# CONSTRUCTION PHASE PLAN

## Castlefield House Fit Out & external works

**Issue No:** 3

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| **Prepared by:** | **James Smith** |
| **Contracts Manager:** | **Adam Burrows** |
| **Project Manager:** | **Adam Wood** |
| **Site Manager:** | **Adam Wood** |

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| | **Construction Phase Plan** | **Client** | Allied London |
| | | **Date of works:** | 09/12/2024 |

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| **Site Address** | Castlefield House, Liverpool Road, Manchester, M3 4SB | **Date of Issue** | 04/12/2024 |

| | **Date:** | **Version Number:** | **Changes:** | **Job Reference:** |
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| **Review status** | 04/12/2024 | 1 | First Issue | **3506** |
| | 11/02/2025 | 2 | General review & update | |
| | 05/03/2025 | 3 | Updated to include external works | |
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| Document Title | Reference | Applicable | Prepared By | Date of Issue | Issued to / by Comments |
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| PCI Document | PCI | Yes | OBI | Oct-24 | |
| Asbestos Reports | AR | Yes | AAC | Sep-24 | |
| Schedule and Specification | Spec | Yes | OBI | Nov-24 | |
| Emergency Procedures | EMP | Yes | TJM | Dec-24 | |
| Project Drawings | DWG | Yes | OBI | Nov-24 | |
| Site Waste Plan | N/A | N/A | N/A | N/A | No current legal requirement |
| Fire Risk Assessment | FRA | Yes | TJM | Dec-24 | |
| Site Rules | SR | Yes | TJM | Dec-24 | |
| Layout Plans | LP | N/A | | | |

**Introduction:**

This construction phase 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 is proportionate to the risks involved with the proposed works and are being communicated to all who may be affected by the risks highlighted within. The information contained within this plan is subject to regular review by the site and project management team to ensure all current risks are identified and that safe systems of work are in place for the work activities.
All relevant documentation is made available to operatives and contractors (held on site both electronically and in hardcopy) and all key risks highlighted to ensure effective communication to the workforce prior to activities being carried out.
TJM utilise many sources of information and guidance to ensure the validity and relevance of the CPP is maintained, including publications such as the CIP Blue Book and CITB GE 700/21, full use of the HSE's online resources and competent internal and external H+S support.

**Description of the works:**

The planned works consists of refurbishment to ground, 1st and 5th floor. Works consists of fire protection to existing steelwork, Partitions & bulkheads, decoration, flooring and ceiling works. Mechanical & electrical works to suit proposed layout. External works consists of uplifting existing block paving and forming cycle shelter. Uplifting existing block paving to front of Castlefield house. Removing existing fencing. Leveling the area, installation of ACO drainage. Installation of new paving sets.

**Programme of the works:**

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| **Date planned for the start of the construction phase:** | **09/12/2024** |
| **Mobilisation / preparation period:** | **2 weeks** |
| **Planned duration of the construction phase:** | **21 weeks including 2 week Christmas Shutdown** |
| **Anticipated man days to be worked:** | **550 approx** |

**Site history and current conditions on site**

Castlefied House is located on Liverpool Road between the Upper and Lower Campsfield Market buildings. The property is currently partially occupied.

**Management structure and responsibilities**

Allied London are the client for these works and OBI are the contract administrator. Allied London have been appointed as principal designer. Booth King are the structural engineers with the M+E designers being MEP. TJM Projects Ltd have been appointed as principal contractor.

A TJM company organogram is included within the CPP file for reference. Names and contact numbers are listed in the project directory in section 2 above. Further information on the roles and responsibilities of the project and site management team are detailed in section 2 of our 2021-22 H+S policy (electronic copy available for inspection and reference). The list of TJM individuals with specific responsibilities on this project currently are:

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| **Adam Burrows** | **Contract manager** |
| **Adam Wood** | **Project manager** |
| **James Smith** | **CPP / H+S monitoring and inspection** |
| **Adam Wood** | **TJM site manager / supervisor** |
| **James Smith** | **Temporary works coordinator (if TW's become significant to BS5975)** |
| **Brandon Wright** | **Project QS** |

**Health and safety goals for the project**

To have no accidents or significant near misses on or adjacent to the works at Castlefield House 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 work in collaboration with the H+S teams from the client, principal designer or any other relevant stakeholder as required.

To have no case(s) of occupational ill health arising from activities required for the project works at Castlefield House.

To ensure that no environmental damage occurs on or near to the works.

To ensure disruptions to stakeholders and the general public are being kept to a minimum during the construction period at Castlefield House.

To exclude all unauthorised persons from the site.

To follow the correct guidance for work involving hazardous materials or processes.

To ensure any residual risks are minimised and highlighted to the relevant stakeholders where appropriate.

**Liaison and communication**

As principal contractor we are committed to ensuring all appropriate resources are allocated to the project and to ensure risks associated with the project are successfully controlled and managed. Protecting the health and safety of all persons working on or visiting the site is of equal importance as the need to complete the overall project to the required quality standard and timescales issued.

All stakeholders involved are committed to providing a safe and healthy workplace for all persons working on or visiting the site, thereby contributing to the overall success of the project.

The TJM project team encourages all persons involved in the preparation of, working on or visiting the site to participate in accident prevention and occupational health related activities to ensure high standards of health and safety on each site is achieved. Feedback and comment from all site staff and visitors is welcomed and taken in full confidence.

All the relevant PCI and construction phase H+S documentation (such as asbestos and contamination surveys, CPP, RAMS and technical files) are held on TJM's server. RAMS are submitted and reviewed in advance of any works starting and all documents are uploaded to allow real-time inspection remotely for comment. TJM's project and site managers have access to allow prompt inspection of submitted contractor documents and the printing of site hard copies for distribution and signing where required.

Our standard procedures may include: site induction, toolbox talks (TBT's), near miss and potential hazard reporting (can be anonymous), morning briefings between contractors, H+S meetings between contractor supervisors, programmed client progress meetings and any H+S meetings with the client or their advisors. Accidents and cases of ill health are avoidable and by recognising and encouraging safe behaviour and correcting mistakes we will continue to improve our health and safety performance.

**With Site Workers**

Health and safety site specific induction including consultation with the workforce
Daily contact on site
Tool box talks and associated feedback
Risk Assessments & Method statements
Designated safety notice board
Signs and posters
TJM Projects Limited operate an open door policy

**With Other Contractors Working on Site**

There is potential for other contractors working at on site not under TJM Control who have defined CDM boundaries. Whilst the planned works are self-contained, there will be a requirement for coordination and cooperation with the other tenants and the building management team to facilitate the works and maintain safe access. The TJM site manager will act as the coordinator for TJM to book in deliveries, arrange access when required into other CDM areas for deliveries and removing of waste as required.

**Arrangements for Monitoring and Reviewing**

The following guidance will be used for monitoring compliance:
**Legal Requirements**
**The Health and Safety site rules contained within this Plan**
**The procedures for contractor selection and management of trades**
**Special requirements for public interfaces**

**Routine Inspections**

The site will be inspected periodically throughout the duration of the works, inspections may include site managers, Project Managers, Health & safety Managers and by our external H&S Consultants as necessary.
A formal weekly inspection will also be carried out by the site manager this will be used to record the observations made and any remedial actions to be taken. Issues will be raised at weekly progress meeting to ensure safety messages are effectively communicated to all parties.

**Further Inspections**

When on site, project managers will carry out informal inspections and report any findings back to the site manager/supervisor for corrective action to be taken.
TJM Projects Health & Safety Manager will make regular unannounced site visits to carry out site inspections. All such inspections will be formally recorded and adverse findings will be communicated to all those involved including at Director level within TJM Projects and management level within sub contractors where their operatives may be involved.

**Compliance Monitoring**

Compliance monitoring will be carried out to verify that agreed procedures and methods are being implemented and are producing the required results.
Compliance monitoring will be carried out by the Site Manager / Supervisor.
Visiting personnel, including Project Manager, Safety Manager & Project Director
Observations and actions arising from monitoring will be tabled at the weekly meetings.

**Selection and control of contractors**

Sub-contractors are selected by an established TJM PQQ process. Direct site controls are administered via the submission, (prior to commencement of any contractor works) of site-specific RAMS. This includes the requirement for all sub-contractors to have assessed site and if required undertaken a relevant on-site survey for their works. Once works have commenced a programme of site inductions and TBT's is implemented and recorded. Each sub-contractor has a named manager working alongside TJM's management staff. If any element of the project is to be carried out by a (client) nominated sub-contractor, then they will either undergo the PQQ process, or alternatively TJM may seek written assurances from the nominating party to verify the contractor prior to on-site commencement.

**TJM staff training information**

TJM maintain staff training records of all direct TJM personnel on the sites and copies of relevant training or qualifications can be made available on request.
TJM apply the principles of SKET (skills, knowledge experience and training). All allocated staff are deemed to be competent for the tasks they are required to undertake.

**Contractor training information**

TJM sub-contractors are required to present training records and information upon request, as part of the PQQ process. Any client-nominated sub-contractors will also be required to provide the above information on request, to ensure all persons are suitably qualified to undertake their designated tasks. Copies of such are retained by TJM for access and inspection by any relevant party and to aid onsite audit.

**Induction and on-site training**

All site staff (including TJM and client-nominated sub-contractors) and regular site visitors will receive a site induction suitable and sufficient for the proposed works prior to starting on site at Castlefield House. These are signed and filed with the project manager. The induction form contains sections specific to the works, potential hazards and on-site conditions that may be encountered whilst the project is active.

A copy of the asbestos survey will be held on site and will be shown to operatives during the site induction. The operatives will sign an asbestos register to record that they have read and understood the survey contents.

All contractors and TJM operatives are assessed to be fully competent for their relevant tasks and there has been no identified need for any further onsite training (over and above standard TBT's).

**Coordinating ongoing design**

The contract administrator will be informed of any significant design alterations prior to the related works being undertaken. The Principal Designer will be informed of any design changes so that they can be reviewed to ensure that there isn't a negative effect on H&S. These will include any unforeseen eventuality that results in a significant design change over and above the accepted norms for such a project and which may have a detrimental effect on the overall allocated resources. Regular on-site meetings are scheduled throughout the contract period with all relevant parties.

**General site security and lighting**

The internal works will require the existing front entrance to be taken out of service during the external works. Internal access for occupiers will be via the rear fire escape. The site manager will be responsible for ensuring that the work areas are secured at the end of the working day.

Double clipped Heras fencing will be used to define the construction area with a set of double gates for access into the site. Additional heras fencing will be used to control access into the building during the construction phase to ensure that unauthorised access is controlled. The site manager will be responsible for checking the security arrangements at the end of the working day.

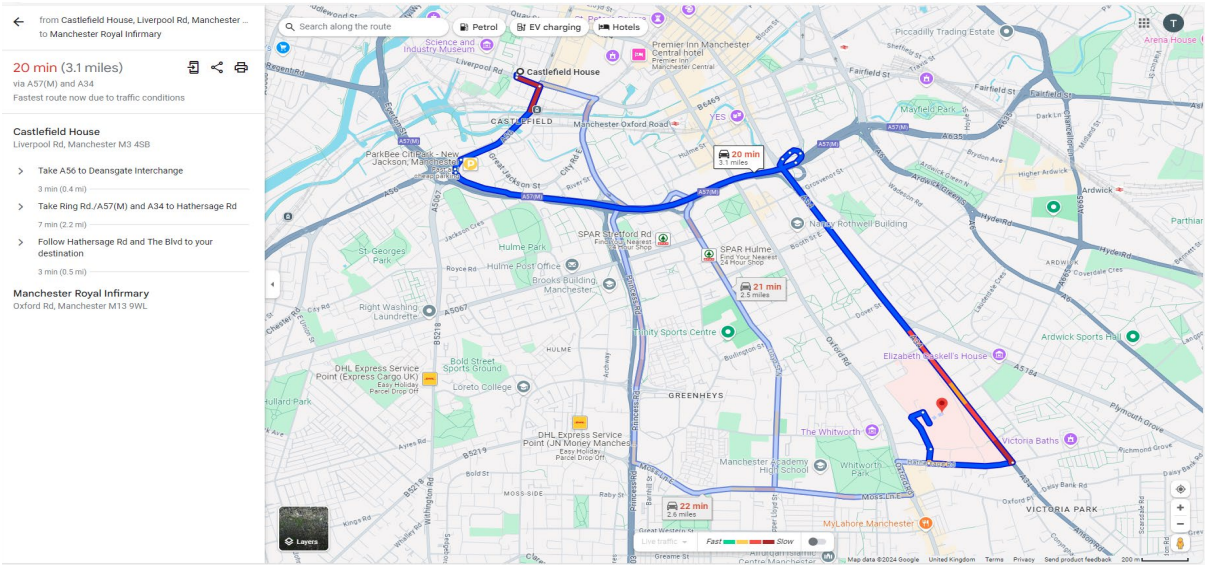
Internal natural lighting will be supplemented by 110v LED task lighting as required on each site.

**Welfare, first aid and PPE**

TJM will establish an area within the works for designation of welfare there will be access on site to fridge microwave, kettle, toilet facilities and running water.

There will be at least one trained first aider on site at all times along with a BS8599-1 first aid kit (medium) and eye wash station, situated in the welfare area. Any additional first aiders that may be present will be identified in the site induction.
Nearest hospital with accident and emergency facilities to the site is:

Manchester Royal Infirmary
Oxford Road
Manchester
Greater Manchester
M13 9WL
Tel: 0161 276 1234




The use and provision of PPE is addressed in our H+S policy - section 55, and the minimum requirement for all sites will be hard hat, safety footwear and high-vis at all times. All other PPE will be issued and used as per the relevant risk assessments for the particular works being undertaken or as directed by the TJM's project management team.

| Incident reporting and investigation |
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| Incident report and investigation forms are available from the TJM site manager's manual. The site induction has a section on the both the principles and reporting of incidents (near-misses), potential hazards and relevant site-specific H+S issues that may affect the project.<br><br>All accidents, incidents and near misses are to be reported to TJM health and safety manager using the online reporting system via the QR code displayed on the site noticeboards, as detailed in the site induction.<br><br>Should any incident investigations be required, these will be carried out by TJM's senior management team and our external H+S consultants (Socotec) as appropriate. Any incident occurring which falls under the RIDDOR Regulations (2013) will be reported via the online HSE portal by the relevant employer with an electronic copy issued to TJM.<br><br>Please note that under the current RIDDOR definitions any possible Covid outbreak will not be RIDDOR reportable. |
| **Issue of permit to works** |
| All works that require permits are detailed and issued by the project team and copies held in the site manager files to aid inspection and monitoring. Electrical permits are not generally issued by TJM for works to electrical systems under 1000 volts (as per HSG85). TJM issue permits to cover the following high-risk activities: Excavations, Use of ladders/ step ladders, Confined space, hot works, roof works, asbestos and live electrical working.<br><br>The issued daily permits detail any specific control measures and where applicable fire watch requirements for the safe conduct of the works. Permits are cancelled daily and new issued the following working day as required. |
| **Site rules** |
| Site rules form an integral part of the site induction for site. Site Rules can be found in Appendix A of the CPP. The site rules include sections on language and behaviour given the (potential) proximity of tenants at Castlefield House and the general public.<br><br>Smoking is not permitted on site and only permitted in the designated smoking area highlighted at the TJM Induction. Vaping and the use of e-cigarettes is classed as smoking and subject to the same restrictions.<br><br>For general site conduct TJM operate a 'three strikes' principle as opposed to the yellow / red card system, which TJM considers to magnify any minor lapses from individuals and does not allow for improvement. Strikes are recorded in the discipline register held securely by the project manager. |
| **Site layout** |
| The site plan showing entry and exit points, compound layout, welfare and first aid points is referenced in the site induction.<br>The site plan showing entry and exit points welfare and first aid points is referenced in the site induction. |
| **Parking arrangements** |
| There is no parking on site available however, there is local pay & display parking available. |
| **Accommodating adjacent land users** |
| The adjacent land users comprises of residential properties and other local businesses. The external works will impact the occupiers & visitors to Castlefield house as the front car park will be taken out of service, the parking will be relocated to the rear of the building. However deliveries and vehicle movements will be coordinated to avoid peak times between 8.30am and 10.30am and 4.00pm and 5.00pm. There is construction works being undertaken at Upper & Lower Campfield which are located either side of Castlefield House. TJM are working on Upper Campfield and are using part of the work area as welfare which will continue throughout the works. It is anticipated that Lower Campfield will be completed shortly. |

**Fire and emergency procedures**

All relevant site emergency procedures are discussed in the site induction and included in the general CPP files for reference. The existing fire alarm system is to be adapted as part of the works for the new layout. Localised isolations will be required during the strip out phase and when dusty works are being carried out.

TJM issued fire extinguishers will be provided to cover the general work areas, high risk activities such as hot works and the welfare facilities and the general site as required.

On finding a fire or other emergency situation site personnel are to use the building's existing fire alarm system, where available, to ensure all building occupants (site operatives and existing building users) are alerted to the emergency immediately. They should then contact the TJM Projects Limited's Site Manager / Supervisor whose contact details are given during the site induction and are posted at various key site areas, and inform him of the situation and then make their way from the building to the assembly point via the nearest available safe exit

The Site Manager / Supervisor will call the Emergency Services if necessary and will collect the site daily sign in register as he leaves the building and a roll call will be taken once personnel are gathered at the Assembly point.

Once the emergency services arrive the Site Manager will inform them of the situation giving as much accurate information as he can regarding location of the emergency and any hazards that are to be found on site. He will also inform them of the results of the roll call.

No TJM Projects Limited personnel or contractors will re enter the building until told it is safe to do so by the emergency services

**Risk Assessments, Method Statements, SSoW**

A Safe System of Work (SSoW) is a formal procedure resulting from the examination of a task. In order that all hazards can be identified and the risks assessed, safe methods of work will be established to ensure that those hazards are eliminated or, the remaining risks are minimised and/or controlled.
The company will carry out Risk Assessments of its work activities. Where a Risk Assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated a method of work will be developed that minimises that risk or enables it to be controlled.
Where a task requires specific control procedures such as a Permit to Work system this will be established and implemented.
The contents of the Safe System of Work document will be formally communicated to everyone involved in the task. Records demonstrating the receipt of this information will be retained by us. This may take the form of an individual assessment or a number of assessments linked to the Construction Phase Plan.
Where sub contractors are being used to under take tasks, they will be asked to submit RAMS for approval ahead of the works taking place. The RAMS will be reviewed by either the Contracts Manager or the Health & Safety Manager and a review sheet will be issued.

**Temporary works**

Only minor temporary works are required for the planned works at Castlefield House, and these are of a basic and standard type (pre-designed scaffold, site fencing etc.). As such they have been categorised currently as Level 0-1 to BS5975. All basic designs will follow the issued guidance sheets, manufacturer's instructions or structural engineers drawings / instructions for loading.

The inspection and recording of the basic temporary works will fall under the general site manager duties and will be recorded in the relevant on section sheets in the site manager's manual. Scaffolding on any site will be erected and dismantled by a competent contractor, who will issue NASC (or equivalent) compliance sheets prior to erection. The same contractor will also undertake the statutory 7-day inspections and complete the inspection register on site.

**ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS**

**Contamination**

As the property was constructed pre year 2000 an asbestos refurbishment/ demolition survey is required for the works. The survey will be held on site and operatives briefed on the contents of the survey.

AAC™ Asbestos Assessment & Control

**SUMMARY OF FINDINGS**

A Targeted Asbestos Survey was undertaken to enable the Refurbishment Works to the Ground Floor, First Floor, Fifth Floor & Common Areas at Castlefield House, Liverpool Road, Manchester M3 4SB, on the 9th September 2024. The purpose of the survey is to identify, so far as reasonably practicable, asbestos containing materials (**ACM's**) and was conducted by a team of experienced asbestos Surveyors from Asbestos Assessment and Control Ltd.

We found the following asbestos containing materials within the specified work areas: -

- A small section of asbestos cement pipework was identified to the 5th Floor Riser ceiling, passing through to the roof, with a further 1 Lin m Externally. The material was presumed to contain asbestos. If works are likely to disturb the material, it should be removed and disposed of as asbestos waste prior to the works commencing.

Other non-asbestos materials identified: -

- Non-asbestos insulation board was identified to the Lift Motor Room ceiling. The material was sampled and was found not to contain asbestos. No further action is required for this material, it is mentioned for identification purposes only. (S# 01)

**Limited destructive inspections were undertaken within the common areas, due to the ongoing occupation. However, no further asbestos containing materials are presumed to be present within these areas.**

Fuse/electric boxes located throughout the survey were not accessed, due to the risk of electrocution. Some older fuse boxes have been known to contain asbestos products. We presume asbestos is present in this location until proven otherwise.

If any suspect materials are identified whilst working on site, all works will stop and an asbestos consultant will be asked to attend site, carry out samples and advise. The client and PD will be advised and kept up to date.

To date TJM have not been made aware of (nor are aware of) of any significant contamination issues that affect these works. The site appears to have not been used for the production, handling of processing of any significantly hazardous substances or materials.

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| **Demolition and dismantling** |
| Not applicable to these works |
| **Waste management** |
| Waste is addressed in accordance with all current applicable legislation, and to assist legal compliance waste guidance notes are available in the site manager's documents pack. TJM are registered waste carriers for any materials transferred back to our office or any other designated site for disposal or recycling. Copies of external waste carrier licences are available for inspection upon request. Where waste disposal is part of any sub-contract element, TJM require the relevant contractors meet all legal obligations. |
| The use of on-site skips forms the vast majority of the waste handling provision for the project. Segregation is being performed off-site by the waste carrier / processor. Recycling reports are available electronically for inspection and filing if required. |
| For these works TJM's SIC code is 41201, and unless otherwise notified all skips will be classed EWC 17.09.04. |
| **Excavations** |
| Excavations for the new cycle shelter will be required. These are to be undertaken under a permit to break ground. The area will be scanned in advance using a CAT & Genie to locate any potential services. |
| **Foundations** |
| Not Applicable |
| **Services** |
| All relevant disconnections will be undertaken by competent trained operatives, with isolation and connection certificates issued as required. Electrical isolations not under permit will follow a standard 'lock out and tag' format as specified in the electrical contractor RAMS.<br><br>Temporary installations (such as site cabin power) will have an electrical installation certificate issued by the relevant onsite electricians. |
| **Control of contract and / or complex lifting operations** |
| Any minor manual lifting operations will be addressed via issue of our standard RA42 (manual lifting operations) which TJM consider suitable to be considered as a lifting plan to the requirements of LOLER 1998 Section 8. |
| **Structural Works** |
| Not Applicable |
| **Working at height** |
| Other height access equipment such as stepladders, ladders (for short duration works) and mobile towers will be inspected weekly, and the details recorded on the relevant inspection sheets. Any mobile towers will be erected and dismantled by PASMA trained operatives only. The use of hop-ups must be pre-authorised by the TJM project management team. |

| **Manual handling** |
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| Applied across all site operations is a maximum single person lifting capacity of 25kg for single tasks and 20kg for multiple operations. This is subject to individual's lifting capacity and may, in individual circumstances, be under 25kg. In association with this TJM follow the TILEO (TILE) system from the Manual Handling Operations Regulations (MHOR) 1992.<br>Manual handling is also covered in the site induction and TJM instruct team lifting and the use of lifting aids such as pallet trucks and trolleys. The use of PPE such as suitable gloves is also covered. A simple rule is also issued – if in doubt do not pick it up. |
| **Hot Works** |
| A permit to work system is implemented – issued as required for any hot works, which will also include any internal grinding and cutting. Copies are filed in the site manager files. Permits are issued and cancelled per day as required and the relevant fire watch period adhered to. TJM unless otherwise instructed implement a standard 1-hour fire watch after hot works have concluded.<br>If it is possible TJM will establish an external cutting area on site, well away from any combustible sources, which allows basic cutting and grinding to be conducted on an ad hoc basis without the need for full permit issue. Any such cutting stations will be inspected at the end of each working day that they are in use. |

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| **Vibration** |
| These works require the use of vibration producing equipment. This will fall into the Hand Arm Vibration (HAV) category from the use of handheld tooling such as impact drills. HAV monitoring will be managed by TJM for their direct staff, and by the relevant sub-contractor direct for their own operatives. Vibration rates will be known for all HAV producing equipment and manufacturer trigger times will be adhered to. In addition, strategies such as job rotation will be applied. |
| **Noise** |
| We are currently not aware of any official noise restrictions placed upon the site. We are aware that adjacent occupiers are in close proximity to the site boundaries, and noise is suppressed generally to the recommendations of BS 5228-1 Clause 9.3. Any particularly noisy operations will be scheduled for the most suitable time to minimise the inconvenience to the surrounding occupiers. |
| **Inclement weather/ UV exposure** |
| As the works are fully internal the risk of inclement weather / exposure to UV is not considered a significant risk on this Project. |
| TJM will monitor the UV index during the course of the works and will seek to minimise exposure to UV risk through information and informal toolbox talks, planning the works to avoid exposure, ensuring operatives are not working without tops and encouraging the operatives to wear long sleeves to maintain skin cover. Operatives will be asked to provide their own sunscreen as some operatives may have allergies to certain ingredients in some sun screen protection. The operatives will be reimbursed for the money to purchase sunscreen. |
| **Management of dust and dusty works** |
| TJM are aware of the risks posed by all types of dust, especially respiratory crystalline silica (RCS). Any works operations that may give rise to the production of dust and debris will be identified prior to commencement. All dust generating equipment will be fitted with the most suitable extraction equipment (manufacturer supplied). Where this is not practicable a damping down procedure will be put in place.<br>Should PPE be identified as the last or most practicable control measure then all masks will be FFP3 rated, of the half face type, and face-fitted by a competent person. |
| **Traffic management and delivery / removal of materials** |
| Plant will be required for the external works, this equipment will be contained within the secure heras fencing and should not impact on pedestrians or other users of the wider area. Deliveries will be scheduled to avoid peak times within the building, before 9am between 10 & 12 noon and after 3pm. Deliveries will be booked in advance with the site manager who will coordinate the deliveries to minimise disruption with building users and other contractors. Any vehicles will be directed to front car park located on Liverpool Road for unloading. Any reversing vehicles will be guided by a banksman to ensure other vehicles, cyclists and pedestrians are managed safely. |
| **Site storage** |
| Materials are requested on a just-in-time basis to prevent over-accumulation on site. All stored materials are securely stacked with any skids and if kept externally are sheeted or banded where required and kept a sufficiently safe distance away from buildings to prevent increased fire risks. |
| Where it is practical to do so and referencing the just-in-time delivery basis, materials will be transferred upon delivery to their use point to prevent repetitive handling and avoid increased risk of damage. |
| **Fragile Materials** |

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| Items that do not require any specialised handling procedures, equipment or bespoke storage requirements, such as standard window glazing, glazed partitions, tiles and sanitaryware, are not classed as fragile materials by TJM. |
| **Maintenance and use of plant and equipment** |
| Cordless and 110v tooling is used on site and the use of battery-operated tools is prioritised over mains powered tools wherever possible. 240v is permitted within designated areas for power tool and phone charging etc. 240v use may also be authorised internally (e.g. for specific or specialist equipment) with suitable risk assessment and the relevant rated power breakers used. All mains operated equipment is inspected daily prior to use, as per the relevant risk assessment for power tool use. Any defective or faulty equipment will be removed from use immediately and taken from the site for repair or renewal.<br><br>Any heavy plant required (e.g. MEWPS) is supplied with thorough examination certificates (either hardcopy on delivery or issued electronically to the server) and regular inspections recorded on the relevant PUWER / LOLER sheets in the site manager's manual. Any MEWPS on site will be inspected prior to each use, and the weekly inspections recorded on the general PUWER register.<br><br>The use of step ladders, ladders and towers is covered in the working at height section. |
| **Work involving CDM Schedule 3 Specified Risks** |
| **Earthfalls, engulfment and falling from height, aggravated by the work process or environment** |
| Not applicable to this project |
| **Workers at risk from chemical or biological substances** |
| Covid-19 is covered at the end of these Schedule 3 Risks.<br>Aside from standard, well known and well understood construction products, for which TJM maintain a COSHH product database with assessments and MSD sheets, there have been no other identified chemical or biological risk to operatives working on site. Should any new products be required or substitutions due to availability, these will be assessed and the COSHH assessment issued to site prior to their use.<br>We are not aware of any exposure to items listed in Schedule 6 of the COSHH Regulations, nor has there been an identified risk from Legionnaires or Weil's Disease on site. |
| **Ionising radiation** |
| There are no radiation sources (including radon as a NORM) currently known on the site. It is not anticipated that any form of radiography type pipe inspection will be required. |
| **Working near high voltage lines** |
| Not applicable to this project |
| **Drowning risks** |
| Not applicable to this project |
| **Wells, underground earthworks and tunnels** |
| Not applicable to this project |
| **Diving works with compressed air supplies** |
| Not applicable to this project |
| **Caisson works with compressed air atmospheres** |
| Not applicable to this project |
| **Work involving explosives** |

Not applicable to this project

**Heavy prefabricated components**

Not applicable to this project

**Other Health Risks**

Covid-19 still presents a risk to operatives. However, given the removal of almost all restrictions from the 1st April 2022, our revised Covid RA and site procedures have been issued which detail the minimum requirements as assessed currently by TJM. The guidance on Covid isolations is for people to still self isolate however it is no longer a legal requirement. TJM also adopt an active vaccination position and encourage all individuals to be vaccinated. Those who refuse vaccination on non-health specific grounds (this includes all sub-contractors and visitors) may be excluded from the works for the safety of others especially in close working circumstances.
There have been to date no other significant health risks identified, over and above the standard risks common to these types of works that any competent contractor would recognise and understand.

**THE HEALTH AND SAFETY FILE**

Information for the H+S file will be submitted to the principal designer for collation and subsequent issue to the client as soon as it is available to TJM.
It is to be noted that TJM do not automatically produce hard copies of information for any of the H+S files. This is to prevent uncontrolled copying and distribution of paper copies, and to reflect environmental considerations.
Electronic versions will be issued and can be via e-mail attachment, Dropbox, or memory stick, depending on the specified requirement. TJM no longer issue outdated CD or DVD formats.

**APPENDIX A**

**SITE RULES**

**In addition to any client's site rules, the following rules must be adhered to by all operatives:**
**All operatives conducting work on site must be must be inducted prior to commencing work.**

**All accidents must be reported to the site first aider and entered into the site accident book.**

**PPE – It is a minimum requirement that safety footwear, safety hat and a Hi-Viz vest and gloves are worn at all times whilst on site. Other PPE (i.e. safety glasses, dust mask etc) will be dictated in the risk assessment applicable to the works.**

**Operatives must sign to say they have read and understood their risk assessment and method statement prior to commencing works.**

**Personnel must ensure they are familiar with the site layout and emergency routes and exits.**

**Fire points will be located on site as per the site fire plan which is displayed in the site canteen.**

**In the event of a fire, employees must ensure ALL other personnel in their area of works are aware of the emergency.**

**Personnel must not interfere with or misuse fire extinguishers.**

**Smoking is not permitted within the building(s) or any offices on site. Smoking must only take place in the designated smoking area adjacent to the site welfare facilities.**

**Site canteen and welfare facilities are provided. Personnel are expected to respect the facilities and keep them in a clean and orderly manner, and to report all damage and deficiencies to the site management.**

**Good housekeeping must be maintained at all times. Personnel must not allow waste materials to accumulate.**

**All emergency routes are to be kept free from equipment and materials.**

**Only 110v or battery powered tools may be used on site.**

**No fires on site.**

**Only trained and competent personnel are to operate plant and equipment.**

**Alcohol and drugs is not to be consumed during your working day. Any operative deemed not fit for work due to alcohol or drug intoxication will be removed from site and may have disciplinary action taken against them.**

**Personnel will ensure adequate measures are taken to prevent and control the possibility of pollution. No waste liquids or COSHH may be poured down any drains.**

| Further Actions | (Further control measures that could be implemented to improve safety) | | | Action by Who & Date |
|---|---|---|---|---|
| | | | | |
| **Further Action authorised by:** | **Name** | | **Position & Signature** | |