

Construction Phase Health and Safety Plan

**Project: NMGH (North
Manchester General
Hospital) Waste
compound**

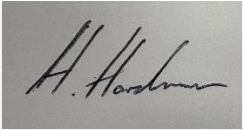
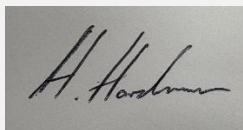
Date: Thursday 26th September 2024

1 Construction Phase H&S Plan Sign Off

Prepared in accordance with the requirements of the Construction (Design and Management) Regulations 2015 (CDM) – Appendix 3

Prior to implementation of this CPHSP, the plan should be reviewed and signed off below as reflects the construction works being undertaken.

The Client's representative (or Principal Designer) must sign below to signify acceptance of the plan

Project Construction Phase Plan Sign Off			
Position:	Construction Manager	Name:	Harry Hardman
Signature:		Date:	17.12.2024
<i>This CPHSP has been developed for project implementation and is fit for purpose as ready for review by the Client's representative to confirm acceptance for the construction works to commence</i>			
Contracts Manager / Project Manger	Harry Hardman	Construction Manager	
	Kevin Fletcher	Operations Manager	
	Jordan Stent	Head of Construction	
<i>The Client is aware of their duties under the Construction (Design & Management) Regulations: 2015 and is satisfied with the content of this plan for the construction works to commence</i>			
Clients Representative / Principal Designer	Nicola Harman	MFT NHS	
	Chris Baxter	Hive Projects	
	TBC	Principal Designer Kenmac Associates Ltd	
<i>The Client (or his representative) has reviewed the welfare facilities on the site and satisfied they are suitable for the works to commence</i>			

Clients Representative / Principal Designer	Nicola Harman	MFT NHS	
	Chris Baxter	Hive Projects	
	Richard Oxley	Principal Designer Kenmac Associates	

[illegible]

3 Description of Project

3.1 Project Description

Describe in sufficient detail the scope of the project, which should include but not be limited to:

- The project is a redevelopment of existing land situated within an enclosed area of North Manchester general hospital currently known as car park 7 where the following items of works are to be undertaken.
 - Removal of invasive non-species control of vegetation.
 - Excavation of existing land to remove existing surface.
 - Form and install foundations for modular building.
 - Drainage – both surface drainage and waste to connect to combined drain within main road.
 - Installation of sliding gate to main entrance inclusive of access control.
 - The scheme is to consist of external lighting, access control and CCTV cameras inclusive of electrical connections.
 - Supply and install barriers for the segregation of pedestrians and traffic.
 - Service connections are required for modular building i.e. water, drainage, electrics, fire alarm and data.
 - Existing car park is to be cut and filled and resurfaced.
 - Relining of new surface to demonstrate pedestrian and vehicle segregation.
 - Additional planting for acoustic and shielding purposes.
 - Installation of modular building.
- Overall, these works are part of a new hospital programme enabling works (phase 2) which enables relocation of the existing waste compound on site.

Project Action by:
Harry Hardman
Construction
Manager

Project Classification (tick those that apply)

PFI	Private Finance Initiative	☐	GMP	Guaranteed Maximum Price	☐
PM	Project Management	☐	DMC	Design, Manage and Construct	☐
CM	Construction Management	☐	LST	Lump Sum Tender	☐
MC	Management Contracting	☐	Other	# Specify #	☐
DB	Design & Build	☒			

Project Programme:

Start on Site Date:	6 th January 2025	Contract Period (weeks)	16 weeks
Project F10		Date: TBC	

3.2 Project Duty Holders & Contacts

Insert the contact details of the organisations / individuals listed on the F10 rev. Notification as defined as Duty Holders within the CDM Regulations 2015 Insert other key project contacts (i.e., emergency services and enforcing authorities etc.)	Project Action by: Harry Hardman Construction Manager
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Duty Holders (defined by CDM Regulations 2015)			
Title	Contact Name (s)	Company Name	Contact Details (Address, E-Mail & Telephone)
Client / Employer	Nicola Harman	MFT NHS	NHS Manchester University NHS Foundation Trust Cobbett House Manchester Infirmary Oxford Rd M13 9WL 07974587425 nicola.harman@mft.nhs.uk
Main Contractor	Jason McKnight	Recom Solutions	RECOM Solutions Unit 31 Water Edge Business park, Modwen Road, Salford, M5 3EZ Jason@recomsolutions.co.uk
Building Control Officer	N/A		
Principal Designer	Richard Oxley	Kenmac Assoicates Ltd	Salesis Farm, Sales Lane, Bury BL9 6TH

Emergency Services Contact Details			
Title	Name	Contact Details (Address, E-Mail & Telephone)	Notified of Project?

Police	Greater Manchester Police Force	0161 872 5050 (999) Northampton Road, Manchester, M40 5BP	N/A
Ambulance	Manchester Central Ambulance Station	0345 112 0999 (999) Manchester M13 9LL	N/A
Fire & Emergency	Greater Manchester fire and rescue Service	0161 608 4146 146 Bolton Road Swinton Manchester M27 8US	No
Hospital	North Manchester General Hospital	Delaunays Rd, Crumpsall, Manchester M8 5RB	

Enforcing Authorities Contact Details		
Title	Name / Contact Details (Address, E-Mail & Telephone)	Notified of Project
Health & Safety Executive	HSE Local Office Health & Safety Executive Northwest Office Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS 0845 300 0055	
Planning Authority	Manchester City Council Planning Department	
Building Control	N/A	Yes
Environment Agency	PO Box 544, Rotherham, S60 1BY 03708 506 506	N/A
Highways Agency	National Highways National Traffic Operations Centre 3 Ridgeway, Quinton Business Park, Birmingham, B32 1AF 0300 123 5000	

Drainage (Foul & Storm)	0345 672 3723 Great Sankey Warrington WA5 3LP	
Electricity	0800 195 4141 Electricity Northwest Dickinson Street M1 4LF	
Gas	National Gas Emergency Service 0800 111 999	
Telephones	N/A	N/A
Considerate Constructor Scheme	N/A	
Other (Specify)	N/A	

3.3 Pre-Construction Information

Record below all surveys, reports and other information that it is anticipated will be needed for the effective planning and management of the works. Request such information from the client or Principal Designer if not automatically issued, and record as appropriate request and received dates. File large or bulky documents in the project safety management filing system, and clearly identify their location in the table below.				Project Action by: Harry Hardman Construction Manager
Description (Amend list as appropriate)	Applicable (Y/N)	Date Received	Report Reference No.	Location / File Reference
Pre-Construction Information Pack	Y			
Asbestos survey / report(s) / Clean Air Cert	N			
Planning conditions / constraints	Y	19 th September 2024	140631/FO/2024 Decision Notice NMGH waste Compound	Saved to Recom SharePoint
Geotechnical survey	Y	2 December 2024	32425-HYD-XX-XX-RP-GE-1002-P01-S2	Saved to MFT SharePoint
Structural survey	N			
Schedule of conditions	N			
Party wall survey / agreements	N			
Noise survey	Y	9 December 2024	2062435-RSKA-RP-002-(01) - NMGH Waste Compound (Issue 15.11.24)	Saved to MFT SharePoint
Archaeological survey	N			
Retained structures / elements	Y			
Listed building status	N			
Environmental issues	TBC			
Underground Services	Y			

UXO (Unexploded Ordnance)

N

3.4 Constraints & Restrictions

From project documentation, including pre-construction information, determine and record below, any constraints or restrictions which may affect the execution of this project.

Project Action by:
Harry Hardman
Construction
Manager

Item	Constraint or Restriction	Description or Reference to Further Information / Detailed Report	Action or Control Measures Required
1	Adjacent Premises <i>E.g., Housing, Offices, Shops, etc</i>	Tamara House (Jewish Mortuary) is adjacent to the car park and needs 24/7 access. North View (GMMH Mental Health Facility) is an inpatient hospital and is operational 24/7 opposite the car park.	Access to Tamara House must be maintained at all times. Any disruption must be communicated to the Trust to notify the mortuary manager. Any works outside normal working hours, Recom to notify the Trust to notify the GMMH management team.
2	Adjacent Transport Undertaking <i>E.g. Bus Stops, Taxi Ranks, Underground or Train stations, Live overhead lines / rails</i>	Bus stop outside the car park on the same side of the road on Crescent Drive.	Any works which will affect this bus stop- TFGM to be contacted for advise on temporary suspensions as there is bus stops along the same road which are accessible.
4	Asbestos <i>e.g. Asbestos surveys, asbestos management plans</i>	Pending final ground investigation report.	
5	Client Activities <i>E.g. Operational Areas, Sensitive or restricted areas</i>		Specified areas of working to be mandatory following the logistic plan to ensure no conflict from Recom subcontractors entering Restricted areas. This is to be specified within the Induction to site. RECOM will review and implement reasonable and practicable procedures that are stated in the HSE-HSG 151 Protecting the public document.
6	Energy Supply <i>E.g. Limitations, Type (generator or mains)</i>	N/A	
7	Environment <i>e.g. Discharge Consent(s), SSSI, Adjacent canals, rivers, watercourses</i>	140631_Decision_Notice NMGH waste Compound	The proposed area is to have the following items undertook prior to the commencement of works.

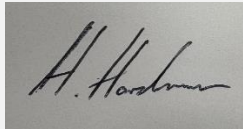
Item	Constraint or Restriction	Description or Reference to Further Information / Detailed Report	Action or Control Measures Required
		Invasive Non-Native Species Control	containment, control and removal of Rhododendron shrubs or any other invasive species encountered on site.
8	Existing Structures <i>E.g. Demolition, Temporary Support, Fragile Materials</i>		
9	Ground Conditions <i>e.g. Soil Surveys, 'Brownfield' Sites, Gradients, Wells, Mine Workings, Shafts, Basements</i>	140631 Decision Notice NMGH waste Compound Ground contamination preliminary risk assessment	
10	Noise Control <i>e.g. Environmental noise limits Section 60 / 61 agreement</i>	N/A	

4 Management of the Work

4.1 Management Structure & Responsibilities

Complete the project structure chart by discipline at the start of the project. Amend the chart as project personnel change. Ensure that each member of staff working on the project reads and understand their personal roles & responsibilities, as indicated in the company Policy Arrangements SS-SMS-01-02 and sign to acknowledge this. All identified staff are to read the summary of general H&S duties below.	Project Action by: Harry Hardman Construction Manager
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Health and Safety Duties and Responsibilities of all Project Personnel			
- Set a personal example to lead in safety and health promotion. - Understand the company H&S policy, CPHSP Plan and appreciate the responsibility allocated to each team member - Attend the project Safety Induction - Attend any health & safety training identified by the company, the Project training plan and personally maintain professional competencies. - Liaise with other managers to clarify responsibilities at physical or organisational interfaces between packages or sections of the project, so that full coordination is maintained			
Name (Print)	Role / Title	Signature	Date
Jordan Stent	Head Of Construction		26 th September 2024

Kevin Fletcher	Operations Manager		26 th September 2024
Harry Hardman	Construction Manager		26 th September 2024

4.2 Health & Safety Resources

Adequate safety resources to complete the project, including personnel, time and cost allowance will have been assessed prior to commencement on site. Responsibility for Health & Safety on the project remains with the Contracts / Project Manager and the rest of the project team. To provide assistance, advice and monitoring of compliance within the project a H&S Advisor resource should be allocated to the project as below. At all times works are taking place, Recoms will maintain an adequate level of Operations Management on site to manage the contractors undertaking the works. Each sub-contractor will allocate to the project their own H&S Advisor / Manager and Supervisors who together with Recoms management will plan, manage, supervise and monitor the health & safety aspects of their works. Minimum resource level for contractors H&S Advisor and Supervisors will be agreed as part of the tender process and based on the package risk rating.	Project Action by: Harry Hardman Construction Manager
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H&S Advisor / Manager Allocation & Contractor	Number of Visits / Month	From Project Week & Date	To Project Week & Date
Kevin Fletcher (Recom Solutions)	1no days per week		

4.3 Project H&S Goals

Client specific Environment, Health & Safety Standards or Goals that have been stipulated as part of the contract are to be included within this H&S Plan and included within any induction, site rules etc.	Project Action by: Harry Hardman Construction Manager
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The following Client's H&S Goals and Performance Standards have been provided and are to form part of the specific site rules / standards for this project: No detail provided but will be expected to include No prosecutions or enforcement notices for Health & Safety issues No reportable injuries, diseases or dangerous occurrences No falls from height of personnel, materials, plant or equipment
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- No personnel injured by the movement of plant or vehicles especially during reversing operations
- No slips, trips & falls
- No fires, environmental incidents or cases of public nuisance.
- No cases of occupational dermatitis, 'Hand Arm Vibration Syndrome' (HAVS) or occupational 'Noise Induced Hearing Loss'.
- No cases of occupational injury from manual handling.

4.4 Liaison between parties on site

Develop a schedule of key meetings through which H&S risk and compliance can be discussed and managed between the main stakeholders involved with the project
Populate the table below and review at regular intervals.

Project Action by:
Harry Hardman
Construction
Manager

Meeting	Objective	Attendees	Frequency
Project H&S Coordination Meeting	Consultation at project level will be via regular Safety Forum meetings on site (minimum monthly) involving all Recom and sub-contract site personnel. The meeting will be attended by the site management team and be structured to enable pre-planning of forthcoming site activities and ensuring that all people working on the project are aware of the interface with other trades. Meeting minutes should be posted on the notice boards within the site facilities.	1. Contracts / Project Manager 2. Site Manager 3. Recoms Supervisors 4. Sub-Contractor Supervisors 5. Others	Monthly
Other Specific Meetings Required.	Weekly Look Ahead/ Buildability Meeting / Notes – To be issued by Recom Solutions.	1. Project Manager 2. Site Management 3. Subcontractors	Weekly
	Weekly Design Team meetings - Notes to be issues by Recom solutions.	1. Designers (Architect/ Mechanical designer/ consultant etc) 2. Project Manager 3. Site Manager 4. Client (If Applicable)	Weekly
	Weekly or fortnightly Client programme/ progress Meetings – Notes to be issued by Recom solutions.	1. Recom Management 2. Client	Weekly
	H&S Auditing/ Site review (1no Visit per Month)	1. H&S consultant 2. Recom site Management	Monthly

4.5 Consultation with the Workforce

Develop a schedule of methods to facilitate workforce consultation with all the people on site, in respect of their health and safety.
The object is to ensure that all personnel working on the project are provided with a suitable forum to be consulted on relevant H&S issues.
Monitor outputs and facilitate communication to the entire workforce.
Engagement with the site workforce will be actively pursued at all opportunities, and achieved at 3 levels on site via:-

Project Action by:
Harry Hardman
Construction Manager

	Consultation Methodology			
Project	Safety Forum	Trade Union Representatives	Through one or more Workforce Representative	Site Project Meeting
Work-gang	Toolbox Talks	Safety Task Analysis	Through elected representatives	Method Statement Briefings
Individual	Feedback/ suggestion boxes	Directly with each employee	Whistle blowing procedures	Open door policy

4.6 Managing Design

CDM Design Management is a systematic approach to the organisation, evaluation and direction of the design process to achieve a project that delivers life cycle safety free from ill-health.
Depending on the nature of the project and procurement method the client may already have a design in place or may require **Recoms** to assist in its preparation and as such **Recoms** has a CDM Design Risk Management process to meet compliance with the CDM Regulations 2015.

Project Action by:
Harry Hardman
Construction Manager

Where **Recom** has design responsibility or a design management function, the Hazard and Risk Management (HARM) review process shall be undertaken during design and planning to positively influence safety during the construction, operation, maintenance and demolition of buildings. Where **Recoms** cannot influence design due to the stage of its development and/or our role, reviews of 3rd party design residual risks will be carried out to highlight and eliminate environment, health and safety risks in construction, fit-out, operation and maintenance.

The above process is outlined in **Recoms** CDM Design Management Guide.

Any ongoing designs and or design changes will be reviewed against the HARM register and process for any effect on H&S or opportunity for mitigations. Site safety control measures will then be established where necessary.

4.7 Selection of Contractors / Consultants / Suppliers

4.8 Site Safety Inductions

Project teams must ensure that site inductions are provided for all persons working on or visiting our sites to communicate key risks, emergency procedures, site rules and safety precautions to them.

Project Action by:
Harry Hardman
Construction
Manager

Ensure all persons who will work on the project for more than one day receive a project specific induction before they start work on site. The induction shall include:

- a) senior management commitment to health and safety;
- b) the outline of the project;
- c) the individual's immediate line manager and any other key personnel;
- d) any site-specific health and safety risks, for example in relation to access, transport, site contamination, hazardous substances and manual handling;
- e) control measures on the site, including:
 - i. any site rules,
 - ii. any permit-to-work systems,
 - iii. traffic routes,
 - iv. security arrangements,
 - v. hearing protection zones,
 - vi. arrangements for personal protective equipment, including what is needed, where to find it and how to use it,
 - vii. arrangements for housekeeping and materials storage,
 - viii. facilities available, including welfare facilities,
 - ix. emergency procedures, including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment;
- f) arrangements for first aid;
- g) arrangements for reporting accidents and other incidents;
- h) details of any planned training, such as 'toolbox' talks;
- i) arrangements for consulting and involving workers in health and safety, including the identity and role of any:
 - i. appointed trade union safety representatives,
 - ii. representatives of employee safety,
 - iii. safety committees;
- j) information about the individual's responsibilities for health and safety.

4.9 Contractor Training & Competence

All contractor personnel will be trained to the standards set out in relevant H&S legislation. Project specific training requirements and certificate type are identified below	Project Action by: Harry Hardman Construction Manager
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*Add / omit from the list below as applicable

Specific training requirement	Certification Scheme
Contractors Managers (General)	SMSTS certificate (Site Managers Safety Training Scheme) + Relevant trade qualifications / experience.
Contractors Supervisors (General)	SSSTS (Site Supervisors Safety Training Scheme) or SMSTS certificate
Scaffolding Supervisors	CISRS (Construction Industry Scaffolders Registration Scheme) Supervisors Card + relevant trade qualifications and experience. + manufacturer's training if system scaffold to be used.
Demolition Supervisor	CCDO (Certification of Competence of Demolition Operatives) Supervisors Card.
General Construction Trades & Labourers.	CSCS card (with relevant endorsements)
Plant Operators (General).	Relevant CPCS card+ machine specific familiarisation training.
Compact Crane Operator.	CPCS card+ machine specific familiarisation training.
Signaller / Slings.	CPCS card
MEWP operator	IPAF card (with relevant endorsements) + machine specific familiarisation training.
Light weight scaffold tower erection	PASMA card (with relevant endorsements) + equipment specific familiarisation training.
Scaffolder	CISRS card + manufactures training if system scaffold is to be used. (CSCS affiliated)
Electricians	ECS card (CSCS affiliated)
Plumbers	JIB-PMES card (CSCS affiliated)
Utility Services	EUSR card (CSCS affiliated)
Demolition	CCDO Card (CSCS affiliated)
Safety Net rigging	FASET
Independent Rope Access & Personal Suspension	IRATA

4.10 Site Security

Ensure the site has adequate security by providing fencing to the perimeter and lockable access gates. Ensure that visitors sign a visitor’s register and are accompanied by a member of the Recoms team or by an authorised member of a trade contractor’s site personnel. Where projects are not manned by security staff outside site operating hours ensure that a prominent notice is displayed at each site entry point indicating appropriate emergency call out contact numbers. Ensure that signage is located at each entrance noting that unauthorised persons are not to enter, and giving clear directions to pedestrian entrances. The following security measures will be provided on this project to provide protection to the perimeter of the site and control of personnel access.	Project Action by: Harry Hardman Construction Manager
*Add / omit from the list below as applicable	
Physical Means	
<i>Describe how the perimeter will be secured by physical means (i.e. hoardings, existing structure etc). Include height and construction of hoardings and any temporary measures if relocation is required during the programme of works</i>	
Using the existing palisade fencing to the perimeter and installing a facial recognition turnstile for operatives to access site and keep members of the pubic out.	

Vehicle Access Points

- Using the existing gates. To be kept closed and locked at all times, only opened by authorised personnel.
- Construction traffic should approach from Charminster Drive and avoid Central Drive where possible.

Describe how vehicle access points will be controlled to prevent access by unauthorised vehicles or pedestrians. Describe any gates / movable barriers and gate control personnel, etc.

- Daily Management of onsite vehicles will be reviewed daily in accordance with the signing in out system. This will also be visually reviewed daily, and subcontractors will be cautioned if mandatory site rules aren't followed with further disqualify from site.

Describe the physical means of preventing unauthorised persons entering at designated personnel access points (i.e. security guards, biometric / swipe card activated turnstiles etc)

- Site personal will sign in with a one way in, one way out facial recognition system via the rear entrance of the building highlighted on the logistic plan.

4.11 Welfare Facilities

Welfare facilities commensurate with the number of people on site must be available at the start of the project
Confirmation must be obtained from the Client or Principal Designer that they are satisfied with the level and condition of the welfare facilities to be provided before the works commence on site.

Project Action by:

- The quantity and location of the welfare facilities needed on commencement of the project and the anticipated facilities required for the peak numbers of the project are to be provided in the table below
- All welfare facilities are to be provided in full accordance with the CDM Regulations 2015 Schedule 2.

Welfare Facilities / Details	Start of Project			Peak of Project		
Anticipated number of Males on the Project	1-10			1-10		
Anticipated number of Females on the Project	0-5			0-5		
No of Urinals / Male WCs / Female WCs to be provided	0	2	1	0	2	1
No of Wash Hand Basins / Showers to be provided	2		0	2		0
Hot / Cold running water supplied from	Existing Mains water to building.			Existing Mains water to building.		
Location of Drinking Water Provision	Site Welfare			Site Welfare		
Method for supplying Drinking Water	Fresh bottled water to be supplied.			Fresh bottled water to be supplied.		
Individual Storage Facilities provided (lockers etc)	None			None		
Specific Changing Facilities for Male Personnel	1			1		
Specific Changing Facilities for Female Personnel	1			1		
Provision of Drying Facilities	N/A			N/A		
Provision and Location of Rest Room	Welfare setup			Welfare setup		
Provision for Boiling Water for Drinks	Welfare kitchen facility			Welfare kitchen facility		
Provision for Heating / Cooking Food	Welfare kitchen facility			Welfare Kitchen Facility		
Person / Contractor Responsible for Maintenance of Facilities	University Of Manchester			University Of Manchester		
Person / Contractor Responsible for Cleaning the Facilities	University Of Manchester			University Of Manchester		
Consumables provided by:	Recom Solutions			Recom Solutions		

4.12 First Aid Arrangements

The names of qualified first aiders from Recoms and contractors is provided below with contact details and qualifications in first aid and use of defibrillators. The locations of first aid room (if applicable) and first aid kits and are provided in the table below.	Project Action by:
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Category of risk	N° employed at location	Minimum number of first-aid personnel
High e.g. construction sites and depots with workshops, manufacturing or processing facilities.	Fewer than 5 5 – 50 More than 50 Where there are hazards for which additional first-aid skills are necessary	At least one appointed person At least one first aider One additional first aider for every 50 employed In addition, at least one first aider trained in the specific emergency action

First Aiders				Expiry of First-Aid Qualification
Name	Employer	Work Area	Contact Number	
Harry Hardman	Recom Solutions	Site	07883860493	

00052

Location of First Aid Rooms (if applicable)	
1.	Site Office
2.	

Location of First Aid Kits	
1.	Site Office
2.	
3.	

4.13 Fire & Emergency Arrangements

The names of trained Fire Marshals from Recoms and contractors are provided below with contact details and qualifications in fire and emergency action. A project specific fire plan is to be developed and maintained throughout project delivery.	Project Action by: Harry Hardman Construction Manager
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A site fire & emergency safety plan will be prepared in accordance with Recom's process SS-SMS-15.1 process. An emergency and environmental incident response plan will be completed for this project, posted on site in the office and welfare facilities and arrangements are communicated at induction. The likelihood of an incident can be minimised by effective planning through the development of site Emergency and Environmental Incident Response Plan.

Specific Plan Provided? (Y/N)	Y ☐ N ☐	Plan Provided in Appendix No.	To be developed prior to starting on site	
SMS Requirement for Specific Plan (Y/N)	Y ☒ N ☐	SMS Plan Reference:		
Fire Marshals / Wardens				Expiry of Fire & Emergency Training
Name	Employer	Work Area	Contact Number	
Harry Hardman	Recom Solutions	Site	07883860493	2 nd March 2025

4.14 Reporting & Investigation of Incidents

All incidents must be reported to the site manager and senior management team and will be investigated according to the **Recoms** investigation procedures. The timely and accurate investigation of ALL incidents (relative to severity) is crucial to identify why they occurred and how to prevent similar incidents in the future. Failure to implement the effective investigation procedures can result in prosecution, difficulty with insurance claims and financial loss to the company.

Project Action by:
Harry Hardman
Construction
Manager

The purpose of incident investigation is to:

- **Fully understand the immediate and underlying causes of incidents;**
- **Institute corrective actions to eliminate the re-occurrence of the identified immediate and / or underlying causes;**
- **To share lessons learnt to prevent similar incidents occurring elsewhere within the business; and**
- **To minimise the impact of incidents both in terms of human suffering and economic loss.**

Once the immediate emergency response to an incident has been implemented, the injured has been treated and the situation made safe, the investigation process should begin. This root cause(s) investigation process involves the collection of evidence, identification of immediate causes, critical factors, underlying causes, corrective actions and lessons learnt.

Fatal and other major incidents will be investigated by an independent investigation team from our H&S service provider.

All accidents including those to subcontractor workers must be reported immediately to the site management and a record entered in the site accident book. This includes all cases where first aid is provided, regardless of how minor the injury is considered. Where an investigation is carried out, the site manager and contracts manager will ensure that any follow up action required or recommended is carried out promptly and that information is relayed to all on site who may be affected by findings.

'Near miss' incidents, those categorised as dangerous occurrences under statute, and those causing major damage whether or not injuries occur will be reported, investigated and recorded.

4.15 Production & Approval of Risk Assessments and Safe Systems of Work

All contractors will be required to detail the safe systems of work they will adopt for works involving any significant risk in Method Statements.

The Method Statement must describe nature and sequence of the works together with the control measures necessary to carry out the works in a safe manner, detail key responsibilities and how it will be communicated to their workers.

Where changes impact on the agreed method of work, the Method Statement must be revised accordingly and accepted by all parties.

Method Statements & Risk Assessments

Ensure that contractors submit their Method Statement to **Recoms**, a minimum of 2 weeks, and preferably 30 days, before they are due to start work on site.

Check and agree the Method Statement before permitting the contractor to commence work on site.

Record this process on the Method Statement Review form.

Recoms 'accepted' method statements will be given a 'CAT A' status Non-acceptable method statements will be given a 'CAT B' status.

A copy of the completed review form is to be returned to the contractor confirming the Method Statement status.

Maintain a log of all Package Method Statements with their current status using the Method Statement Schedule Form.

Permits to Work

Permit to Work procedures will be implemented to ensure that regularly encountered high risks works are effectively controlled on a day to day basis.

Before any permits are issued by RECOM to a subcontractor, there must first be a permit in place from MFT.

Outlined below are the standard **Recoms** permits to work that may be applicable to particular construction activities:-

- **Permit to Dig**
- **Permit to Enter (Confined Space)**
- **Hot Work Permit**
- **General work permit (High risk)**
- **Permit to demolish**
- **Permit to Lift**
- **Permit to work on live electrical apparatus (Commissioning & Testing)**
- **Out of Hours Work Permit (Working without [Company] Supervision)**
- **Temporary Works Permits are contained within Section 12 of these procedures.**

Project Action by:
Harry Hardman
Construction
Manager

4.16 Site Rules

Individual

- All personnel working on this project will attend an induction.
- All site personnel, for their own safety and for the safety of others, are required to fully comply with their employer's *task safe working method statement*
- All personnel are required to wear a *safety helmet, high visibility vest, safety footwear, gloves and appropriate eye protection* as identified by risk assessment and method statement. Additional PPE, e.g. hearing protection, will be worn where appropriate.
- Transistor radios, personal stereos / walkmans / iPods or similar, are not to be used.
- The consumption of alcohol and drugs is prohibited.
- *Smoking* will only be permitted in designated areas.
- No personnel shall indulge in fighting, horseplay or practical jokes within the site perimeter.

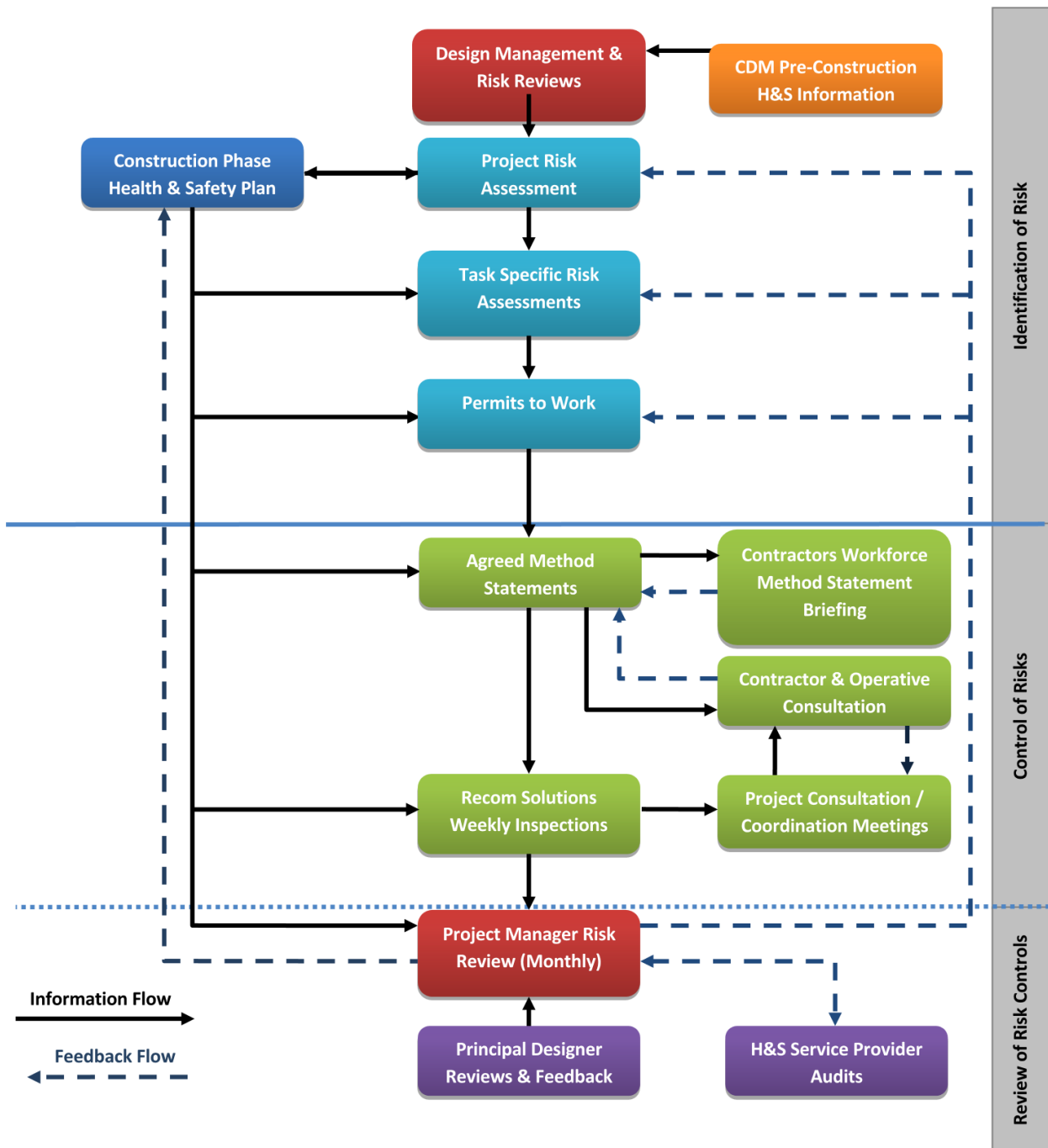
Collective

- Any person found to be interfering or misusing fixtures, fittings or equipment provided in the interest of health, safety or welfare will be excluded from the site.
 - *Visitors* must report to Recoms site offices, and will be allowed entry at their discretion. Whilst on site visitors are to wear appropriate PPE.
 - *Vehicle* drivers must wear a safety helmet, hi-vis jacket or vest and safety footwear at all times when at risk. Vehicles are not to be reversed in construction areas unless under the control of an authorised traffic marshal / banksmen.
 - Every incident (injury or near miss) event must be reported to Recoms.
 - No person may operate any mechanical plant or equipment unless they have been trained, have been certificated as competent and are authorised to do so.
 - Any mechanical plant or equipment found to be defective is not to be used and should be reported.
 - All safety signs and notices must be followed.
 - Site fire and emergency alarms, equipment and instructions are designed to protect life. They must be followed.
 - Ladders are only to be used as work platforms for tasks of short duration and only if no alternative means of access is readily available. Ladders must always be secured to a structure or securely 'footed' by another person whilst in use.
 - Only *designated & qualified electricians* may make an electrical connection / disconnection, other than at approved plug & socket points, or make alteration to the temporary electrical supply.
-

5 Arrangements for Control of Significant Risks

5.1 Project H&S Management

During the Pre-construction (identification) and Construction (control) stages of a project it is important to undertake regular reviews to establish if all of the risks have been identified and the correct control measures applied.



5.2 Project Risk Review

The following Project Risk Assessment shall be undertaken in order to identify the significant risks to the project requiring specific controls to meet the requirements of the CDM Regulations 2015 and H&S Legislation. Where the risks are applicable further supporting detail shall be provided in the sections following.

Project Action by:

Significant Risks	Applicable (Y/N)
Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site	Y ☒ N ☐
Dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations,	Y ☒ N ☐
Accommodating adjacent land use	Y ☐ N ☒
Stability of structures , including temporary structures and existing unstable structures	Y ☒ N ☐
Preventing falls	Y ☒ N ☐
Work with or near fragile materials	Y ☒ N ☐
Control of lifting operations	Y ☒ N ☐
Maintenance of plant and equipment	Y ☒ N ☐
Excavations and work where there are poor ground conditions	Y ☒ N ☐
Wells, underground earthworks and tunnels	Y ☐ N ☒
Work on or near water where there is a risk of drowning	Y ☐ N ☒
Work involving diving	Y ☐ N ☒
Caisson or compressed air working	Y ☒ N ☐
Work involving explosives	Y ☐ N ☒
Traffic routes and segregation of vehicles and pedestrians	Y ☒ N ☐
Storage of materials (particularly hazardous materials) and work equipment	Y ☒ N ☐
Asbestos	Y ☒ N ☐
Contaminated Land	Y ☐ N ☒
Manual Handling	Y ☒ N ☐
Hazardous substances , particularly where there is a need for health monitoring	Y ☒ N ☐
Noise and vibration	Y ☒ N ☐
Work with ionising radiation	Y ☐ N ☒
Exposure to UV radiation (from the sun)	Y ☐ N ☒

*Add / omit from the list below as applicable

5.3 Delivery & Removal of Materials

Risk Detail	Risk of interaction with Public / Pedestrians as site skip / unloading areas will be outside the project.		
Overview of Proposed Mitigations	Ensure all deliveries and waste removal are well managed with a banksman to ensure pedestrian routes are not at risk.		
Specific Plan Provided? (Y/N)	Y ☒ N ☒	Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☒ N ☐	SMS Plan Reference:	Access & Egress Plan
SMS Standards	SS-SMS-02.2.1 Logistics and Storage Process Guide		

5.4 Dealing with Services

Risk Detail	Ensure all permits are in place before works commence		
Overview of Proposed Mitigations	Recom to issue permit requests as per their safe systems.		
Specific Plan Provided? (Y/N)		Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☐ N ☒	SMS Plan Reference:	N/A
SMS Standards	SS-SMS-06.1.1 – Risk Assessment Guide SS-SMS-08.1. – Permit to Work Process		

5.5 Preventing Falls

Risk Detail	Working at height- work above ceilings		
Overview of Proposed Mitigations	PASMA trained operatives to install alloy towers and inspect weekly.		
Specific Plan Provided? (Y/N)	Y ☒ N ☒	Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☐ N ☒	SMS Plan Reference:	N/A
SMS Standards	SS-SMS-14.1 – Work at Height Process		

5.6 Fragile Materials

Risk Detail	N/A		
Overview of Proposed Mitigations	Work in accordance to specified RAMS		
Specific Plan Provided? (Y/N)	Y ☐ N ☒	Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☐ N ☒	SMS Plan Reference:	N/A
SMS Standards	SS-SMS-14.1 – Work at Height Process		

5.7 Maintenance of Plant & Equipment

Risk Detail	Hand Tools – TO be maintained / tested		
Overview of Proposed Mitigations	Register of PAT tested tools to be held.		
Specific Plan Provided? (Y/N)	Y ☐ N ☒	Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☐ N ☒	SMS Plan Reference:	N/A
SMS Standards	SS-SMS-09.1 – Statutory Inspections & Records Process		

5.8 Storage of Materials

Risk Detail	Ensuring all materials stored within site boundary/Segregated from the public		
Overview of Proposed Mitigations	As per logistics plan		
Specific Plan Provided? (Y/N)	Y ☒ N ☐	Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☒ N ☐	SMS Plan Reference:	SS-SMS-02.2.2 – Logistics Plan
SMS Standards	SS-SMS-02.2.1 Logistics and Storage Process Guide		

5.9 Traffic Routes and Segregation of Vehicles & Pedestrians

Risk Detail	Ensuring works do not impact the flow of traffic, pedestrians and passing public		
Overview of Proposed Mitigations	Induction to detail how works are managed. All deliveries booked in with site manager.		
Specific Plan Provided? (Y/N)	Y ☒ N ☐	Plan Provided in Appendix No.	Access & Egress Plan
SMS Requirement for Specific Plan (Y/N)	Y ☐ N ☒	SMS Plan Reference:	
SMS Standards	SS-SMS-02.2.1 Logistics and Storage Process Guide		

5.10 Asbestos

Risk Detail	Asbestos Removal Works		
Overview of Proposed Mitigations	Review asbestos removal schedule		
Specific Plan Provided? (Y/N)	Y ☒ N ☐	Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☒ N ☐	SMS Plan Reference:	
SMS Standards	SS-SMS-19.1 – Asbestos Process Guide		

5.11 Manual Handling

Risk Detail	Manual Handling - General		
Overview of Proposed Mitigations	Review in site induction and review individual capabilities.		
Specific Plan Provided? (Y/N)	Y ☒ N ☒	Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☐ N ☒	SMS Plan Reference:	N/A
SMS Standards	SS-SMS-06.1.1 – Risk Assessment Guide		

5.12 Hazardous Substances

Risk Detail	Storage of materials		
Overview of Proposed Mitigations	Hazardous substances to be securely stored in designated storage		
Specific Plan Provided? (Y/N)	Y ☒ N ☒	Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☐ N ☒	SMS Plan Reference:	N/A
SMS Standards	SS-SMS-16.1. – COSHH Assessment Guide SS-SMS-18.1. – Occupational Health Guide		

5.13 Noise and Vibration

Risk Detail	Noise / Vibration. – Not expected to exceed DB ratings, if so plan to be updated		
Overview of Proposed Mitigations	Review on site during activity. If an issue is identified, implement an action plan / working out of hours.		
Specific Plan Provided? (Y/N)	Y ☐ N ☒	Plan Provided in Appendix No.	
SMS Requirement for Specific Plan (Y/N)	Y ☐ N ☒	SMS Plan Reference:	N/A
SMS Standards	SS-SMS-10.1. – Noise & HAV's Process		

6 The Health & Safety File

All information required for the health & safety file is collated in a timely manner for the conclusion of the works.
The Project Manager must liaise with the Principal Designer to agree the format that will be used to gather information for the H&S File, including numbers of copies (hard and soft) and agreed format.

Project Action by:
Harry Hardman
Construction
Manager

- The principal contractor has a duty to obtain relevant information for the health & safety file as required by the Principal Designer. It is important that this information is provided promptly and the principal contractor must ensure that contractors are aware of what is expected from them and when to deliver it.
- A typical copy of the index for the Health & Safety File follows indicating the information to be provided by the various parties to the principal contractor for forwarding to the Principal Designer. This is subject to change and is to be agreed with the Client and Project Manager.
- Sections not deemed relevant to this package of works have been greyed out.

No.	Contents	Typical Details	Info Supplier
1.0	Introduction	<i>General principles behind the H&S File</i>	Principal Designer
2.0	Project Details		
2.1	Project Description	<i>Description of the project, including scope of works and locations</i>	Principle Designer
2.2	Project Directory	<i>Duty Holders / parties involved in the project</i>	Principal Designer
2.3	Package Contractors	<i>Sub-Contractors & Designers involved in the project.</i>	Principal Contractor
3.0	Construction Statement		
3.1	Construction Methodology	<i>Construction statement with details of the process along with photographs of key stages</i>	Principal Contractor
4.0	Building & Fabric Design		
4.1	Design Philosophy	<i>Overview of design basis, methodology and standards/ legislation used in design.</i>	Architect
4.2	Safe Access for Maintenance	<i>Provision of a full cleaning & maintenance access strategy identifying the methodology for safe access during operation, maintenance and cleaning.</i>	Architect
5.0	Civil & Structural Design		
5.1	Design Philosophy	<i>Overview of design basis, methodology and standards/ legislation used in design.</i>	Civil & Structural Engineer
5.2	Loadings	<i>Details of the characteristic and wind loadings derived in the design, defining the actual loads applied.</i>	Civil & Structural Engineer
5.3	Demolition Statement	<i>Statement identifying any particular hazards, sequencing, and temporary works requirements during ultimate demolition of the structure.</i>	
6.0	Services Design		
6.1	Principles of Services Design	<i>General philosophy behind the design including details of incoming services and isolation points</i>	M&E Designer
6.2	Safe Access for Maintenance	<i>Provision of a full cleaning & maintenance access strategy identifying the methodology for safe access during operation, maintenance and cleaning of services and plant.</i>	M&E Designer / M&E Contractor(s)

No.	Contents	Typical Details	Info Supplier
6.3	Plant Replacement Strategy	<i>Details of strategy as to how items of plant (M&E) are to be replaced, including any temporary works</i>	M&E Designer / M&E Contractor(s)
6.4	Incoming Services	<i>Provide details and / or drawings of incoming services with routes and isolation points</i>	M&E Contractor(s)
7.0	Fire Design		
7.1	Emergency & Fire Fighting Systems	<i>Description of the emergency and firefighting systems installed within the area of works</i>	M&E Designer / Fire Consultant / M&E Contractor(s)
8.0	Residual Hazards		
8.1	Residual Risks	<i>Residual risks remaining after completion that should be considered during any future operation, construction, maintenance, cleaning and ultimately demolition works. List of unusual materials (if any) used in the construction giving rise to residual risks.</i>	Principal Contractor / Principal Designer / Designers
8.2	Buried Services	<i>Details, location, depth and type of buried services existing and installed within the boundary of the site.</i>	Principal Contractor
9.0	As Built Information		
9.1	Schedule of O&M Manuals	<i>Complete list of all the Operation and Maintenance Manuals provided</i>	Principal Contractor
9.2	As-Built Drawings	<i>All drawings to be referenced within a schedule and must be annotated at 'As-Built' status.</i>	RECOM/Contractors
9.3	Schedule of Surveys & Reports	<i>Any other surveys or reports applicable to these works that include specific health & safety information</i>	RECOM/Contractors
10.0	Additional Client Information	<i>The Bolster Recording System will be the H&S File for this project.</i>	

7. Waste Management and Removal

RECOM operates and maintains an Environmental Management System (EMS), accredited to ISO 14001:2015 for the provision of Construction and Building Services. We are fully committed to reducing all types of waste and increasing the reuse, re-purposing, and recycling of materials across all our undertakings. RECOM endeavours to minimise waste disposal to landfill and will instead promote reuse, recycling, and recovery techniques;

All waste will be dealt with following the Waste Duty of Care in Section 34 of the Environmental Protection Act 1990, and with the Waste (England and Wales) Regulations 2011. We are aware of our obligations under the Waste Disposal Regulations applicable from July 2004 and July 2015 and the WEEE Directive January 2006 and can provide our Environmental Policy and Certificate of Registration for Carriage of Waste in support of this.

RECOM ensure that waste and sustainability targets are set out ahead of commencing on site, for both our site teams and supply chain. Specifics surrounding the reuse of materials, through to understanding where we as a business can reuse materials or specify recycled materials for projects is an agenda item at project kick off. The RECOM Site Waste Management Plan is developed to meet any minimum regulatory requirements and achieves a construction waste recovery/recycling rate of at least 90% by weight as a minimum, with the aim of recycling 100% of waste if possible.

We will constantly liaise with the MFT project team to help reduce waste and meet relevant code of practices and ensure that at project kick-off, we have captured specific project requirements.

RECOM are committed to implementing a project environmental plan and the SWMP so that it is effective, accurate and economical. Waste is recorded in our SWMP and then by internal EH&S audits; from this we can see if a site has improved on waste by the next internal audit and relevant data collected. When waste is removed from site, we request that the licenced waste carrier assists with our SWMP (see example analysis) by issuing a certificate giving information to where the waste has gone and how much has been recycled etc.

Project Kick-off Meetings	RECOM organise project kick-off meetings and in doing so, introduce the reuse goals and objectives to the entire project team, including architects (for sign off where required), engineers (substitutions of materials where possible), and sub-contractors.
Include Reuse in Project Documentation	By incorporating reuse goals and guidelines into the project's design and construction documentation, including subcontractor contracts, we ensure that the project team are aware of our drivers' project to project. This is identified in specific scopes of works, where we highlight items that can be reused or repurposed, specifications, drawings, and in project KPI's, linked to recycling and material reuse.
Appointed Person	On each project, RECOM have an appointed sustainability coordinator, who is responsible for tracking opportunities and output at a project level.
Training and Education	We offer Continuous Professional Development (CPD) and offer training and educational sessions to inform team members about the importance of material reuse, as well as how to identify, collect, and store reusable materials. This is done as a business and also at project level.
Document Reusable Materials	RECOM maintain a clear inventory of all materials that are available for reuse, along with information about their condition, quantity, and location. This information is stored centrally on our project Common Data Environment, easily accessible to the project team.
Label Reusable Materials	At project inception, we clearly label or identify materials that are suitable for reuse to make it easy for the project team to identify them on the construction site. This is documented ahead of commencing or as soon as practically possible.
Supply Chain	Within our supply chain tendering process, we include reuse requirements and expectation. This ensures that our subcontractors understand and commit to these requirements prior to contract award.
Clear Targets and Monitoring Process	RECOM establish clear reuse targets as a business and track progress toward these goals at project level. We share this data with our wider teams regularly to keep them informed and motivated.

Communication	We engage regularly with our teams through emails and newsletters to share best practise and encourage an ethos of sustainability across our team. We share reuse initiatives, challenges, and case studies and highlight successful reuse projects and their environmental and economic benefits.
Working with External Reuse Organisations	RECOM have successfully collaborated with external organisations, such as local reuse centres or recycling facilities, enhancing material reuse opportunities. We regularly utilise the services of a charity organisation called Up-Manchester, who look to re-use, re-purpose and recycle materials. We have linked up with the UK Green Building Council (UKGBC) and attending webinars and forums, focused on sustainable construction practices. We are members of several local LinkedIn and social media groups that focus on sustainability and construction in Manchester. These platforms, we have found, are excellent for networking and information sharing on the opportunities associated with the reuse of project materials.