:00 - 18:00       |
| 22 June 2025                                   | Iron Maiden     | 15:00:00                            | 15:00 - 18:00       |
| 23 June 2025                                   |                 |                                     |                     |
| 24 June 2025                                   | Chirs Brown     | 15:00:00                            | 15:00 - 18:00       |
| 25 June 2025                                   |                 |                                     |                     |
| 26 June 2025                                   | Diana Ross      | 15:00:00                            | 15:00 - 18:00       |
| 27 June 2025                                   |                 |                                     |                     |
| 28 June 2025                                   |                 |                                     |                     |

|              |                 |          |               |
|--------------|-----------------|----------|---------------|
| 29 June 2025 |                 |          |               |
| 30 June 2025 | Olivia Rodrigo  | 15:00:00 | 15:00 - 18:00 |
| 01 July 2025 | Olivia Rodrigo  | 15:00:00 | 15:00 - 18:00 |
| 02 July 2025 |                 |          |               |
| 03 July 2025 | Chirs Brown     | 15:00:00 | 15:00 - 18:00 |
| 04 July 2025 | Mary J Blige    | 15:00:00 | 15:00 - 18:00 |
| 05 July 2025 | Stevie Wonder   | 15:00:00 | 15:00 - 18:00 |
| 06 July 2025 | Ludovio Einaudi | 15:00:00 | 15:00 - 18:00 |
| 07 July 2025 |                 |          |               |
| 08 July 2025 |                 |          |               |
| 09 July 2025 | ELO             | 15:00:00 | 15:00 - 18:00 |
| 10 July 2025 | ELO             | 15:00:00 | 15:00 - 18:00 |
| 11 July 2025 |                 |          |               |
| 12 July 2025 |                 |          |               |
| 13 July 2025 |                 |          |               |
| 14 July 2025 |                 |          |               |
| 15 July 2025 | Doobie Brothers | 15:00:00 | 15:00 - 18:00 |
| 16 July 2025 |                 |          |               |
| 17 July 2025 |                 |          |               |
| 18 July 2025 |                 |          |               |
| 19 July 2025 | Billie Eillish  | 15:00:00 | 15:00 - 18:00 |

## Community Engagement and Communication Plan – Co-op Live Canalside Development

The Co-op Live team is committed to ensuring transparent and consistent communication with the local community regarding the progress of the Canalside development. To that end, we intend to implement the following actions:

- **Post-Submission Communication:** Once the planning application has been officially submitted to the City Council, we will follow up with individuals who attended the public exhibition held in early April. They will be informed of the submission and provided with a link to view the application documents, should they wish to review them.
- **Website Updates:** The dedicated development page on our website ([www.cooplive.com/canalside-development](http://www.cooplive.com/canalside-development)) will be updated with new visuals, detailed commentary, and a direct link to the planning submission. The page will also include information regarding forthcoming construction activity, contingent on approval being granted.
- **Newsletter Announcements:** We will keep the local community informed of key milestones and project updates through our weekly newsletter.
- **Neighbourhood Forum Engagement:** An upcoming session of the Neighbourhood Forum is scheduled, during which we will provide an update on the latest project developments, including the anticipated construction timeline.
- **Direct Notifications to Stakeholders:** We will proactively notify key community stakeholders to ensure they are fully informed about the works and construction status. This includes, but is not limited to, the following groups:
  - Residents in the M11 (Clayton, Openshaw, Beswick), M40 (Miles Platting, Clayton, Moston), and M4 (New Islington, Ancoats) postcode areas
  - The Canal and River Trust
  - Transport for Greater Manchester (TfGM) staff
  - Manchester City Football Club (MCFC) staff
  - Local businesses (e.g., McDonald's, Asda, Greggs, Starbucks)
  - Beswick Leisure Centre
  - Additional relevant parties as identified

## **Resident Communications.**

A dedicated section for resident communications and community engagement is available on Co-op Live's website ([here](#))

Under the heading 'It's good to talk' is a link to where the community can 'sign up' for local e-newsletters as well as information that encourages positive dialogue including an option for a resident to join the Neighborhood Forum, a quarterly face to face meeting with the team and local residents. There is also a link to 'get in touch' which has email contact options.

The monthly e-newsletter that goes to all 'signed up' local residents (c6.5k) includes an email address ([community@cooplive.com](mailto:community@cooplive.com)) as well as a community phone number (24:7) and the fan support form. Please see attached latest version and below extract.

### **WE'D LOVE TO HEAR FROM YOU**

Thanks for your support as we bring Co-op Live to life. If you have any ideas or suggestions, drop us an email at [community@cooplive.com](mailto:community@cooplive.com)

For feedback, please complete our [Fan Support Form](#) and select 'Residents' in the drop down option.

To log urgent issues, please call our Community Helpline on **0161 549 8424**

The Neighbourhood Forum convened pre-opening in 2023 and meets ever quarter to discuss any issues or resident concerns, suggestions and provides a great opportunity for two-way information exchange and discussion and this is where we have engaged this group in relation to the Canalside over the past two meetings. The Council and Manchester City Football Club also attend.

## **Complaints**

All complaints are directed through to fan services. Via email and social channels, fan concerns are listened to and where appropriate responded to.

# Production Schedule

Job number  
Client C0-op live  
Project name Canalside  
By James Motley  
Last Updated 20/05/2025



# Better Green Productions

| DATE             | Appendix REF                | LOCATION | ACTION                                                                                                         | Method - NOTES                                                                      | PERSONNEL | VEHICLES(NOTES)                                   |
|------------------|-----------------------------|----------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------|---------------------------------------------------|
| w/c 2nd June     |                             |          |                                                                                                                |                                                                                     |           |                                                   |
| 06/02/2025       | 8 - General works           | PODIUM   | Heras fencing and scrim install                                                                                | Unload from supplier and install in sequence.                                       | 2         | 1x 18t flat bed 1x crew van                       |
|                  |                             | PODIUM   | Site set up a bd signage install (use of COOP live facilities for w/c 2nd june until separate block installed) | Signage on heras and gazebo with site info H&S file                                 | 2         | as above                                          |
|                  |                             | PODIUM   | Delivery of plant (telehandler and scaffold tower)                                                             | Suppleir to deliver with spill kits                                                 |           | 1x flat bed 18t                                   |
|                  |                             |          |                                                                                                                |                                                                                     |           |                                                   |
| 06/03 -05/2025   | 18 -Transplanting trees     | PODIUM   | Removal of trees and planters                                                                                  |                                                                                     | 6         | 1x tele 2x crew van                               |
|                  | 19 - Removing planter       | PODIUM   | Removal of planters & handrail section                                                                         |                                                                                     | 6         | As above                                          |
|                  |                             |          |                                                                                                                |                                                                                     |           |                                                   |
| 06/05/2025       | 8 - General works           |          | All residual waste form planters collected and site cleared - exumed trees in temp planters                    |                                                                                     |           |                                                   |
|                  | 9 - Wait and load           | PODIUM   | moved to far end of podium                                                                                     | Wait and load                                                                       | 6         | 2x crew van and grab lorry 18t                    |
|                  | ** TBC**                    | PODIUM   | Installing concrete block footings for cantilever                                                              | Awaiting sturctural review for method                                               | 6         | As above                                          |
|                  |                             | PODIUM   | Container setting out                                                                                          |                                                                                     | 6         | As above                                          |
|                  |                             |          |                                                                                                                |                                                                                     |           |                                                   |
| 06/06/2025       | 12 & 13 - Lifting plan/RAMS | PODIUM   | WC and initial first drop                                                                                      | 1x HIAB to remain on site 1x artic to deliver 1x unit approximately every 1.5 hours | 9         | 1x HIAB 36T 3x crew van and Artic 4x per day      |
|                  |                             |          |                                                                                                                |                                                                                     |           |                                                   |
| Sat & Sun CLOSED |                             |          |                                                                                                                |                                                                                     |           |                                                   |
|                  |                             |          |                                                                                                                |                                                                                     |           |                                                   |
| 06/09-13/2025    | 12 & 13 - Lifting plan/RAMS | PODIUM   | Container drop in stages - complete COP 13th                                                                   |                                                                                     | 9         | 1x HIAB 36T 3x crew van and Artic 4x per day      |
| 06/09-11/2025    | 8 - General works           | PODIUM   | Lower terrace fit out                                                                                          | Step extension and decking replacement to lower terrace                             | 9         | As above                                          |
| 06/11-13/2025    | 8 - General works           | PODIUM   | Ground floor stud walling/insulation commences                                                                 |                                                                                     | 9         | As aboce + 1x 7.5 ton lorry delivery of materials |
|                  |                             |          |                                                                                                                |                                                                                     |           |                                                   |
|                  | ** TBC**                    | PODIUM   | Delivery intallation of x2 exterior stair cases                                                                | Awaiting lift/strucrtrual plan for install                                          | 10        | 1x artic with moffet 3x crew vans                 |

|                   |                   |        |                                                                                    |                                                              |     |                                                           |
|-------------------|-------------------|--------|------------------------------------------------------------------------------------|--------------------------------------------------------------|-----|-----------------------------------------------------------|
| 06/16- 20/2025    | 8 - General works | PODIUM | Windows delivery and install commences                                             |                                                              | 12  | 1x artic with moffet 3x crew vans                         |
|                   | 8 - General works | PODIUM | Build up floors (50mm) with batten subframe                                        |                                                              | 12  | 3x crew vans                                              |
|                   | 8 - General works | PODIUM | Continuation of studwork and insulation                                            |                                                              | 12  | 3x crew vans                                              |
|                   | 8 - General works | PODIUM | Install joist hangers to box section of containers for the ceiling                 |                                                              | 12  | 3x crew vans                                              |
|                   | **TBC**           | PODIUM | Sub-distribution and electrical containment installation commences                 | RAMS in development                                          | 15  | 4x crew vans 1x luton delivery                            |
| 06/23- 27/2025    | 8 - General works | PODIUM | Continuations of all internal fit out and 1st fix elements                         |                                                              | 15  | 4x crew vans                                              |
|                   | **TBC**           | PODIUM | Exterior mesh panel delivery - Uni strut application commences                     | RAMS in development                                          | 15  | 1x artic with moffet 3x crew vans                         |
|                   | 8 - General works | PODIUM | Garden installation and planting                                                   |                                                              |     |                                                           |
|                   |                   |        |                                                                                    |                                                              |     |                                                           |
| 06-07/30- 14/2025 | **TBC**           | PODIUM | Fit out continues to completion - 2nd fixes and decoratvive elements               |                                                              | 15  | 4x crew vans                                              |
|                   | **TBC**           | PODIUM | COOP live stake holders to commence F&B and TECH/ Fire alarm installation elements | All stakeholder RAMS and methodollogy to be compiled **TBC** | N/A | Unknown extra from COOP 1x artic with moffet 3x crew vans |
|                   |                   | PODIUM | Lift installation date TBC                                                         | Supplier to submit RAMS                                      | 18  |                                                           |
| 07/14-17/2025     | **TBC**           | PODIUM | Electrical testing and comissioning                                                |                                                              |     |                                                           |
|                   | **TBC**           | PODIUM | Snagging and final treatments & cleaning                                           |                                                              |     |                                                           |
|                   | **TBC**           | PODIUM | Handover 17/07/25                                                                  |                                                              |     |                                                           |

**Traffic Management Plan Project Location:** COOP Arena, 1 Sportcity Way, Manchester  
**Contractor:** Better Green

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## 1. Purpose

This traffic management plan outlines the procedures Better Green will follow to ensure safe, coordinated, and efficient delivery operations at the COOP Arena site, minimising disruption to the surrounding area and ensuring compliance with site and security protocols.

---

## 2. Delivery Coordination

- **Pre-Arrival Notification:**  
All delivery vehicles must call the Better Green Site Manager **at least 30 minutes prior to arrival** to confirm their expected time on site. This enables proper scheduling and reduces congestion.
  - **Security Logging:**  
All vehicles must be **pre-registered** with the COOP Arena Security Team. Vehicle details including registration, driver name, and estimated time of arrival will be logged and confirmed prior to arrival.
- 

## 3. Arrival Protocol

- **Arrival Point:**  
All vehicles must arrive via **Forge Lane** and report to the **Blue Car Park entrance**, where they will be met by a **qualified banksman**.
  - **Vehicle Escorting:**  
Based on vehicle size and unloading requirements:
    - **Small to Medium Vehicles** may be **escorted directly to the site** for immediate unloading.
    - **Larger Vehicles or Off-Schedule Arrivals** will be **escorted to a designated waiting area on Joe Mercer Way** until access is cleared.
  - **Banksman Supervision:**  
A qualified banksman will coordinate all vehicular movement from the point of arrival to the designated unloading or waiting zone. This includes reversing, positioning, and departure to maintain safe movement across the site.
- 

## 4. Site Access and Safety

- **Controlled Access:**  
Site access will be strictly controlled to ensure pedestrian and workforce safety. No vehicle will be allowed to enter the working area without an escort.

- **Speed Limits & Signage:**

All vehicles must adhere to site speed limits and obey all directional signage and instructions from traffic marshals or site management.

---

## **5. Departure Procedure**

- After unloading, all vehicles will be **escorted off site** following the same route, unless directed otherwise by the site manager or traffic marshals.
  - The site manager will confirm vehicle departure with the COOP Arena security team for full traceability.
- 

## **6. Contact Information**

### **Site Manager – Better Green**

Name: James Motley

Phone: 07528 643919

### **COOP Arena Security**

Phone: 01615 498420

Gate 2

P Etihad Stadium  
Car Park G

Fortis Ln

P  
Etihad Campus

UNLOADING AND  
TRUCKING

Joe Mercer Wy

P Joe Mercer Way

## **Noise Management Plan**

**Project Location:** COOP Arena, 1 Sportcity Way, Manchester

**Contractor:** Better Green

---

### **1. Purpose**

This plan outlines the measures Better Green will implement to manage and minimise noise impact from construction activities at the COOP Arena site. The aim is to ensure compliance with environmental regulations, protect the well-being of workers and the public, and maintain good community relations.

---

### **2. Working Hours**

Construction activities will be carried out during the following times unless otherwise agreed with the local authority:

- Monday to Friday: 09:00 – 17:00
- Saturday: 08:00 – 13:00
- No noisy works on Sundays or Public Holidays

Any work required outside of these hours will be subject to approval and notice to affected stakeholders.

---

### **3. Noise Mitigation Measures**

- **Plant and Equipment:**
    - Use of modern, well-maintained, and quieter plant and machinery.
    - Equipment fitted with silencers or noise-reducing devices.
    - Engines turned off when not in use (no idling).
  - **Barriers and Acoustic Screens:**
    - Temporary acoustic barriers or hoardings will be installed where necessary to reduce noise transmission to sensitive receptors.
  - **Location of Activities:**
    - Noisy operations will be located away from occupied buildings where possible.
    - Static equipment if required such as generators and compressors will be positioned in shielded areas.
  - **Work Methodology:**
    - Low-noise construction techniques (e.g. cut rather than break, use of hydraulic shears over pneumatic breakers).
    - Sequential scheduling to avoid overlapping of high-noise activities.
- 

### **4. Communication and Monitoring**

- **Stakeholder Communication:**
    - Nearby businesses and residents will be informed in advance of any particularly noisy works.
    - Contact details for the site manager will be displayed prominently on hoardings.
  - **Noise Monitoring:**
    - Periodic noise monitoring may be conducted at the site boundary to ensure levels remain within acceptable limits.
    - Monitoring will be increased if complaints are received or if high-noise activities are planned.
- 

## **5. Complaints and Response**

- All complaints regarding noise will be logged and investigated immediately.
  - Corrective actions will be taken where necessary, and complainants will be informed of the outcome.
  - A complaints log will be maintained on site and made available for inspection if required by local authorities.
- 

## **6. Responsibilities**

- **Site Manager – Better Green**
  - Overall responsibility for ensuring implementation of the noise management measures.
  - Ensuring operatives are trained and aware of noise-sensitive practices.
- **Site Operatives and Subcontractors**
  - Adherence to all noise control requirements.
  - Prompt reporting of any plant, equipment, or activities causing excessive noise

## **Dust Management Plan**

**Project Location:** COOP Arena, 1 Sportcity Way, Manchester

**Contractor:** Better Green

---

### **1. Purpose**

This Dust Management Plan outlines the control measures Better Green will implement to minimise the generation and spread of dust at the COOP Arena construction site. The aim is to safeguard the health of workers, protect the public and environment, and comply with local authority and environmental regulations.

---

### **2. Key Dust-Generating Activities**

- Demolition and stripping works
  - Material cutting, grinding, and sawing
  - Concrete mixing and handling
  - Vehicle movements
  - Stockpiling of dry materials
  - General site excavation and groundworks
- 

### **3. Dust Control Measures**

- **Water Suppression:**
    - Regular dampening down of working areas, haul roads, and stockpiles using hoses or water bowsers, especially during dry and windy conditions.
    - Use of misting systems during cutting or breaking operations.
  - **Material Handling and Storage:**
    - Cement and other fine materials will be stored in sealed containers or covered skips.
    - All loads entering or leaving the site will be covered.
  - **Vehicle Movement Controls:**
    - Hard surfacing of haul roads and regular cleaning to prevent dust build-up.
    - Enforcing low on-site speed limits to reduce dust generation.
  - **On-Tool Extraction and Local Ventilation:**
    - Dust-generating tools (e.g., disc cutters) will be fitted with appropriate on-tool extraction systems or used with water suppression.
    - Work in enclosed areas will be supported by local ventilation or extraction units.
- 

### **4. Monitoring and Communication**

- **Visual Monitoring:**

- Daily inspections by the Site Manager to identify visible dust emissions and check the condition of control measures.
    - Action taken immediately if excessive dust is observed.
  - **Air Quality Monitoring (if required):**
    - Where high-risk operations or complaints arise, portable particulate monitors may be deployed to record PM10 levels at the site boundary. At present we don't not expect any need for monitors.
  - **Communication with Stakeholders:**
    - Advance notification to adjacent occupiers before dust-intensive operations.
    - Signage on hoardings to provide contact details for dust-related enquiries or complaints.
- 

## 5. Complaint Management

- Any complaints received regarding dust will be logged, investigated, and addressed promptly.
  - Actions taken will be recorded in the site log and followed up with the complainant where applicable.
- 

## 6. Responsibilities

- **Site Manager – Better Green**
  - Responsible for daily dust control inspections, staff briefings, and ensuring mitigation measures are implemented and maintained.
- **All Site Personnel and Subcontractors**
  - Required to follow dust mitigation procedures and report any control failures or issues promptly