



HENRY BROTHERS

MANCHESTER
1824

The University of Manchester

UOM GEORGE KENYON BUILDING

Construction Management Plan
Safety Delivery Arrangements

Henry Brothers Construction Ltd
32 Eldon Road
Beeston
Nottingham
NG9 6DZ

Prepared by: Kieran Farrell – 03.02.2025.
Kieran.farrell@henrybrothers.co.uk



Contents

INTRODUCTION	3
1.0 DESCRIPTION OF THE PROJECT	5
1.01 Project description and programme details including key dates.	5
1.02 Details of Employer, designers, Principal Designer, Principal Contractor and other consultants	7
1.03 Extent and location of existing environment, records and plans	8
2.0 MANAGEMENT OF THE WORK	12
2.01 Management structure and responsibilities	12
2.02 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance	14
2.03 Arrangements	15
(a) Liaison between Project Team Members	15
(b) Consultation with Workforce.....	16
(c) Design – Managing Information between Project Team Members (including Works Contractors Design).....	16
(d) Design – Managing Changes (including Works Contractors Design)	17
(e) Selection and Control of Sub-contractors (Supply Chain).....	17
(f) Access Arrangements including Site Security	17
(g) Site Induction Training	22
(h) Tool-Box Talks	22
(i) Welfare Facilities.....	23
(j) First Aid and Accident Investigation Procedures	23
(k) Risk Assessments.....	24
(l) Method Statements	25
(m) Audit and Inspection	26
2.04 Site Rules.....	27
2.05 Fire and emergency procedures	28
2.06 Client Goals	29
3.00 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS	29
3.01 Project Specific Safety Risks	29
(a) Hazard 1 - Traffic Management	30
(b) Hazard 2 - Existing Services.....	30
(c) Hazard 3 - Temporary Works	31
(d) Hazard 4 - Work at Heights including exposed openings	32
(e) Hazard 5 - Lifting Operations Including Hoists.....	33
(f) Hazard 6 – Scaffolding	35



3.02 Project General Safety Risks.....	38
(a) Loading/unloading (including deliveries).....	38
(b) Protecting the public/University users (including Client Representatives)	38
(c) Ladders	39
(d) Mobile Plant and Machinery.....	39
(e) Permits to Work	40
(f) Electricity	41
(g) Slips, Trips and Falls.....	41
(h) Confined Spaces.....	42
(i) Hot Works	42
(j) Welding operations.....	42
(a) Manual Handling	43
(b) Hand Arm Vibration (HAVs) and Vibration White Finger (VWF).....	43
(c) Noise.....	43
(d) Dust	44
(e) Leptospirosis	44
(f) Substances Hazardous to Health	45
(g) COVID-19.....	45
(h) UV and Radiation Exposure	45
5.00 ENVIRONMENTAL.....	46
6.00 THE HEALTH AND SAFETY FILE	46
7.00 REVIEW.....	46
APPENDIX A	48
Photos.....	Error! Bookmark not defined.



INTRODUCTION

This Construction Phase Health and Safety Plan has been produced from information contained within the pre-construction information pack produced by Halliday Meecham Architects and all other supporting tender documentation provided in order to satisfy the requirements within the Construction (Design and Management) Regulations 2015.

The aim of this Construction Phase Health and Safety Plan primarily is to highlight:

- (a) Arrangements to ensure, so far as is reasonably practicable, the health and safety of those carrying out the construction work and anyone else who may be affected by it. The arrangements will include, where necessary, management of construction work and monitoring of compliance with health and safety law.*
- (b) Sufficient information about welfare arrangements to enable any contractor to comply with welfare requirements under health and safety law and Approved Codes of Practice.*

This Construction Phase Health and Safety Plan will continue to develop throughout the duration of the Project. Ownership of the Plan on commencement becomes that of the Project Team including those employed by the Principal Contractor and his contractors.

Any amendments to this Safety Plan must only be made by the author or anyone approved to act on their behalf. All amendments must be registered on the "Record of Amendments to the Health & Safety Plan" register on the following page. It is the responsibility of the individual who makes the amendment to ensure that all those who hold a copy of the Plan are made aware of the amendments.

This Plan is in three Parts:-

Part One: Site Specific Information

Section One: Description of the Project

Section Two: Management of the Work

Section Three: Arrangements for Controlling Significant Site Risks

Section Four: Health Risks

Section Five: Environmental

Section Six: The Health and Safety File

Section Seven: Review

Appendix A: Photos

Appendix B: Designer Risk Assessments

Appendix C: Pre-Construction Information Pack

Appendix D: Initial Site Set up

Appendix E: Traffic Management Plan

Part Two: Completed Risk Assessments and Method Statements (to be filed separately)

Part Three: Contractors Information (to be filed separately)

Record of Amendments to the Health & Safety Plan

[illegible]



1.0 DESCRIPTION OF THE PROJECT

1.01 Project description and programme details including key dates.

Description of Works:

The removal of insulation materials contained within the external cladding system to all elevations. As a consequence of the works, all external cladding will need to be replaced to the building. In addition the upgrading of the external insulation to the building to exceed current standards and replace the external brickwork skin. Allowing for a uniform approach to meeting required insulation levels. It is also proposed to replace the external roof covering.



Project Location:

The site is located at:

George Kenyon Halls of Residents,
Wilton St,
Manchester,
M13 9PY



George Kenyon Building is situated approximately 0.1 miles from the centre of Campus, University Place. The CDM area will be the building itself with a Compound area located opposite the building.



Proposed Compound Area

Existing Structures

The George Kenyon building is a University of Manchester Halls of Residence and as such, is typically let for 51 weeks. In order to undertake the works, the University has agreed for the building to be vacated for a 12-month period.

Project Programme:

Start on site date: 09.06.2025

Duration of the Works: 52 Weeks

Planned completion: 07.06.2026



1.02 Details of Employer, designers, Principal Designer, Principal Contractor and other consultants

Employers Team		
Role	Address	Contact Details
Client/end user	University of Manchester E&F Room G.003 Beyer Building University of Manchester Oxford Road Manchester M13 9PL	Contact: Daniel Stinton Tel: 07341 090670 Email: daniel.stinton@manchester.ac.uk
Principal Designer	Halliday Meecham Architects 111 Piccadilly Manchester M1 2HY	Contact: Tim Farnworth Tel: 0161 661 5566 Email:
Client Representative/ Employer	University of Manchester E&F Room G.003 Beyer Building University of Manchester Oxford Road Manchester M13 9PL	Contact: Daniel Stinton Tel: 07341 090670 Email: daniel.stinton@manchester.ac.uk
Services Consultant		Contact: Tel: Email:
Project Manager	Gardiner & Theobald 17-19 Whitworth St W, Manchester M1 5WG	Contact: Jonathan Williams Tel: 0161 817 4040 Email: j.williams@gardiner.com
Clerk of Works		Contact: Tel: Email:
NEC Supervisor		Contact: Tel: Email:
Authorised		SEE AP CONTACTS BELOW



Persons		
Client Safety Advisor (Estates)		Contact: David Massey Tel: +44 (0) 161 275 8118 Email: martin.blake@manchester.ac.uk
Fire Officer		Contact: Russell James Tel: TBC Email: Russell.james@manchester.co.uk
AP Contact List		
Name	Duty	Phone Email
Stephen Pace	Senior Authorised Person (Electrical systems)	0161 2755557 Stephen.r.pace@manchester.ac.uk
Paul Davis	Electrical Supervisor	07776 160 767 Paul.davis@manchester.ac.uk
Principal Contractors Team		
Role	Address	Contact Details
Principal Contractor	Henry Brothers Construction Ltd 32 Eldon Rd Beeston Nottingham NG9 6DZ	Contact: Justin Hicklin Tel: 07920 832 261 Email: justin.hicklin@henrybrothers.co.uk
		Contact: Colin Patterson Tel: 07968085823 Email: colin.patterson@henrybrothers.co.uk
Architect	Halliday Meecham 111 Piccadilly Manchester M1 2HY	Contact: Tim Farnworth Tel: 0161 6615566 Email: tf@hallidaymeecham.com
Structural Engineer	Curtins Merchant Exchange 17-19 Whitworth Street West Manchester M1 5WG	Contact: Declan Brown Tel: 0161 236 2394 Email: Declan.Brown@curtins.com
		Contact: Affan Nagori Tel: 0161 236 2394 Email: Affan.Nagori@curtins.com

1.03 Extent and location of existing environment, records and plans

Ground Conditions

Site investigation surveys are to be carried out at the proposed hoist bases and location of site cabins.

Existing Services



Existing services within the affected building:

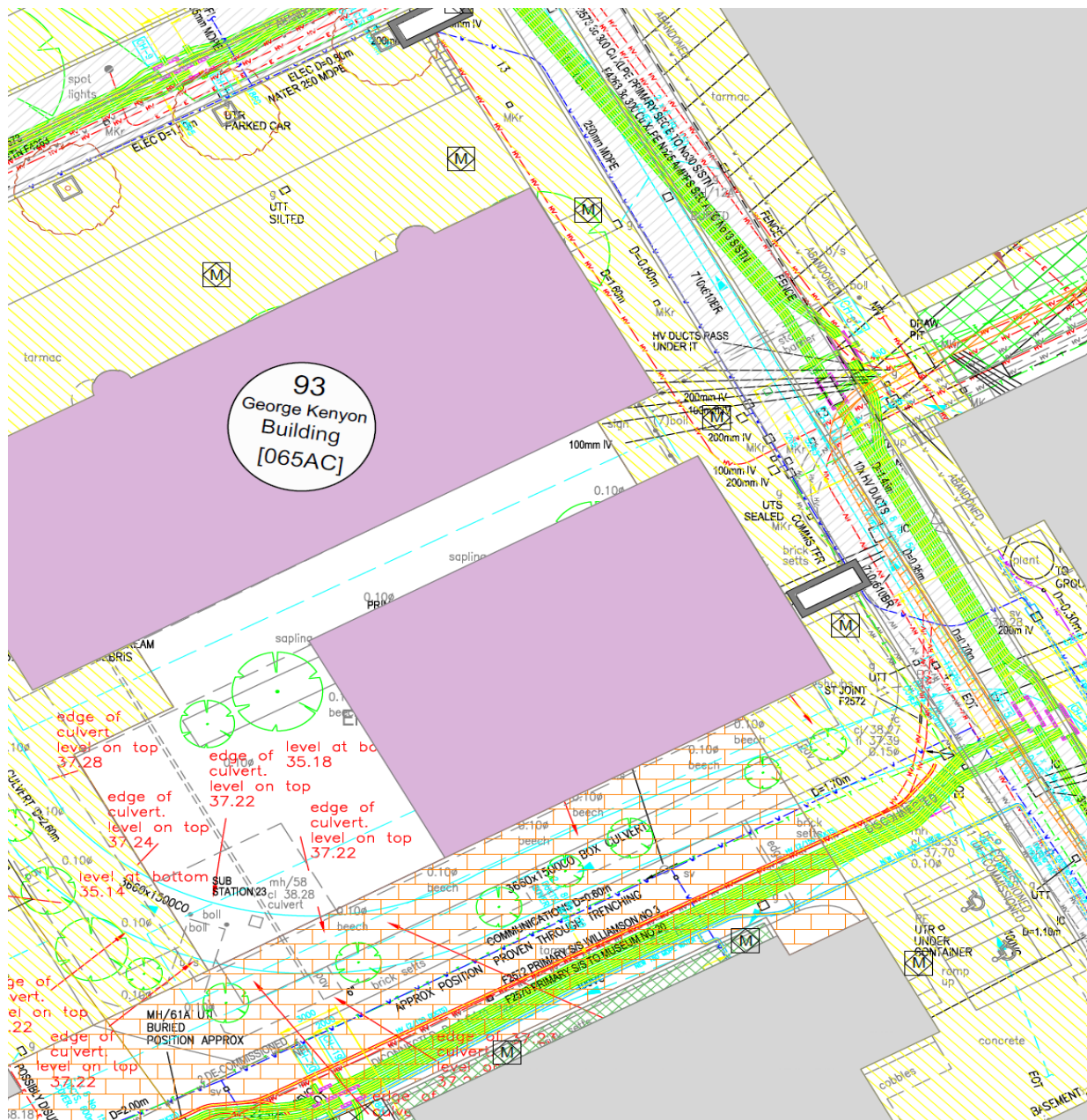
- Water (chilled and domestic supply)
- Gas
- Lighting
- Heating

Plans of existing services should be made readily available for referring to. Existing drawings cannot be guaranteed to be precisely accurate. Henry Brothers shall be responsible for ascertaining the positions of all services whether shown on drawings or not and should make their own enquiries regarding existing services prior to commencement of work and shall be fully responsible for establishing the exact location of the same. Limited O&M files are available from UoM Estates from previous projects.

This information is indicative only. No assurance can be given for the accuracy of this information. Positions of existing services must be confirmed by the Site operatives. Unknown and/or uncharted services may also be present on Site.

Henry Brothers Ltd shall undertake all surveys and testing they deem necessary to satisfy themselves of the capacity and condition of ground conditions and existing services to enable the provided at the Site.

Underground Services



Henry Brothers Ltd will liaise with the district network owners (DNO's) during the planning of the project to ensure assets will not be affected by construction works. Henry Brothers Ltd will develop a strategy with the University for dealing with underground services that are impacted by the construction activities.

Henry Brothers Ltd will carry out a radar scan to verify the location of existing services.

- Comply with all guidance from DNO's.
- Ensure that access to DNO apparatus is maintained at all times.
- Prevent the placing of heavy construction plant, equipment, materials or the passage of heavy vehicles over DNO apparatus unless specifically agreed with us in advance.



- Exercise extreme caution if slab (mass) concrete is encountered during excavation works as this may be protecting or supporting DNO apparatus.
- Maintain appropriate clearances between gas apparatus and the position of other buried plant.

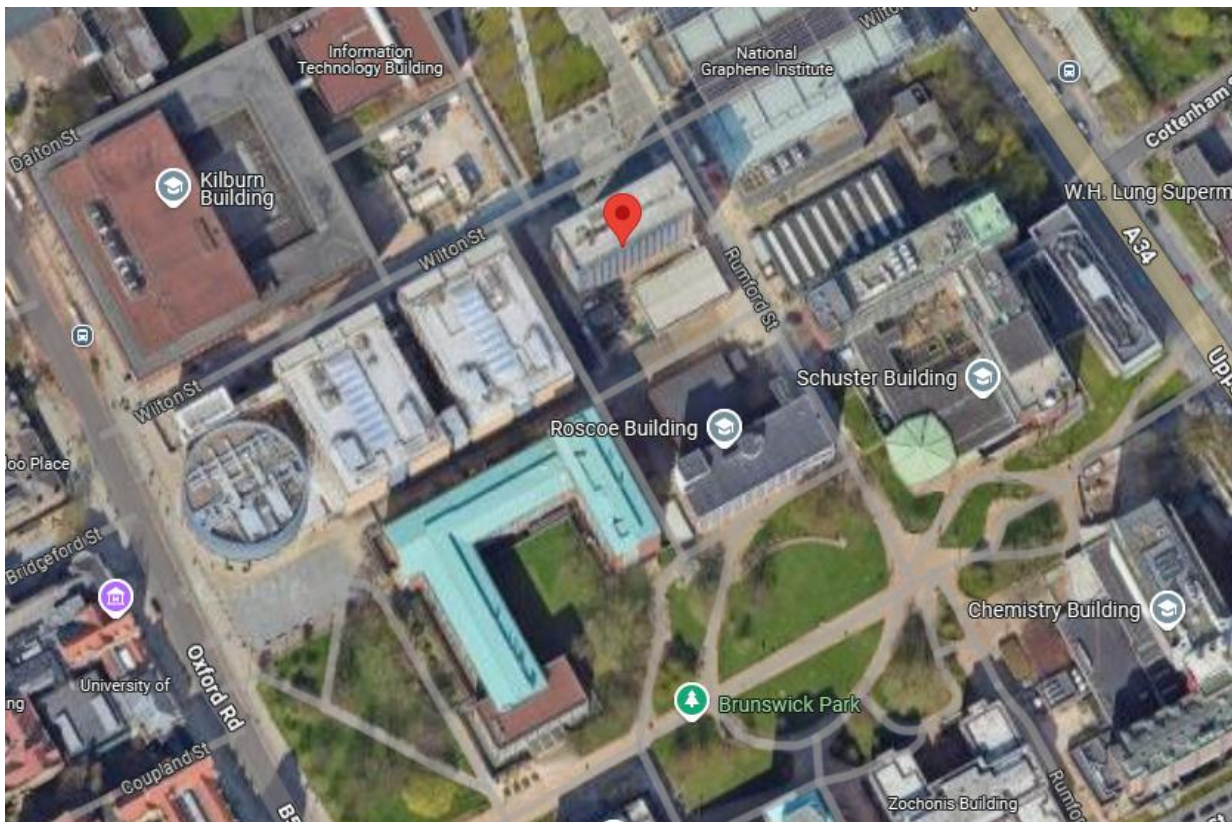
Existing Storage of Hazardous Materials

Not applicable

Asbestos

N/A due to age of building.

Adjacent land controls and site-specific safety requirements



Other Operations

The George Kenyon building is located within the University campus. The building will remain closed to residents and the public throughout the period of the works. The areas around the building are pedestrianised and in constant use throughout working hours and out of hours. Vehicles are only permitted via a vehicle barrier located at the end of Rumford St, although all HB vehicles will be banked, this cannot be guaranteed for all vehicles. Henry Brothers Ltd will familiarise themselves with all constraints and confirm all permitted access routes are acceptable.



Access to all surrounding areas of the complex for persons and emergency vehicles will not be impeded by Henry Brothers Ltd at any time during the works. The works shall be carried out in a manner to minimise disruption and nuisance to the operational requirements of the complex in general.

Henry Brothers will engage closely with adjacent building managers to ensure occupants will not be affected by construction works. Where work in public areas must be carried out, space must be allowed for safe passing of the public.

To help minimise disruption to other buildings occupants, noisy works undertaken should take place before 0900 – 17:00

Measures will be put in place to prevent exposure to harmful dusts. Extraction and suppression methods will be prioritised over RPE.

In addition to the management of dusty activities for construction personnel, arrangements will be agreed to ensure such activities do not have an impact on the public.

Prohibited Articles

None known of at time of writing.

2.0 MANAGEMENT OF THE WORK

2.01 Management structure and responsibilities

Name	Key Health & Safety Roles & Responsibilities
Justin Hicklin Construction Director	Overall responsibility for the safe delivery of the Project. To demonstrate through visible leadership that health and safety is an integral part of the Project.
Colin Patterson Senior Construction Manager	Project Lead for emergency planning.
Mark McCaskie Project Manager	Day to day management of the Project including the co-ordination of Henry Brothers Ltd and sub-contractor's personnel. Delegate work to Foreperson(s) and/or Charge hand(s), ensuring that they carry out their duties responsibly and safely. Manage the Project safely and within the allocated resources. Ensure the overall management of the Project in line with the Construction Phase Health and Safety Plan. Ensure that the Foreperson(s) and/or Charge hand(s) and sub-contractors are aware of and understand the contents of the Construction Phase Health and Safety Plan, to enable them to produce risk assessments and safe methods of work as necessary.



	Responsibility for the management of the risk assessment process. Temporary Works Supervisor (TWS). Obtains all necessary permits from the TWC and ensures compliance with same. Oversee temporary works activities as Temporary Works Supervisor (TWS- to oversee temporary works within his remit)
Site Manager	To delegate work to site personnel, ensuring that they carry out their duties responsibly and safely and in accordance with the Construction Phase Health and Safety Plan. Ensure that where reasonably practicable site personnel comply with safety method statements. To supervise the Project safely and within the allocated resources. Responsible for producing risk assessments and safety method statements for Henry Brothers Ltd activities and communicating same at site induction. Responsible for obtaining and reviewing the content of risk assessments produced by sub-contractors and communicating same at site induction. Project Temporary Works Supervisors (TWS). Obtain all necessary permits including those from the Temporary Works Co-ordinator (TWC) and oversees compliance with same. To prepare and/or maintain all Company and statutory documentation. To ensure that all those who come to site are given a site induction before commencing work, including any visitors and that those who will be carrying out work on site are deemed suitably competent by requesting to see their CSCS card for example. Project Lead qualified First Aiders.
Site Engineer	Arrangements will be drawn up by the TWC to confirm roles and responsibilities for the duration of any temporary works activity. These will include arrangements for; • Liaison between all parties including Client, designers, PD, sub-contractors and the site team. • Designing any temporary works design and having it verified by a third party. • Distributing any drawings or other technical information. • Development of temporary works safety method statements and communication of same. • Procedures for issuing Company Permits • Ongoing checks and monitoring.
Kieran Farrell	Help foster a health and safety culture on the Project at all levels.



Health and Safety Advisor	Monitors the implementation of the Construction Phase Health and Safety Plan. Give advice when required to all staff on the Project on health and safety matters. Advise the SHEQ Director on Project health and safety matters. Prepare and analyse health and safety statistics for the Project and advise the SHEQ Director on any findings or corrective actions needed. Carry out site safety inspections to establish compliance with the Company Policy document. Hold health and safety meetings (normally monthly or sooner if deemed necessary). Liaise as required with the Client, Principal Designer/PD, Designers, Project Management and sub-contractors in the interests of health and safety. Help deliver tool-box talks (normally weekly). Provide assistance to Project Management in the production of risk assessments developed into safe methods of work. Assist Head Office in the collation of information required for Health and Safety Files. Investigate all accidents, incidents, near misses, dangerous occurrences and RTC and produce investigation reports for same. Foster a good working relationship with the Enforcing Authority and other health and safety bodies. Where necessary issue Group Prohibition or Improvement Notices in accordance with Company Policy
----------------------------------	---

2.02 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance

Safety Goals and Monitoring

Henry Brothers main goals of the project are to complete the works with no accidents (either major or minor) or any lost time. This includes others, such as, incidents or dangerous occurrences. Works are also to be carried out with the minimal disruption to adjacent buildings and personnel. The safety of all construction operatives, site visitors and personnel is paramount during this project.

Further Health and Safety goals;

- To complete the project free of any accidents.



- To constantly raise awareness of Health and Safety issues both with construction site personnel and all other persons likely to be affected by the construction process, e.g. other site users, persons related to surrounding business, members of the public etc.
- To seek improvements on all Health and Safety matters.
- To investigate any incident that results in a “near miss” so that the cause(s) may be identified, and appropriate action taken to prevent any re-occurrence.
- To constantly focus on high-risk activities highlighted in HSE accident statistics, e.g. falls from heights, to prevent injuries.
- To identify the on-going training and development needs of all employees to maintain high levels of competency.

Henry Brothers site management team will agree health and safety goals for the Project at the first monthly Project health and safety meeting. These will be monitored on a monthly basis with progress recorded as part of minutes produced for each monthly health and safety meeting.

Monitoring Health and Safety Performance

Throughout the duration of this Project, health and safety performance will be continually reviewed by the Company SHEQ Department and senior management. This will be achieved in several ways:

- Project progress meetings convened on a monthly basis.
- Weekly health and safety inspections carried out by Henry Brothers Project Health and Safety Advisor.
- Health and Safety meetings convened on a monthly basis by Henry Brothers Project Health and Safety Advisor.
- Informal regular communication between the Site Management Team, Henry Brothers Ltd SHEQ Department.
- As part of our existing Quality Management System to control and monitor performance.

Sub-contractors will be encouraged to contribute to our safety management systems by providing feedback and raising queries. All feedback will be considered, and changes made where it is beneficial with queries responded to irrespective of nature or outcome.

When a sub-contractor, designer or consultant has completed their role on the Project, a review of their health and safety performance will be carried out by the Project team using the Company Post Contract Health and Safety Evaluation form.

2.03 Arrangements

(a) Liaison between Project Team Members

CDM 2015 requires communication to take place between all parties involved in a Project. It is essential that good lines of communication are established and that the right information is provided for the right people at the right time. On this Project this will be achieved in several ways:

- Progress meetings convened on a monthly basis.
- Safety meetings (management) convened on a monthly basis.
- Safety committee meetings (workforce) convened on a monthly basis.

The Health and Safety Advisor will liaise with all relevant parties in order to arrange dates to hold monthly Health and Safety meetings. Those present will include Henry Brothers Site



Management, sub-contractor representatives, Principal Designer/PD (if available) and representatives from the Client (if available). The agenda for the first meeting will cover all the requirements for managing safety throughout the Project, whilst the meetings thereafter will have the following agenda:

- Confirm attendance and apologies.
- Agree minutes from previous meeting.
- Matters arising from previous meeting.
- Health and Safety Goals.
- Site Management Issues.
- PD Issues.
- Employer Issues.
- Schedule of Safety Method Statements.
- Key work activities for the next 4 weeks.
- Accidents, Incidents, Near Misses and Dangerous Occurrences.
- Health and Safety File
- Any other business.

The meetings will be chaired and minuted by the Henry Brothers Ltd Health and Safety Advisor, Kieran Farrell.

(b) Consultation with Workforce

At an early stage in the Project, Site Management will ensure that employees are consulted on matters that affect their Health and Safety. This duty will also be extended to those employed by sub-contractors.

This will be achieved on this Project by:

- Establishing a health and safety committee.
- Regular consultation meetings with site personnel.
- Consulting with site personnel during inductions, tool-box talks and daily briefings.
- Informal methods, e.g. during tours carried out by Senior Management as part of the Leaders in Construction Safety Initiative.

(c) Design – Managing Information between Project Team Members (including Works Contractors Design)

Halliday Meecham (contact details on Page 9) have been appointed as the Principal Designer for the Project. They will ensure that the exchange of design information between Project team members will be in accordance with the Company Design Management Arrangements Document, a copy of which forms part of the quality management system established for this Project. These arrangements include procedures for:

- Holding design team meetings
- Principal Designer/PD liaison in relation to design
- Sub-contractor design
- Co-ordination of temporary and permanent works designs
- Managing changes in design
- Design reviews and approvals



(d) Design – Managing Changes (including Works Contractors Design)

John Sowter will chair design team meetings in accordance with the Company Design Management Arrangements. These will be used to co-ordinate any design changes which require collective input. This will ensure that the Principal Designer/PD can consider the Health and Safety implications in any proposed design changes and that the Construction Phase Health and Safety Plan can be amended accordingly.

Where design changes are requested/instructed, where possible, the changes will be obtained in writing. Confirmation of any verbal instructions will then be forwarded to the originator of the design change to confirm the instructions have been interpreted correctly.

The design change made will be effectively communicated in a document-controlled manner to all relevant parties. Such methods of communication could include:

- E-mail
- Letter
- Variation order

(e) Selection and Control of Sub-contractors (Supply Chain)

Henry Brothers requires that those responsible for carrying out work on behalf of the Company are deemed to be suitably competent. This not only includes those who are directly employed by the Company, but also sub-contractors as defined within the CDM Regulations 2015.

In assessing the competency of sub-contractors, Henry Brothers requires that the Company Supply Chain Questionnaire is completed. All completed questionnaires are reviewed by the SHEQ Director in order to confirm that the applying sub-contractor is deemed to be suitably competent. A database of all approved sub-contractors is maintained at Head Office.

All sub-contractors will be reviewed on an annual basis or sooner if circumstances deem another assessment is appropriate.

The activities of sub-contractors will be monitored as part of Henry Brothers Ltd arrangements for Monitoring Health and Safety Performance as referred to above.

Health and safety information will be passed onto subcontractors through some, or all the following methods:

- Pre-start meetings
- Progress meetings
- Inductions
- Daily briefings
- Toolbox talks
- Safety management meetings
- Committee meetings
- Weekly sub-contractor co-ordination meetings

(f) Access Arrangements including Site Security

Access/Egress



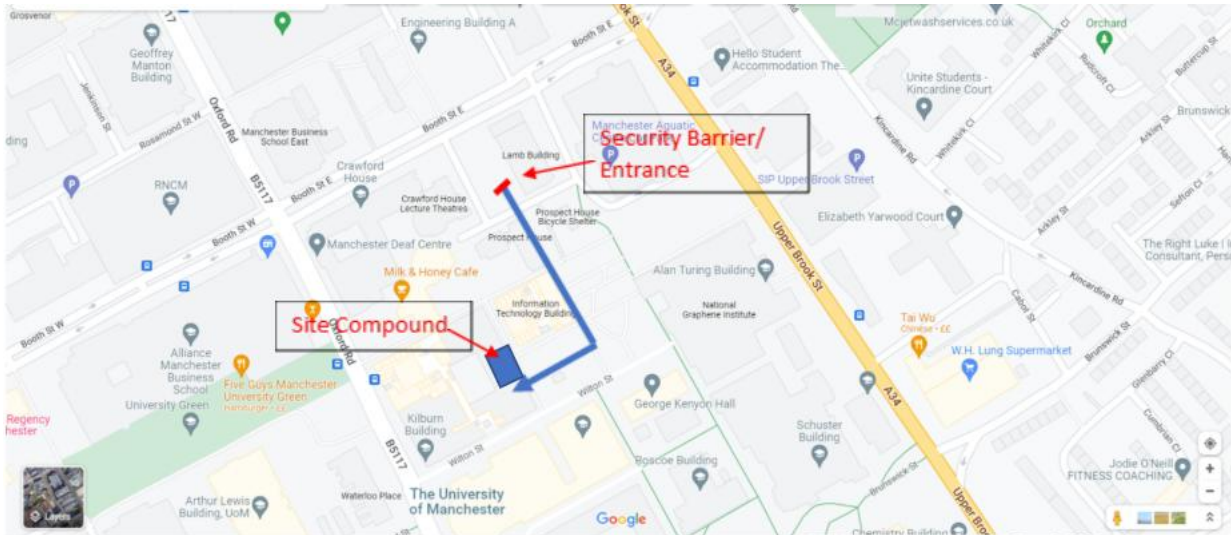
Access will be gained via the vehicle barrier located at the end of Rumford St. Deliveries and waste removal are to be co-ordinated taking into account third-party protection measures. The movement of vehicles, plant, construction materials and waste will be closely monitored by suitably trained banksman employed through the process.



Access/Egress control measures

At time of writing the logistics plan is as follows:







Manchester University
George Kenyon Project
Site Access & Delivery Information



Site Delivery Arrangements

Contractor & deliveries pre-arranged access will enter the site via

Access Via Booth Street East – Rumford Street - M13 9SS

Avoid deliveries between peak periods 0800-0900hrs & 1600-1700hrs due to extremely busy traffic & pedestrian movement

Please inform site 30mins prior to attending site to allow traffic management to be in position at Security Barrier - No waiting on approach roads

No Traffic Movement without Traffic Marshall

Colin Patterson 07968085823



Henry Brothers Ltd will maintain control of the compound gates at all times.

Where possible, the hoist will provide primary access to construction personnel and material to desired floor. The existing stairwell must remain clear, with the escape door left shut (it can only be opened from the inside by a push bar). If the stairwell must be used by members of the construction workforce, it must be communicated to the University and managed and controlled by site management.

Regular updates with the University will allow planning to avoid events or activities outside the fixed activities for the following week.

With reference to the Works information for Contractors', Henry Brothers Construction Ltd notes there is a 5mph speed limit throughout the campus which must be adhered to at all times. A 5mph speed limit will also be enforced within the site confines. This will be re-iterated during the Henry Brothers Ltd site induction.

Henry Brothers Ltd is aware that the levels of traffic may increase during rush hours. Due to this Henry Brothers Ltd will avoid deliveries of plant and materials at these times to reduce the inconvenience to other stakeholders. Times will be highlighted to all contractors on inception off their contract package.



Project specific traffic management plans will be drawn up by Henry Brothers site management team in consultation with the client to manage access requirements during the various phases of the works (see 3.01 Project Specific Safety Risks, Hazard 1 - Traffic Management).

Directional signage will be used by Henry Brothers to communicate to vehicle and pedestrian traffic connected to the Project as well as to the Employers personnel.

Henry Brothers will maintain the agreed emergency escape route through and outside of the compound area.

All plant movements will be controlled by competent banksmen and site speed limit signs will be adhered to.

Consideration will be given for possible obstructions for other users when delivering and unloading of materials.

Henry Brothers Ltd will ensure that during the haulage of materials or loose loads that they are covered and/or secured to prevent spillage.

Temporary Storage areas will be as close to the working area as possible. Each temp storage area will be marked upon a logistics/traffic management plan and sent for approval prior to the areas being brought into use.

Parking

There will be limited parking for construction related vehicles provided within the HB compound. Parking for all other construction related vehicles is available at the nearby Manchester Aquatic Centre Car Park (Booth St E, Manchester M13 9SS) where charges will apply. At time of writing, a 9 hour stay costs £8.

The University Campus security team can and do issue parking tickets to contractors who abuse the arrangements.

Security

Henry Brothers Ltd personnel will be restricted to designated working areas and access routes and will not have access to other parts of the University complex if not necessary.

At time of writing there does not appear to be any restrictions of photography on site.

Henry Brothers Ltd will be wholly responsible for the security of the construction site and provide all necessary measures as are reasonably practicable to prevent un-authorised access.

Henry Brothers will be adopting the existing temporary fencing which is currently in place around the contractor's compound. Any other external boundaries of the construction site will be secured using 2m Heras security fencing. A temporary works design will be produced which will be the responsibility of Henry Brothers Temporary Works Co-ordinator to co-ordinate. The design will be provided to the Client for consideration. Further Heras security fencing may be necessary for temporarily extending the site boundary.

Regular inspections will be carried out by Henry Brothers site management team to ensure the integrity of the security arrangements put in place.



Henry Brothers Ltd will provide the University security with a 24-hour callout number in the event that the site is compromised out of hours.

(g) Site Induction Training

In an effort to reduce the potential for accidents the Company will employ a project induction programme which will incorporate the System Brief for Contractors and Visiting Workers also.

Procedure

Henry Brothers Ltd Project Manager and other members of site management (responsible persons) are responsible for ensuring that all personnel including visitors who enter the construction site are given a site induction and that records are produced using the Company proforma.

All employees will be required to make themselves available for induction training to the responsible persons when they arrive on the first day at the site.

Induction training will follow the Company template IND 1. Key to the induction is ensuring that the content of risk assessments which have been developed into method statements is communicated to those involved in a given activity. The induction template will also include Project specific information and will include:

- Fire Safety Plan
- Spillage Response
- Emergency Medical Care
- Accident and Emergency Procedures
- Security Briefing
- Client/building specific information

Induction training will be carried out in appropriately sized groups or on an individual basis. The duration of the training will be at the discretion of the responsible person(s) e.g. it will take longer to induct someone involved in activities which are deemed high risk than it will someone involved in low risk activities.

Induction training will take place on the first day on site. In addition to the initial site induction all personnel who leave / return to site or who remain on site for a period of more than three months will repeat the site induction programme.

The responsible persons will ensure that records are completed to confirm that induction has taken place in accordance with Company procedures. Company record form IND 2 will be forwarded to Head Office whilst the record from IND 3 will be retained on site.

Online University of Manchester inductions may be required for persons wanting to use University facilities; however, Henry Brothers will include pertinent University policies within the site induction.

(h) Tool-Box Talks

Tool-box talks will be delivered on a regular basis by the Project Health and Safety Advisor, site management or trade supervisors and will be used as a means to communicate or reinforce topical health and safety messages. The Health and Safety Advisor will agree with Henry Brothers Ltd site management team a schedule of toolbox talks to be delivered for the duration



of the Project. As part of the monthly health and safety meeting minutes, a record of all toolbox talks carried out will be recorded.

Sub-contractors on site will be required to participate in toolbox talks where it is relevant to their activities, however if they have their own means of giving similar talks then these could be deemed to be appropriate.

A record of all tool box talks will be returned to Hannah Paul by the Project Manager/Health and Safety Advisor on a weekly basis.

Additional Training

The Health and Safety Advisor will liaise with the Project team to establish any additional training needs required for the site. This may include bringing specialist training providers to deliver training on a specific topic.

(i) Welfare Facilities

The welfare facilities provided by Henry Brothers Ltd will comply with current legislation. Consideration will be given to:-

- The number of personnel on site
- Male and female requirements
- Disabled requirements

In addition to the welfare requirements for construction personnel, Henry Brothers will also comply with the Employers requirements for welfare in accordance with the Works Specification.

Henry Brothers Ltd are aware that CDM Regulations 2015 places a requirement on the Principal Designer/PD to advise the Client that Henry Brothers Ltd has made arrangements for providing welfare facilities on site from the outset.

All welfare facilities will be monitored by management on a daily basis and a cleaning regime put in place.

At time of writing, temporary accommodation units will be supplied to provide:

- Canteen facilities with sufficient tables and chairs as well as means to prepare food
- Toilet facilities
- Drying room
- Office and meeting room facilities

(j) First Aid and Accident Investigation Procedures

The first aiders contact details are as follows:-

<u>Name</u>	<u>Mobile No.</u>
Mark McCaskie	07717652589
Lee Booth	07443374085



All first-tier sub-contractors will be required to have a named trained first aider on site.

First Aid Arrangements

On this Project the following first aid arrangements will be in place:-

- The names of the two first-aiders named above and their contact numbers will be posted at prominent locations i.e. notice boards in canteen and office facilities.
- The location of first-aid points will be posted as indicated above
- Communication of first aid arrangements will form part of the site induction.
- First-aiders will be identified by means of a sticker stating "first-aid" which will be fixed to their safety helmet.

Reporting and Investigation of Accidents and Incidents including Near Misses

It is Project policy that site management will report to Head Office all accidents/incidents, near misses and dangerous occurrences. This includes those involving sub-contractors. In the event of any accident/incident, near miss or dangerous occurrence the following procedure will be adopted:

- Site management team will ensure that adequate first-aid is given to any injured party.
- Site management team will complete the Company two-page Incident Report and forward it to Head Office.
- The SHEQ Department on receipt of the Incident Report will initiate a full investigation using the Company Investigation Report. This will require the taking of statements from all relevant parties.
- All accidents/incidents, near misses or dangerous occurrences will be discussed on a weekly basis at the Company SHEQ Department meeting chaired by the SHEQ Director and corrective action agreed.
- Findings of all accidents/incidents, near misses or dangerous occurrences will be discussed with site management and the Client (if present) at the monthly Project health and safety meetings.
- All RIDDOR accident/incident, near misses or dangerous occurrences will be reported to the HSE and the Employer by the SHEQ Director. Subcontractors will be required to submit their own reports following a RIDDOR accident/incident involving their own employees.
- Project health and safety performance including accident performance will form part of the Project and Framework monthly reports.

(k) Risk Assessments

Site management will ensure that risk assessments (including those of sub-contractors) are carried out in advance of activities taking place and that ownership is taken of them by those involved in the activity using the Company ownership form. Overall responsibility for ensuring that risk assessments are in place rests with the Construction Director Justin Hicklin.



Risk assessment responsible persons:-

<u>Name</u>	<u>Role</u>
Mark McCaskie Project Manager	Overall responsibility for the management of the risk assessment process.
Site Manager	Responsible for producing risk assessments and safety method statement for Henry Brothers Ltd activities and communicating same at site induction. Responsible for obtaining and reviewing the content of risk assessments produced by sub-contractors and communicating same at site induction.

Sub-contractors will be required to produce their own risk assessments. These will be to a standard acceptable by Henry Brothers Ltd site management. All personnel are required to comply with all risk assessments produced.

On this Project site management will prioritise risk assessments to be carried out and will focus on high-risk areas such as:

- Work at height operations.
- Traffic management
- Plant operations.
- Lifting operations
- Welding operations
- Temporary works.
- Slips, trips and falls.
- Work on or close to live electrical services and equipment.
- Manual handling activities.

The above list represents the most common areas within construction which cause accidents but this is not exhaustive. Company management will consider these risks and any others which may be present on their site/premises.

(I) Method Statements

The named responsible persons above, having carried out a risk assessment will produce safety method statements for all operations. Safety method statements produced will:

- Address specific tasks or jobs, which may mean breaking down a works package into its constituent elements.
- Be written for those doing the work and their supervisors.
- Address all aspects of the job – programme, method, sequence, engineering, interfaces etc.
- Include the identified hazards and respective control measures.
- Be clear and concise using simple sketches where appropriate.

The precise content of a safety method statement will vary according to the scale and complexity of the job and the level of risk involved. They will however be produced in advance of an activity, ownership taken using the Company Ownership Form and be kept under review. Employees are required to comply with the requirements of any safety method statements produced.



A schedule of all safety method statements will be appended to the monthly health and safety meeting minutes. Initial method statements which will be required to be produced by site management at an early stage include the following key work activities:-

Activity	Comments
Establishment of site boundaries including erection of site hoarding	Used to enclose the site. Temporary works issues to be considered.
Establishment of site compound including welfare facilities	Welfare facilities to be in accordance with the requirements of 2.03 (h).
Establishment of traffic management arrangements	Arrangements to be in accordance with Client requirements and will identify vehicle and pedestrian routes for both construction and Employers personnel.

(m) Audit and Inspection

Leaders in Construction Safety

The Company are committed to the above initiative. This requires senior members of management named by the Managing Director to carry out health and safety tours. These are normally carried out weekly.

Site Safety Inspections

Site Safety Inspections will be conducted by Kieran Farrell the Project Health and Safety Advisor using the Company Safety Inspection Report. These will be conducted weekly. A copy of the report will be discussed with a member of site management and will highlight unsafe practices and note the remedial action to be taken.

A copy of the report will be retained on site, a copy retained by the Health and Safety Advisor and a copy forwarded to the SHEQ Director to analyse and discuss with the Managing Director at Board level if required. The content of the Site Safety Inspections will form a basis for Project monthly health and safety meetings.

Safety Checklists

The Company Safety Checklist will be completed by the Site Supervisor on a weekly basis for their respective work areas. A copy will be retained on site and a copy forwarded to Head Office. This is a means for the Site Supervisor to highlight any concerns on health and safety issues.

Statutory Daily, Weekly and Monthly Inspections

In addition to Company inspections which will be carried out, there are a number of checks, inspections or examinations which are required to be carried out by the law. These include for example checks, inspections or examinations as required under CDM 2015, the Work at Heights Regulations 2005, the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER).



Statutory daily, weekly and monthly inspections will be supervised by the Site Supervisor for their respective areas who will retain records on site for inspection. These include inspections of scaffolding; excavations, plant, lifting equipment etc.

The result of any inspection will be recorded and retained in accordance with statutory requirements.

2.04 Site Rules

Site Management will ensure that the following rules are communicated to all workers entering the site area (including sub-contractors) during site induction and posted on Site Safety Notice Boards.

- Comply with the requirements of the Clients requirements as highlighted during site induction including Fire Safety Plan, Spillage Response, Emergency Medical Care, Accident and Emergency Procedures and Security Briefing.
- No work on Client property or equipment should be undertaken without approval from Henry Brothers Ltd Site Supervisor to ensure compliance with Safety Rules and Procedures.
- No personnel, including visitors are to have access to the site without fully complying with site access requirements. Visitors must be accompanied at all times. All personnel including visitors are required to attend a site induction.
- All personnel will be deemed competent for the work on which they are employed. Employees will be required to provide evidence to confirm competence.
- Personal protective equipment (PPE) appropriate to the task being carried out shall be worn at all times. Project is a hard hat, safety footwear, high vis and glove site. All other PPE as highlighted as part of the risk assessment process must be worn.
- No drugs or alcohol will be allowed on the site or any person who is considered to be under the influence of drugs or alcohol.
- Smoking only at designated areas.
- Site operatives are to comply with Company mobile phone policy.
- All dust and pollution will be prevented; all measures are to be taken to prevent any nuisance to the general public and building occupiers.
- All site operatives and personnel including visitors will be aware of the evacuation procedures in the case of an emergency.
- All escape routes must be kept clear at all times and must be left unobstructed.
- Hours when Henry Brothers Construction Ltd is permitted to work must be strictly adhered to.
- Radios prohibited on University premises.



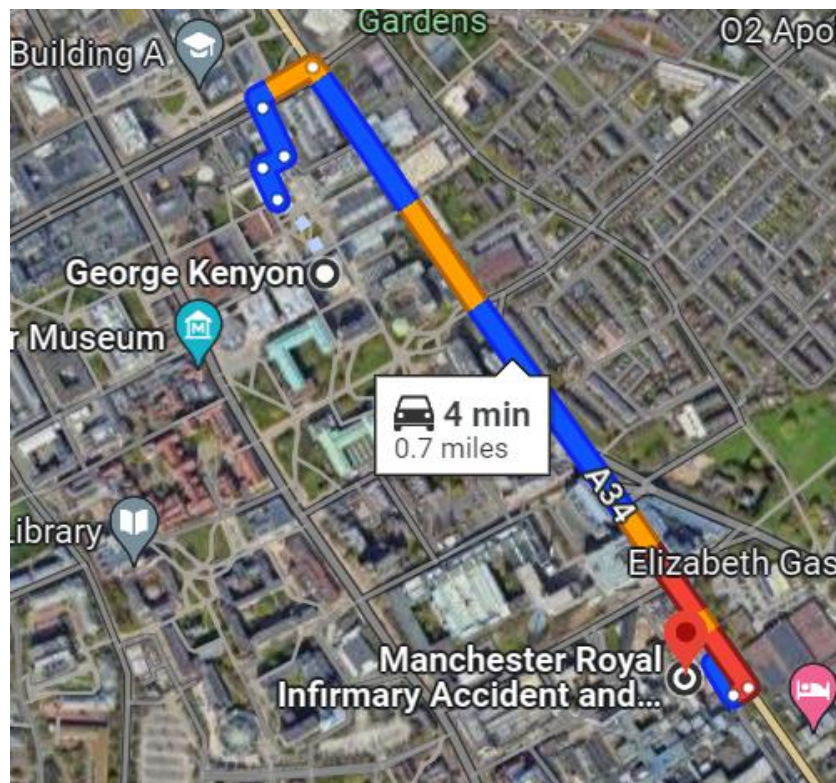
2.05 Fire and emergency procedures

Emergency Planning

The nearest hospital with an accident and emergency facility is:-

Manchester Royal Infirmary Accident and Emergency Dept, Manchester Royal Infirmary, Upper Brook St, Manchester M13 9NZ Tel: 0161 276 4147

Full range of A&E services. This hospital is approximately 1 mile from site



Mark McCaskie the Project Manager, Mobile: 07717652589, is the Project Lead for all Emergency planning. He will ensure that effective emergency planning is put in place so that in the event of an accident, incident, near miss or dangerous occurrence, appropriate arrangements are agreed.

In developing project emergency plans, the following activities will be considered:

- Fire
- Storage and use of chemicals
- Work in confined spaces
- Environmental incidents
- Escape from the roof area

Emergency plans will be documented and communicated to all relevant parties and copies of plans made available to view on noticeboards in temporary accommodation units.



Fire Prevention

The Project Fire Action Plan prepared will be the responsibility of the Project Manager.

All hot works will be controlled by Henry Brothers Ltd permit to work system. These will be managed by the Site Supervisor.

The fire plan developed will be co-ordinated with the Client.

The fire plan produced will consider the following:

- Any existing fire procedures.
- Storage area for materials.
- Implementation of Company "No Smoking" Policy.
- Activities which could cause fire e.g. hot work and ensure it is controlled under a Permit to Work system.
- Allocation of appropriate firefighting equipment subject to risk and siting of same.
- Contact numbers for emergency services.
- Means to raise the alarm if a fire starts.
- Escape routes.
- Defined muster point(s).
- Signage.
- Inspection of all firefighting equipment (should be tested by a competent person annually).
- Review procedure.

Contents of the fire plan will be communicated at site induction.

Client Fire Officer Russell James must review construction phase fire documentation in advance (minimum one week notice).

Henry Brothers Ltd will liaise with the University in order to establish processes and procedures to maintain the fire escape and emergency evacuation of all areas during the works.

Henry Brothers Ltd will confirm the fire precautions for the area they are working in to include in the site safety induction.

Henry Brothers Ltd will ensure that there is access for emergency services vehicles during the works. All other buildings are accessible.

2.06 Client Goals

Reference should be made to document 'Health & Safety Arrangements, Chapter 29' available at [Health and Safety Services \(manchester.ac.uk\)](http://Health and Safety Services (manchester.ac.uk)).

3.00 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.01 Project Specific Safety Risks

Henry Brothers Ltd has identified the following Project specific safety risks as part of the design process: Information on significant risks is highlighted on page 16 of the PCIP and should be referred to at the beginning and throughout the construction phase.

Henry Brothers Construction Ltd has identified the following Project specific safety risks:



Hazard Element 1	Traffic Management
Potential Residual Risks	Potential collision between site user vehicle/delivery vehicle and pedestrian/campus user vehicle entering UoM.

Controls to manage the above:

(a) Hazard 1 - Traffic Management

See also 2.03 (e) Access Arrangements including Site Security. [Site specific Traffic Management Plan to be read in conjunction with this Construction Phase Plan.](#)

Due to the significance placed on traffic management issues on this Project, a 4-point traffic management plan will be produced by Justin Hicklin the Construction Manager based on risk. Traffic management arrangements put in place will consider the Roads and Street Works Act as well as Chapter 8 of the Traffic Signs Manual.

Factors which will be considered in the development of the traffic management plans will include:-

- Regular deliveries and collections for UoM services and operations.
- Heavy pedestrian traffic around existing buildings
- Established speed limit of 10mph, traffic signs and orders which must be strictly observed.
- Turning areas within the compound to prevent reversing into A34
- Safe turning into the site compound from A34
- Existing traffic light able to control traffic leaving compound

Hazard Element 2	Existing Services
Potential Residual Risks	Potential damage to existing services (including Client services)

Controls to manage the above:

(b) Hazard 2 - Existing Services

Reference will be made by Henry Brothers Construction Ltd site management team to the drawings provided at tender stage including extent and location of existing records and plans.

- UoM must be informed in advance of any works on or near their existing services
- Where possible, efforts must be made to avoid working on live electrical equipment



- If working on or near live electrical equipment is unavoidable, the Client MUST be informed. The Client's authorised persons must be consulted during the planning of any works which may affect live services
- A suitable and sufficient risk assessment accompanied by a detailed methodology must be provided by contractors carrying out the works and issued in advance of works. This must be checked and approved by the Project Manager and passed onto the Client AP for comment
- Client to issue a relevant permit to work
- Any incidents or unplanned events must be reported to the Client IMMEDIATELY

Persons working in existing substations must be supervised by a person who has undergone substation training.

Project Policy when working on or near underground services

HS (G) 47 "Avoiding danger from underground services" will be strictly adhered to at all times during ground disturbance operations.

All work on or near underground services will be carried out by competent individuals and will be controlled by a Permit to Work system which will be controlled by Henry Brothers Construction Ltd Site Managers. A permit to dig will need to be issued by the Client, as well with the service drawing and a copy of HSG47 attached.

The safe method of work produced by the Site Managers will be specific to the works being carried out and will define roles and responsibilities including the control of Permits to Work.

Project Policy when working on existing or newly installed services (including testing and commissioning)

All work will be carried out by qualified electricians and will be managed by a Permit to Work system which will be controlled by Henry Brothers Construction Ltd Site Managers. They will work closely with Henry Brothers Construction Ltd Services Co-ordinator and the appointed M&E sub-contractor.

The safe method of work produced will be specific to the works being carried out and will define roles and responsibilities including the control of Permits to Work and lock-off procedures. Test certificates will be provided for all newly installed services (including temporary supply).

Hazard Element 3	Temporary Works
Potential Residual Risks	• Includes any non-standard scaffolding or propping • Temporary site hoarding/site boundary

Controls to manage the above:

(c) Hazard 3 - Temporary Works

Temporary works on this Project are a key element and require careful planning with design input. Henry Brothers Construction Ltd Temporary Works Co-ordinator (TWC), Mark McCaskie will be responsible for liaising with the Design Team including the Lead Designer in the planning of all temporary works activities.

The initial following activities have been identified as having temporary works on this Project:-



Activity	Area
Site hoarding and Heras fencing	Used to enclose the site
Hoist Base	Support for Hoist
Tube and fitting handrail	To provide edge protection on all floors including any voids in floor
Loading bay	To provide a safe loading point for material
Hoist system	Lifting of materials or persons to the working floors
Propping	Advanced propping may be required to support scaffold structures
Design scaffold	Scaffold access structures varying in complexity will require designs

The TWC will be supported in his role by the Site Manager who will be responsible for obtaining all necessary temporary works permits from the TWC to manage temporary work activities.

TWC will develop the above table with additional temporary works as the project develops. Temporary works safe methods of work drawn up by the TWC will have input from designers and will confirm roles and responsibilities for the duration of the temporary works activity including:-

- Arrangements for liaison between all parties including Employer, PD, Designers, Sub-contractors and the site team
- The temporary works design and how it will be checked
- How drawings will be distributed or any other technical information
- The procedures for issuing the Company Permit to load, lift or unload
- Ongoing checks and monitoring

The TWC will review temporary works proposals produced by sub-contractors and have them verified by a third party.

The TWC will liaise with the PD to enable them to fulfil their legal obligation to ensure co-operation between permanent and temporary works designers, in particular to ensure that arrangements are in place to ensure that designs are compatible and that the permanent works can support any loadings from temporary works.

Hazard Element 4	Work at Heights including Exposed Openings
Potential Residual Risks	• General falls from height

Controls to manage the above:

(d) Hazard 4 - Work at Heights including exposed openings

On this Project, the work at height Policy hierarchy will be as follows:

1. Working at height will be avoided wherever possible.
2. Measures will be put in place to prevent falls where work at height has to take place.



3. Measures to mitigate the consequences of a fall will be put in place (minimise the distance and consequences of the fall).
4. That at all stages collective protective measures e.g. Guardrails, nets, airbags etc. are given precedence over personal protective measures e.g. safety harnesses.
5. Where there are any openings in floors, ceilings etc. which could pose a potential fall from height these must be covered with a suitably constructed material, secured in position, with a sign fixed stating **"Danger hole beneath. Do not remove"**.

Safe methods of work will be produced by the Site Managers for Henry Brothers Construction Ltd work at height activities considering the hierarchy above.

Existing roof structures:

Any work on roofs must be planned, managed with consideration made to the WAH Regulations 2005, with strict accordance with the above hierarchy of control. It is also noted that it is generally advisable to carry gas monitor equipment whilst on the upper roofs. The Client also exercises a roof access permit system with a 1-week notice period for applications.

Hazard Element 5	Lifting Operations Including Hoists
Potential Residual Risks	• Working in the public environment • Lifting of scaffolding tubes • Movement of materials to upper levels • Use of mobile crane • Use of hoists • Client requirements • Ground conditions.

Controls to manage the above:

(e) Hazard 5 - Lifting Operations Including Hoists

Various lifting operations will take place on this Project. Individual operations will be planned with safe systems of work put in place for the various lifting operations. In drawing up safe systems of work, consideration will be given to the following:-

1. That any equipment to be used is of adequate strength and stability.
2. The equipment to be used is marked with its safe working load and any characteristics necessary for their safe use.
3. Arrangements to ensure that every lifting operation with lifting equipment is planned, supervised and carried out safely by competent operators.
4. The availability of all necessary certification including, thorough examination certificates.
5. No lifting operation will take place which would involve the jib or materials over-sailing existing university structures.

Mobile cranes will be required at various times throughout the works, specific RAMS will be in place for the use of the crane and will include a Lifting Plan which has been drawn up by an Appointed Person. The plan will take in consideration;

- working under suspended loads
- visibility
- attaching / detaching and securing loads



- environment
- location
- overturning
- proximity hazards
- derating
- lifting people
- overload
- pre-use checking
- continuing integrity of the equipment

Instruction will be given to all employees to ensure that before they make use of any item of lifting equipment that they are satisfied that it is safe to use (no obvious visible defects and they know the capabilities of the item of equipment they are using) and that they use the item of equipment in the manner in which it is intended.

On this Project the Company will operate a tagging system for lifting equipment. No lifting equipment will be used if no tag or the wrong colour of tag is fitted. A register of all lifting equipment on site will be maintained with visual inspections taking place by a member of site management on a weekly basis.

Where lifting equipment used on this Project is deemed as work equipment, the requirements of the LOLER/PUWER Regulations will apply.

Hoists

A structural survey will be carried out on the existing building to ensure it can be safely loaded by the hoist system.

The hoist system will be properly constructed (and dismantled) by a competent person to manufacturer's instructions and capable of lifting the required loads.

Its use will be clearly marked and signed with information including whether or it is for equipment and materials only, or for passengers in addition to goods, and the number that can be carried, together with a safe working load notice.

It shall be operated only by trained and competent people

The hoist shall be thoroughly examined and tested after erection, alteration or repair and at regular intervals, with copies of relevant paperwork and certification retained by HB site management. Daily pre-use checks to be carried out by the operator, with additional formal inspections carried out at least monthly or in accordance with the manufacturer's instructions where timescales are shorter.

Hazard Element 6	Scaffolding
Potential Residual Risks	• Falls from height • Falling objects • Erecting/dismantling in a public environment • Increased fire load

Controls to manage the above:



(f) Hazard 6 – Scaffolding

Ensuring that before works commence that appropriate information and communication is sought from the project Construction Design Team concerning the proposed use of major scaffold works. In all cases a risk assessment must be conducted with the aim of removing the need for the use of access scaffold. Where this is not achievable, then the Group Management must ensure compliance with WAH Regulations.

Group Management should also ensure that:

- Where a Scaffold Erection Specialist Subcontractor is used, Henry Brothers will ensure they are provided with relevant information and are competent to design (if applicable), erect, adjust and dismantle the required scaffold.
- Any scaffold that is used, is erected by competent persons either to NASC Technical Guidance TG20 or to similar guidance from manufacturers of system scaffolds and WAH Regulations.
- Suitable and sufficient RAMS (inc. rescue plan) are in place for the erection, adjusting and dismantling of the scaffold.
- The scaffold is managed as temporary works and is managed and inspected as is appropriate for the type of scaffold system and WAH Regulations.
- Before the receipt of a 'Safe to Use' completion certificate from the Scaffold Erector. That a joint visual inspection is conducted with the Scaffold Erector, ensuring that the system erected satisfies safety requirements and for suitability of intended use.

Signage to warn of construction works and emergency contact details will be displayed on the scaffolding.

Fire

Scaffolding contractor will ensure that there is more than one means of exit on each working lift of the scaffolding. Henry Brothers will ensure that fire fighting equipment and means to raise the alarm are present at each access/egress point.

While works are commencing the building will be unoccupied, meaning no additional fire proofing will be required on the scaffolding. However, if works for any reason over run, both Henry Brothers and the appointed Scaffolding Contractor are to ensure the all scaffold board are treated with a fire resistant spray prior to the building being re-occupied.



HENRY BROTHERS



Temporary Works Pre-Pour / Load Permit

1	Has a falsework design been completed and by whom?	8	Are bearers correctly centred within the forkheads and secured in position?	15	Are test cubes required and arrangements been made?
2	Has the design been approved?	9	Is the formwork/deck complete?	16	Is a 3 rd party inspection required?
3	Is the propping installed as per design?	10	Has the required bracing been installed as per the drawings?	17	Are you satisfied a full inspection has occurred, it is safe to pour and the Engineer has signed it off?
4	Are the props on a solid base?	11	Has the position of the stop ends been agreed with the structural engineer?	18	Other:
5	Are the props plum and not damaged?	12	Has the area been blown out?	19	Other:
6	Are the props securely held in position?	13	Has placing arrangements been confirmed?	20	Other:
7	Base plates and forkheads have not been extended beyond 300mm without adequate bracing?	14	Has the correct concrete mix been ordered?	21	Other:-

* These are recommended controls and do not provide an exhaustive list

Permit valid from:-

Day & Date:		From:		am	pm	To:		am	pm
Work location & Description:									
Specific Safety Control Measures required	(Attach separate sheet / method statement as required)								

Authorisation:-

This Permit is valid for the above stated times and is issued to:-

Name of Company:-		Name of Company Supervisor in Charge of Works:-	
Signed (HB person issuing Permit)		Date:-	Time:-

Acceptance:-

Name of Company:-		Name of person accepting Permit:-	
-------------------	--	-----------------------------------	--

I hereby declare that I accept responsibility for carrying out the work detailed and that no attempt will be made by me, nor by any person under my control, to carry out work which does not follow the procedures set out above. I have checked that the control measures as specified above are satisfactory:-

Signed (Supervisor in Charge of Works)		Date:-	Time:-
--	--	--------	--------

Cancellation:-

I hereby certify that the work has been stopped temporarily and that all personnel under my control have been withdrawn and warned that it is no longer permitted to carry out further hot work unless a new permit is issued:-

Signed (Supervisor in Charge of Works)		Date:-	Time:-
--	--	--------	--------

Clearance:-

I hereby declare that the work has been successfully completed

Signed (Supervisor in Charge of Works)		Date:-	Time:-
--	--	--------	--------

Verification:-

I hereby declare that the work has been completed and that no hazards remain as a result of the work:

Signed (HB person issuing Permit)		Date:-	Time:-
-----------------------------------	--	--------	--------



HENRY BROTHERS

Henry Brothers 
magherafelt

Temporary Works Pre- Strike Permit

1	Has concrete achieved the required strength?	8	Have openings/service pipe locations been securely covered and marked to prevent persons falling?
2	Has all additional loadings been removed from the area?	9	Are you satisfied that it is safe to remove the formwork?
3	Has the structural engineer approved the back propping strategy?	10	Other:
4	Are there sufficient props available for back propping?	11	Other:
5	Do the operatives know the relevant Method Statement/Risk assessments?	12	Other:
6	Have operatives been informed as to the extent of the formwork to be removed?	13	Other:
7	Has the area above and below been cordoned off to prevent unauthorised entry?	14	Other:-

* These are recommended controls and do not provide an exhaustive list

Permit valid from:-

Day & Date:	From:	am	pm	To:	am	pm
Work location & Description:						
Specific Safety Control Measures required	(Attach separate sheet / method statement as required)					

Authorisation:-

This Permit is valid for the above stated times and is issued to:-

Name of Company:-		Name of Company Supervisor in Charge of Works:-	
Signed (HB person issuing Permit)		Date:-	Time:-

Acceptance:-

Name of Company:-		Name of person accepting Permit:-	
I hereby declare that I accept responsibility for carrying out the work detailed and that no attempt will be made by me, nor by any person under my control, to carry out work which does not follow the procedures set out above. I have checked that the control measures as specified above are satisfactory:-			
Signed (Supervisor in Charge of Works)		Date:-	Time:-

Cancellation:-

I hereby certify that the work has been stopped temporarily and that all personnel under my control have been withdrawn and warned that it is no longer permitted to carry out further hot work unless a new permit is issued:-

Signed (Supervisor in Charge of Works)		Date:-	Time:-
--	--	--------	--------

Clearance:-

I hereby declare that the work has been successfully completed

Signed (Supervisor in Charge of Works)		Date:-	Time:-
--	--	--------	--------

Verification:-

I hereby declare that the work has been completed and that no hazards remain as a result of the work:

Signed (HB person issuing Permit)		Date:-	Time:-
-----------------------------------	--	--------	--------



3.02 Project General Safety Risks

(a) Loading/unloading (including deliveries)

Materials will be loaded / unloaded by mechanical means. Good housekeeping practices will be enforced with care taken not to stack materials at heights or close to the perimeter fence. Below are pictures showing sample containers which will be used to store high value materials.



Storage Containers

Henry Brothers Ltd will erect/position high visibility directional signage, as necessary, indicating the site location and storage areas. This signage will be in accordance with the Clients requirements if necessary. Large scale deliveries or waste collections will be scheduled to avoid the peak traffic times at and around Sports Park site. Site management will make sub-contractors, delivery drivers and other visitors aware of all such site restrictions.

(b) Protecting the public/University users (including Client Representatives)

Construction activities on this Project are such that there could be an overlap with the University users. At planning stage for all activities site management will give consideration as to how the public will be protected. Consideration will be given to the close proximity of the University which will remain operational for the duration of the works. Project issues to be considered include;

Ensuring that the site perimeter (boundaries) is clearly defined

Agreed perimeters on this Project will be defined using timber hoarding and, if necessary, siteguard fencing. Perimeter fencing to the excavations will be 2 metres in height. Any gates used for access purposes will be lockable. All site perimeters will be checked by a competent person on a regular basis.

Signage

Signs will be fixed at prominent positions including the site perimeter to warn of site dangers. This signage will be in accordance with the Clients requirements.

Work outside perimeter

Any work which has to take place outside the perimeter (this includes the loading/unloading of vehicles) will be risk assessed by site management. Clear safe systems of work will be in place.



Public inside perimeter

There may be occasions when members of the public require access to the site with the authorisation of the Company. If there is a requirement to do so then the member of the public will be escorted throughout their visit. They must agree to comply with site rules (including PPE) and be given an induction onto the site. This induction will include as a minimum (a) risks they may encounter and how they are to be managed, (b) any no-go areas and (c) emergency arrangements for the site.

Securing work areas within the Project area

Site management will consider that there is the potential for the public to access the site outside working hours. This could be for criminal reasons or in the event of an emergency. At the end of each working day, site management will ensure that the site is left safe. Issues to be checked include;

- The security of the site is adequate to ensure no unauthorised access (fencing, signs etc). Consideration will also be given to the security of offices, containers etc
- Any open excavations will be fenced off at the end of every work day
- That access to any scaffolding is prevented by the removal/planking off of ladders at ground level
- That any other areas within the site which may pose a risk of a fall from height have been adequately protected
- That all plant and equipment has been secured which is being kept on site
- All other temporary works are left safe
- Any temporary power supplies to the site have been secured to prevent unauthorised access
- Arrangements are in place with the Client or other authorities in the event of an emergency(this includes emergency contact numbers etc)

(c) Ladders

Project policy requires that the use of ladders/stepladders is restricted. Ladders (including stepladders) will only be used where it can be clearly justified through the risk assessment process (considering the Work at Height Regulations).

Permits to Work controlled by Henry Brothers Ltd Site Supervisors will be used to authorise the use of ladders and stepladders. A register of ladders/stepladders which are on the Project will be maintained. Sub-contractors will be required to maintain a similar register. All ladders will be subject to a weekly inspection by a competent person.

(d) Mobile Plant and Machinery

Various items of mobile plant and machinery could potentially be used by the Company on this Project. Control measures to reduce the risk of striking individuals with mobile plant and equipment will be clearly documented by site management.

Site management will consider the security of all plant. Keys will be removed from plant irrespective of how short the duration the operator is away from it.

In determining plant to be used for individual activities, site management will ensure the following is considered:

- Ground conditions.



- The competent person(s) who will operate the item of mobile plant and equipment.
- The instructions which are to be given to the operator in the safe use of the item of mobile plant and equipment and any risks highlighted which they are likely to encounter.
- SWLs are known.
- The item of mobile plant and equipment has been suitably maintained to comply with the manufacturer's manuals and any statutory requirements and that it is fit for purpose.
- All necessary certificates are on site for the item of mobile plant and equipment and that they are in date e.g. if it is to be used as a lifting appliance.
- Weekly inspections of the mobile plant and equipment, if being used as a lifting appliance, are recorded on a weekly basis on the Company "Lifting Appliances" record.

(e) Permits to Work

Wherever there is a need to co-ordinate work in hazardous areas the Company will operate a Permit to Work system. This will ensure a step by step control of the activity from commencement until completion. Project policy will require that the following activities are managed using the Company Permit to Work system.

- Confined Spaces
- Excavations
- Temporary works (including Falsework/Formwork)
- Use of ladders / stepladders
- Hot Work
- Pressurised systems
- Electrical work

Project Policy when issuing Company Permits to Work will be that they will be for a period no longer than one working day and will be issued for a defined area. Permits to Work issued will be retained in the Company office and if possible a copy given to the individual receiving the Permit. Henry Brothers Ltd Site Supervisors will be responsible for issuing all permits.

Henry Brothers Ltd will use this permit to work system where their works impact on the clients activities.

The following permits will be required at some stage during the works: –

1. a hot works permit
2. a permit to break into the electrical systems
3. a permit to dig or break ground

Client issued permits to work and Controlled Access Systems are used in inherently hazardous areas or when tasks are identified as hazardous. UoM permit to work system is used to control the following:

- Access into and work within confined spaces
- Access onto and work on roofs



- Access into and work within electrical substations
- Access into and work within plant rooms, switch rooms, boiler rooms, lift motor rooms
- Excavations
- Work on fire alarm systems
- LV electrical isolation
- Asbestos works
- Isolation of HP systems
- Hot work (use of naked flames, abrasive cutting, electric arc welding, hot soldering)
- Cold work
- Hazardous areas (as defined by UoM Estates, a school, or a department)
- Unallocated/Vacant Spaces

(f) Electricity

Project policy requires that all electrical systems and equipment will be properly selected, installed, used and maintained. Electrical risks will where possible be eliminated. Cordless tools will always be the first choice and every effort will be made to use battery operated tools where possible. Otherwise an 110V supply system will be used which is centre tapped to earth so that the maximum voltage to earth will not exceed 55V and will effectively eliminate the risk of death and greatly reduce the severity of injury in the event of an electrical accident.

If mains voltage has to be used **the risk of serious injury is high** if equipment, tools or leads are damaged or if there is a fault. Trip devices will be needed rated at 30 mA with no time delay to ensure that the current is promptly cut off if contact is made with any live part.

All appliances will be tested by competent persons in accordance with current statutory requirements (PAT testing) with the results recorded. Only competent persons will be permitted to work on, alter or carry out preventative maintenance on electrical items.

Faulty equipment will be replaced immediately (ensuring that it cannot be used again until fixed).

Protective devices such as Residual Current Devices (RCD's) will be used for equipment over 230v. The RCD will be positioned on the switchboard or outlet socket.

(g) Slips, Trips and Falls

The potential for slips, trips and falls on the same level will be a Project consideration.

Areas which will be considered which have the potential for a slip, trip or fall are:

- Walking over uneven ground, particularly when carrying large or unwieldy and awkward objects.
- Tripping over building material not stacked correctly or waste materials carelessly disregarded.
- Tripping over trailing cables.
- Slipping caused by wet, gritty or icy surfaces.
- Falling over due to soft and poor ground conditions.
- Trips caused by small or sudden changes in level or surface type.

Good housekeeping will be used as one of the main ways to reduce the potential for slips, trips and falls. Measures to maintain housekeeping will include:

- Provision of suitable skips



- Provision of labour and equipment e.g. push sweepers, vacuums etc
- Provision of bins and other waste receptacles in the working area
- Effective monitoring and the issuing 'clean up notices' to subcontractors who fail to manage their waste and material storage

(h) Confined Spaces

During the construction phase, where site management identify a particular work activity which could result in a confined space being created, but which does not come under Client SRPs, then this activity will be subject to a detailed safe system of work which will be controlled using a permit to work system.

A suitably developed emergency plan will be put in place for any confined space work.

Depending on the circumstances and as a result of an assessment, atmospheric monitoring may be necessary when any work is to be done that would expose employees to any substance hazardous to health.

(i) Hot Works

During the construction phase, where site management identify a particular work activity which could result in hot works, then this activity will be subject to a detailed safe system of work which will be controlled using a permit to work system.

All Hot works will be controlled using the Company permit to work system. These works will cease as a minimum 2 hours before the end of each working day. Henry Brothers Ltd Site Supervisors will be responsible for issuing all Company hot work permits. This must be strictly enforced.

UoM Hot Works Permit required.

(j) Welding operations

The Company will liaise with the Client regarding the management of welding operations, however, as stated above such works are deemed by the Company as hot works, therefore must be managed using the hot works permits as outlined above. This is to reduce the risk of fire/explosion associated with hot works and to ensure that others not associated with the activity are not subjected to hazards associated with welding including "flashback" and fumes.

Gas cylinders will be kept secure and upright e.g. chained on a mobile stand, the cylinders will be clearly marked with their contents and hoses will be colour coded:

- Oxygen – blue
- Acetylene – red
- LPG – orange
- Inert gases – black

Cylinder valves will be kept free from oil, grease, and dirt. All equipment will be checked by operators for damage each day or before use if it is used less than daily.

Oxygen and fuel cylinders will be stored separately in suitable storage sites away from the working area. The storage area will be well ventilated and full and empty cylinders will be segregated. When planning site emergency plans consideration will be given to safe distances



from storage and welding areas in the event of an emergency. Company management will ensure that Murex leak detector spray is available to assist in the detection leaks.

If possible welding will be carried out in a designated area. This area will be suitably laid out and well ventilated in order to prevent a build-up of fumes. Company management will liaise with the Client when working on occupied premises.

Only those trained in the use of welding equipment will be allowed to handle, maintain and use it. Operators will be provided with suitable protective clothing and equipment.

In conditions such as restricted conducting locations or wet surroundings, the voltages associated with welding have been the cause of fatal electric shocks. Appropriate protective clothing such as gloves, boots and overalls will be worn and will help to protect the welder from electric shock but not eliminate it.

4.00 HEALTH RISKS

(a) Manual Handling

The primary means to reduce manual handling activities will be in the use of mechanical plant and equipment with other methods such as door cradle dollies used to move heavy items within the structure.

During the risk assessment process undertaken for individual work activities, the issue of manual handling will be considered.

Operations which will involve manual handling will be risk assessed by site management prior to them commencing. In the majority of instances this will form part of the overall safety method statement.

The first Company priority will be to determine if manual handling can be avoided or minimised. Secondly, can mechanical assistance be introduced? If the answer is yes, then this will be done, providing it is reasonably practicable to do so. If the answer is no, then manual handling will be undertaken.

Employees will not be required to attempt any manual handling activity which they believe they cannot undertake.

(b) Hand Arm Vibration (HAVs) and Vibration White Finger (VWF)

All work tasks which have the potential for HAVs or VWF will be risk assessed by site management, with assistance from the SHEQ Department as required. In addition to any mechanical processes used, simple control measures such as job rotation will also be used to reduce the potential for HAVs and VWF for day to day activities.

(c) Noise

Where required noise assessments will be carried out by site management with assistance from the SHEQ Department. Management controls to be implemented as part of the Project and which will form part of the risk assessment process to reduce the levels of noise operatives will be exposed to will include:-

- Planning other construction activities away from the noise source.
- Re-siting or relocating the noise source.



- Control of noise at source.
- Equipping individual site operatives with ear protectors.

A combination of the above methods may be necessary, however hearing protection will always be the last choice after every other control method has been considered.

Employees will be made aware of the content of any risk assessment produced to eliminate or reduce the risk posed by noisy activities and will be required to:-

- Wear hearing protection (ear muffs or ear plugs) provided whenever exposed at or above the second or peak action levels, as well as when entering an ear protection zone.
- Use any other equipment provided e.g. machines fitted with silencers.
- Take care of equipment provided. Instruction will be given that if they discover any defects reducing their performance they should report them.
- Report to the SHEQ Department if they believe that their hearing is damaged.

In addition to the management of noise activities for construction personnel, arrangements will be agreed with the Client to ensure such activities do not have an impact on their activities.

(d) Dust

Health risks attributed to dust operations on this Project include the risk of silica related diseases.

Site management will consider how dusty operations are to be managed including dust produced from concrete, timber materials and demolition processes.

Risk assessments produced will, where reasonably practicably, eliminate the requirement to carry out dusty operations. If this is not possible, measures will be introduced to reduce the risk so far as is reasonably practicable. This will include the type of equipment used, methods to enclose the dusty operation (by way of screens) and water suppression if appropriate with PPE as a last resort.

In addition to the management of dusty activities for construction personnel, arrangements will be agreed with the Employer to ensure such activities do not have an impact on their activities.

(e) Leptospirosis

What is Leptospirosis?

There are two types of Leptospirosis infection which can affect workers in the UK.

Weil's disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

How might it be caught?

The bacteria can get into the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine (eg rat urine) or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers.

How can it be prevented?

Company Management should assess the potential risk of Leptospirosis and communicate the following information if relevant to parties as required:

- Get rid of rats. Don't touch them with unprotected hands.



- Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work.
- Wear protective clothing.
- Wash your hands after handling any animal or any contaminated clothing or other materials and always before eating, drinking or smoking.

What are the symptoms?

Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately lead to jaundice, meningitis and kidney failure. In rare cases the disease can be fatal.

(f) Substances Hazardous to Health

COSHH

The Control of Substances Hazardous to Health Regulations (COSHH) came into force in October 1989. These Regulations require every employer to make an assessment of all work that is liable to expose any employee to hazardous solids, liquids, dusts, fumes, vapours, gases or micro-organisms. Failure to comply with COSHH constitutes an offence and is subject to penalties under legislation.

Information required by the COSHH Regulations:

- Identification of hazardous substances in use and their form
- Identification of the uses of hazardous substances
- Assessment of the risks involved in using a hazardous substance
- Details of precautionary control measures, which should be taken when using a hazardous substance.
- Production of information and instruction sheets for employees
- Monitoring of the effectiveness and suitability of controls

All employees or those who may be affected by the outcome of any assessment should be made aware of any control measures.

COSHH storage areas will clearly identified by use of signage and secured if necessary. COSHH assessments are typically provided by the subcontractors using the substance, however, Henry Brothers will provide COSHH assessments for any products under their ownership and control.

(g) COVID-19

Henry Brothers will monitor government/public health guidelines.

(h) UV and Radiation Exposure

Not applicable at time of writing.



5.00 ENVIRONMENTAL

The Company environmental procedures are certified to the ISO 14001 Standard. Charlene Clinton, Henry Brothers Ltd Environmental Manager will provide an Environmental Pack for the Project prior to commencement. She will also produce the Site Waste Management Plan. Both of the above stand-alone documents will reflect the environmental issues contained within the Pre-construction information pack provided by the Client's Principal Designer (H&M).

6.00 THE HEALTH AND SAFETY FILE

H&S file to be produced in line with UoM guide EPM HS14b– H&S & O&M File Handover Procedure.

The Health and Safety File will be discussed by Henry Brothers Ltd in greater detail with the Principal Designer/PD as the job progresses. Anna Broomhead of Henry Brothers Construction Ltd will be responsible for collating information on behalf of the Company for the file.

Layout and Format

The contractors should provide O&M information and all other information as required by Debut and in the correct format to complete the CDM Health & Safety File as per the information and general format below, more detailed requirements will be provided nearer the time:

The handover documentation should consist of 8no main sections as follows:

- Part 1: GENERAL DESCRIPTION, CONTACTS:
- Part 2: ASSET REGISTER
- Part 3: BUILDING STRUCTURE::
- Part 4: ELECTRICAL INSTALLATION:
- Part 5: FIRE STRATEGY
- Part 6: MECHANICAL INSTALLATION:
- Part 7: AUDIO VISUAL AND DOOR CONTROL:
- Part 8: BUILDING LOG BOOK

Arrangements for the Collation and Gathering of Information

Throughout the duration of the construction phase of this Project, Henry Brothers Construction Ltd will collate all necessary information required for the Health and Safety File. Chloe Cox of Henry Brothers Construction Ltd will work closely with the PD in the collating of information. The Health and Safety File will be an agenda item on all monthly health and safety meeting minutes. These meetings will be used to monitor the progress of gathering information for the File to ensure that it is available to hand over to the Employer upon completion of the Project.

Storage of Information

In addition to the electronic version of the H&S File, the University also requires one hard copy of sections 4, 6, 7 & 8 to be handed over at practical completion.

7.00 REVIEW



Review of this Health and Safety Plan will be conducted by the Project Team and will be carried out every month or sooner if it is deemed necessary due to changes to the Project or in order to reflect changes in Health and Safety Legislation or as a result of health and safety issues highlighted which require amendment to the Health and Safety Plan. This review will take into account the views of other interested parties.

Opportunities to raise health and safety issues will be available at scheduled site health and safety meetings or at specifically arranged health and safety meetings which can be organised through Justin Hicklin the Construction Director.

On completion of any review the Health and Safety Plan will be amended by the Site Agents. All amendments will be recorded in the record of "Amendments to the Health and Safety Plan" which is included at the front of this Plan.



APPENDIX A