



CONSTRUCTION PHASE PLAN

123 Barlow Moor Road, Didsbury

Written by:	Reviewed by:	Approved by:
Lauren Smith Health & Safety Consultant	Andy Foster Contracts Manager	Gavin Lomax Managing Director

Doc Ref	Rev Status	Revision Date	Status Description / Amendment Notes
BMR CPP	Rev 001	23/09/24	First Issue
BMR CPP	Rev 002	08/10/24	Revised to incorporate further detail on noise, dust and highway interface risk mitigation provisions.
BMR CPP	Rev 003	30/10/24	Revised to incorporate further detail deliveries and logistics.
Sign below to show that the plan has been read and understood			
Name	Signed	Date	
Project Manager			
Site Manager			
Quantity Surveyor			

Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:1 of 26
------------------	---------------	----------------------	--------------

Contents

INTRODUCTION

- 1.0 Description of Project
- 1.1 Project Description
- 1.2 Contract / Site Details
- 1.3 Details of CDM Duty Holders
- 1.4 Details of other Interested Parties
- 1.5 Details of existing records relevant to H&S on site
- 2.0 Management of the Work
- 2.1 Health & Safety Policy Statement
- 2.2 Site Management Structure
- 2.3 Project Health & Safety Goals
- 2.4 Arrangements for Review of Health & Safety Performance
- 2.5 Regular Liaison between parties on site
- 2.6 Consultation with the workforce
- 2.7 The exchange of Design information between CDM Duty Holders
- 2.8 Handling Design changes during the project
- 2.9 The selection and control of contractors
- 2.10 The exchange of Health & Safety information between contractors
- 2.11 Site Security
- 2.12 Site Induction
- 2.13 On-site Training
- 2.14 Welfare facilities
- 2.15 The reporting and investigation of accidents and incidents including near misses
- 2.16 The Production and approval of risk assessments and written systems of work
- 2.17 Site Rules and other restrictions on contractors, suppliers and others
- 2.18 Emergency / Accident procedures/ First Aid
- 2.19 Fire Prevention and Protection
- 3.0 Arrangements for controlling significant site Safety risks
- 3.1 Delivery and Removal of Materials (including Waste) and Equipment
- 3.2 Dealing with Services
- 3.3 Temporary Electrical Installations
- 3.4 Accommodating adjacent land use
- 3.5 Stability of structures whilst carrying out construction work
- 3.6 Preventing Falls
- 3.7 Work with or near fragile materials
- 3.8 Control of Lifting Operations
- 3.9 Maintenance of Plant and equipment
- 3.10 Excavations / Poor Ground Conditions
- 3.11 Work on Wells, Underground Earthworks and Tunnels
- 3.12 Traffic Routes and Segregation of vehicles and pedestrians
- 3.13 Storage of Hazardous Materials
- 3.14 Confined Space Entry
- 3.15 Other significant safety risks
- 4.0 Arrangements for controlling significant site Health risks
- 4.1 Removal of Asbestos
- 4.2 Dealing with contaminated land and control of the same
- 4.3 Manual Handling
- 4.4 Use of hazardous substances (particularly those that require Health Monitoring)

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:2 of 26
------------	----------	---------------	----------------------	--------------

- 4.5 Reducing Noise and Vibration
- 4.6 Work with Ionising Radiation
- 4.7 Exposure to UV Radiation from the sun
- 4.8 Other significant health risks
- 5.0 The Health and Safety File
- 6.0 Project Roles and Responsibilities
- 7.0 Site Rules

APPENDICES

- Appendix 1 Programme
- Appendix 2 Organogram
- Appendix 3 F10
- Appendix 4 Emergency Information and Site Plan
- Appendix 5 Method Statements
- Appendix 6 Risk Assessments
- Appendix 7 Induction Records
- Appendix 8 Traffic Management Plan
- Appendix 9 Tool Box Talk Records
- Appendix 10 Permits to Work
- Appendix 11 Contractors Rules, Conditions & Guidelines, Policy Statement
- Appendix 12 COSHH Assessments
- Appendix 13 PCI and associated documents
- Appendix 14 Asbestos (N/A)
- Appendix 15 Demolition Scope (N/A)
- Appendix 16 Temporary Works register
- Appendix 17 Work at Height plan
- Appendix 18 Ground Survey

INTRODUCTION

The Construction Phase Plan (CPP) has been prepared in accordance with The Construction (Design and Management) Regulations 2015. The Approved Guidance for these Regulations is L153 "Managing Health and Safety in Construction".

This CPP is based on a template designed to conform to Appendix 3 of L153. The Appendix states that "Information should be included in the plan where the topic is relevant to the work proposed. The level of detail should be proportionate to the risks involved in the project". In this plan, where any risk or hazard is considered to be inapplicable, the template content has been deleted although the clause title remains.

The Construction Phase Plan has been produced as a working document that will evolve through the course of the project.

Throughout this Construction Phase Plan, reference is made to the Company Health and Safety Management Procedures. These documents clearly outline our procedures for the management of health and safety, and for monitoring and reviewing our performances.

1.0 Description of Project

Project Name: Barlow Moor Road

Project Address: 123 Barlow Moor Road, Didsbury, Manchester, M20 2TS

Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:3 of 26
---------------------	---------------	----------------------	--------------

Feniscowles, Blackburn
BB2 5HX

1.1 Project Description

Gavin Lomax Design and Build have been selected by the client, Marco Living Limited, to assume the role of Principal Contractor for the Barlow Moor Road project. This project pertains to the construction of 2nr new build semi-detached houses on a brownfield site in a busy residential area.

Commencement of the project is anticipated for September 2nd, 2024, and the duration is estimated at 60 weeks. The operational site may witness the presence of up to 17 contractors at any one time.

The works will consist of;

- Groundworks
- Brickwork
- Roofing
- External Windows and Doors
- Finishing trades including drylining, joinery, decoration, floor laying, kitchen fitting and the like.

General

- Site setup & management, tool, equipment, and materials storage within compound area
- Health & Safety, Welfare facilities
- Areas to be cordoned off with site fences and barriers for site access, waste and skip areas.
- Site entry / egress and security

Works include associated trades such as but not limited to;

- Groundworks
- Drainage
- Incoming services / gas / electric / water
- Brick and block masonry
- Staircase installation
- Timber truss roofing and tile covering.
- Internal MF stud partitioning
- MEP installation
- Final finishes

1.2 Programme Details

The Project commencement date : 02/09/24
Duration: 60 weeks

1.3 Contract / Site Details

Contract Name	Barlow Moor Road
Site Office Address	123 Barlow Moor Road, Didsbury, Manchester, M20 2TS
Project Manager	Andy Foster

Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:4 of 26
---------------------	---------------	----------------------	--------------

Telephone No. 07411111195

1.4 Details of CDM Duty Holders

Client Marco Living Limited, 81 Newton Street,
Manchester, UK, M1 1EX

Contact: Tahir Ahmed
Tel:
Email: tahir@marco.uk.com
Mobile: 07887 855 057

Lead Designer Jonathan Davidson Architects
47 Hilton Street, Manchester, M1 2EF

Contact: Jonathan Davidson
Tel: 0161 336 5011
Email: jd@jddavidsonarchitects.com
Mobile:

Structural Designers TBC

Contact:
Tel:
Email:
Mobile

Principal Designer (CDM Regulations 2015) HJ Services
51 Priestfield's, Leigh, WN7 2RG

Contact: James Bell
Tel:
Email: james@hj-services.co.uk
Mobile: 07507 144 221

MEP Designer TBC

Contact:
Tel:
Email:
Mobile:

Principal Contractor Cheshire Design Development Ltd
(TA Gavin Lomax Design and Build)
Unit 7 Arrow Trading Estate,
Corporation Road, Audenshaw

Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:5 of 26
---------------------	---------------	----------------------	--------------

Manchester, M34 5LR
Contact: Andy Foster
Email: admin@gavinlomaxdesignandbuild.co.uk
Mobile: 07946770525

1.5 Details of other Interested Parties

Enforcing Authority	Health & Safety Executive Bootle Headquarters Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS
---------------------	--

1.6 Details of existing records relevant to H&S on site

Pre-Construction Information	Pre Construction Information – Issue No. 1, 24 th July 2024
Designer's Risk Assessment	No
Existing Drawings Provided	As below
List any other relevant documents	Existing services plan

2.1 Health & Safety Policy Statement

The Site Manager will ensure that the Health & Safety Policy is posted on the site safety and environmental notice board.

2.2 Site Management Structure

The Gavin Lomax Design and Build Site Management structure for the project is attached, see Appendix 2

2.3 Project Health & Safety Goals

The Contracts Manager has set the following Health & Safety Goals for this project.

- 1) The Project AFR (Accident Frequency Rate) to be lower than the Company AFR for the equivalent period.
- 2) To ensure that Gavin Lomax Design and Build conforms and adheres to its legal obligations and declared policy and procedures for the securing the Health & Safety of all its employees and any other persons.
- 3) To minimise risk of injury and hazards to health of all persons that may be affected by the company's activities.

- 4) To assess the 'risks' involved with the works and to reduce them in order to minimise risk of injury and hazards to health.
- 5) Provide a safe working environment on site at all times.
- 6) Provide information, advice and training for all managers and employees to enable all works to be completed in an efficient, safe and responsible manner.

2.4 Arrangements for Monitoring and Review of Health & Safety

Gavin Lomax Design and Build operates a risk-based inspection regime, designed to monitor compliance with its legal and moral duties, and those of the contractors working on our behalf. Formal written reports will be issued on completion of each site inspection. Each report will highlight areas in which corrective action must be taken. Any corrective items noted must be actioned immediately. In contrast site personnel and support personnel will also be given praise when identified, for evidence of best practice by exceeding compliance.

2.5 Regular Liaison between parties on site

The Project Manager must create and supply copies of site specific risk assessments and method statements, COSHH assessments, design calculations, Contractors drawings, etc. and submit to the Principal Designer for incorporation in the Health and Safety File

Health and Safety issues including all CDM aspects will be subject to continual liaison as part of the regular onsite meetings/visits between the Site Manager (Principal Contractor), Design team and the Client or his representative.

There will be regular liaison between Gavin Lomax Design and Build and other Contractors on site. In addition, the following meetings will take place:-

Weekly – between Project Manager and Sub Contractors

Monthly Formal - between Project Manager, Contracts Manager, Client Representative, Design Team and any other parties as required.

2.6 Consultation with the workforce

Gavin Lomax Design and Build operates an open door policy on site in the Workforce.

Toolbox Talks and Method Statement Briefings are also used as methods of consultation with the workforce.

2.7 The exchange of Design information between CDM Duty Holders

The Designer has a duty to pass information to the relevant parties. The designer will copy the Principal Designer into correspondents and liaise regularly.

When Gavin Lomax Design and Build carry out design, they will appoint a Design Co-ordinator who will be responsible for ensuring that information is exchanged as required under CDM.

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:7 of 26
------------	----------	---------------	----------------------	--------------

In some cases contractors have a design brief. Relevant information produced by designers will be passed onto the contractor prior to their subcontract design work commencing (usually during the subcontract tender period). Where hazards have been identified but the complete risk assessment has not been carried out, then the contractor will be asked to undertake the assessment and incorporate the relevant aspects of the outcome within the subcontract.

2.8 Handling Design changes during the project

In accordance with the CDM Regulations, the Designer has designed all work within the project. As such, it is essential that no other contractors working on behalf of Gavin Lomax Design and Build should alter a design in any way. Should any design need to be changed; it is essential that Gavin Lomax Design and Build be advised accordingly. The company will then liaise with the Designer and Principal Designer in order to obtain their approval.

2.9 The selection and control of contractors

All Sub-contractors / Contractors, Designers, and, Self-employed specialists working on behalf of Gavin Lomax Design and Development, will be selected in accordance with company health and safety management procedures. It is desired that all contractors will have either constructionline/CHAS/SMAS or alternatively references will be taken to validate suitability. Successful contractors are then placed onto our select list of contractors.

All suppliers of materials must provide Gavin Lomax Design and Build with adequate health and safety information regarding the use and disposal of their products.

All machinery and plant must be properly selected, used, maintained, and inspected, and operators trained accordingly.

A permit to work system will be implemented and maintained. Permits will be subject to the requirements of Risk Assessments and Method Statements (RAMS).

2.10 The exchange of Health & Safety information between contractors

All Sub-Contractor organisations will be inspected in accordance with Gavin Lomax Design and Build site inspection and audit regime. The aim of these inspections and audits are to ensure that Sub-contractors are working to and adhering to the safe system of works provided by Gavin Lomax Design and Build the Principal Contractor. When Gavin Lomax Design and Build staff is conducting inspections or audits on Sub-Contractors they are not to interfere with the work they are undertaking but to ensure that the works are being undertaken in accordance with the Sub-contractors safe system of work while encompassing Gavin Lomax Design and Build and the Client's safe systems of work.

In contrast Contractors are to ensure that they feed relevant information regarding health, safety or environmental back to the Principal Contractor for inclusion into the health and safety file. Information regarding the nature of any restrictions and hazards will be made known to the contractors via:-

- This Construction Phase Plan, Method Statements and the "Site Specific Risk Assessments".

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:8 of 26
------------	----------	---------------	----------------------	--------------

- 'Generic' Risk Assessments, which outline the control measures, required eliminating the anticipated hazards and thus avoiding risks. The generic Risk Assessments are made unique or site specific prior to the operation commencing.
- COSHH Assessments, which outline the control measures required whilst using substances hazardous to health.
- Operatives Safety Manual, which outlines the safety procedures that contractor, must comply with whilst working on our behalf.
- Safety at Street Works and Road Works Code of Practice.

2.11 Site Security

The Site Management shall ensure that steps are taken to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the site as a whole is maintained, and that the security of the Client's undertaking is preserved. The Site Management shall discuss arrangements with the Client's representative before commencing work.

The Site Management shall identify by clear signage any safety hazards such as site area, dangerous substances and equipment that is placed out of use. Reliance should not depend entirely on written warning signs where there is a possibility that some people may not read them and suffer injury as a result.

The site is largely protected by existing timber boundary fencing and large hedges. A purpose made secure pedestrian and vehicle access gate is to be installed to the front of the site to maintain site security. In addition a monitored CCTV system will be installed to detect any unauthorised third party access.

2.12 Site Induction

The Site Management shall deliver a site induction and issue site rules to all employees or visitors exposed to risk on this project. Upon the discretion of the Site Management, site rules need not be issued to those site visitors who will be escorted whilst on site.

The induction will be site-specific. The Induction is not given on sites by default, but can be refreshed at any time if required, based on the standard of health and safety awareness displayed on the project.

2.13 On-site Training

The Site Management is responsible for ensuring that site personnel (including visitors)

- Have sufficient training for their needs,
- Are provided with on-site training where required,
- Have adequate health and safety information, and,
- Are provided with a site safety induction.

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:9 of 26
---------	----------	---------------	----------------------	--------------

Contractors are responsible for ensuring that their operatives have received suitable induction training. All persons will on their initial visit to site receive site-specific induction training from the site management and after significant changes in the site hazards. Sub-contractors are to ensure that their employees are adequately trained to carry out their work. Copies of the relevant training records / certificates must be forwarded to the Gavin Loman Design and Development Site Management team.

The Site Management will retain copies of the training records as part of the developing Construction Phase Plan.

The induction training sessions are reinforced by compulsory attendance at Tool Box / Task Health and Safety Talks. Each talk will target specific areas of concern with an aim to raise awareness. Gangs / operatives noted to be lacking in safety related skills will be targeted for additional training.

2.14 Welfare facilities

Welfare arrangements for the project shall consist of suitable and sufficient facilities to enable persons to prepare and consume food and drink in a comfortable environment, and also where clothing can be dried. Suitable accommodation will also be available for displaying statutory notices, company policy statements, procedures, and project specific information.

The size, dimensions and number of buildings and rooms will be commensurate with the expected maximum number of personnel on site at any one time.

Refer to Appendix 4 for welfare location.

The minimum requirements for welfare facilities provided on this project are as follows:

- Suitable and sufficient rooms or cabins for eating drinking and taking rest. Seats must have backs.
- A constant supply of fresh drinking water for all personnel using the welfare facilities.
- Suitable and sufficient toilets and washing facilities with cold and warm/hot running water.
- A suitable and sufficient room for storing and drying wet clothes.
- Provision of offices for the Contractor's Site Manager and supervisory staff if required.
- Welfare to be cleaned regularly to reduce the risk

2.15 The reporting and investigation of accidents and incidents including near misses

Refer to 2.18 for emergency procedures.

All accidents, diseases and dangerous occurrences must be reported to the Health and Safety Executive in line with RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013). Copies of accident information must be forwarded to the Contracts manager and Principle Designer as soon after the incident as possible. In addition, all incidents must be brought to the attention of Gavin Lomax Design and Build Site Management who will instigate any required necessary action.

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:10 of 26
------------	----------	---------------	----------------------	---------------

All accidents / incidents will be investigated by a suitable and competent person assisted by the Site Manager and Contracts Manager as required.

The principal reason for accident investigation is:-

- a) To identify unsafe incidents which may have resulted from an absence or inadequacy of safety controls or,
- b) To indicate a significant change in the degree of risk.

2.16 The Production and approval of risk assessments and written systems of work

The Site Manager is responsible for ensuring that Risk Assessments and Method Statements are produced for all activities that incur significant risk.

The Company, in line with guidance contained within the approved Code of Practice associated with The Management of Health and Safety at Work Regulations 1999, have produced numerous 'generic' or 'model' Risk Assessments. The assessments clearly identify the anticipated hazards and associated controls for many varied and diverse operations. This information has been issued within Construction Phase Plan and is discussed with all site staff during induction.

Prior to any operation commencing, the work site is visited and assessed by the supervisory staff. The main objective of the assessment exercise is to identify additional hazards associated with the individual work site. All additional hazards and associated controls are entered onto a Site Specific Risk Assessment. The contents of site-specific Risk Assessments are then made known to operatives involved with the task.

2.17 Site Rules and other restrictions on contractors, suppliers and others

Gavin Lomax Design and Build are aware of the control of Pollution Act 1974 and their duties in regard to art.32 control of noise on construction sites. Below are the current site operating hours.

Monday – Friday 07:30 hrs to 18:00 hrs
Saturday 08:30 hrs to 14:00 hrs (As required.)
Sundays/Bank Holidays Site Closed

Actual site hours may differ from those above, please speak to site management for further detail.

Works outside these designated working periods will require the written agreement of the necessary authority.

Due to the varied nature and ever-changing environment in which the company operate, it is necessary for the Site Manager to monitor and update the Site Specific Risk Assessments as required. The main emphasis of the updating process is to ensure that our operations do not compromise the safety of site personnel.

An outline method statement indicating broadly how each operation should be executed complements each Risk Assessment. In addition, the Company will produce and implement site-specific method statements for all onerous operations, and for operations adjacent to additional hazards, traffic and pedestrian routes etc.

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:11 of 26
------------	----------	---------------	----------------------	---------------

2.18 Emergency/ Accident Procedure & First Aid

Emergency and accident procedures will be communicated to personnel during the site induction. The Site manager will ensure details of appointed persons/ first aiders, location of first aid kits, location of accident book and details of the local hospital with directions, are displayed on site notice boards.

In Case of an Accident

- CHECK FOR DANGER AND ENSURE THE SAFETY OF OTHER PERSONNEL.
- DO NOT ATTEMPT TO MOVE INJURED PERSONNEL. FIRST AIDER WILL ASSESS THE SITUATION.
- THE FIRST AID BOX IS LOCATED IN THE SITE OFFICE
- USE THE MOBILE PHONE TO SUMMON EMERGENCY SERVICES
- INFORM GAVIN LOMAX DESIGN AND BUILD STAFF AND ALL OTHERS ON SITE

In the event of an accident, the injured person, or site manager where the injured person is not able to do so, must complete a report in the accident book. The accident book can be found in the site office. The site manager is responsible for notifying H&S consultant of any accidents for further investigation and appropriate action.

In the event of an incident, persons involved must immediately report to the site manager. The site manager will be responsible for completing an incident report form. The site manager will then share information with H&S consultant for investigation.

In the event of a near miss, persons involved must report undesirable conditions or dangerous occurrence to the site manager. The site manager will then complete a near miss report and share the information with the H&S consultant for investigation.

In Case of Fire

- IF SAFE TO DO SO - EXTINGUISH FIRE WITH SITE APPLIANCES
- RAISE THE ALARM BY SHOUTING 'FIRE', USING THE CLACKSON OR HAND GONG.
- CALL EMERGENCY SERVICES (999).
- GO TO THE ASSEMBLY POINT THAT HAS BEEN ESTABLISHED.
- FIRE WARDEN WILL COMPLETE A ROLL CALL.
- NOTIFY ALL GAVIN LOMAX DESIGN AND BUILD STAFF AND ALL OTHERS ON SITE

First Aid

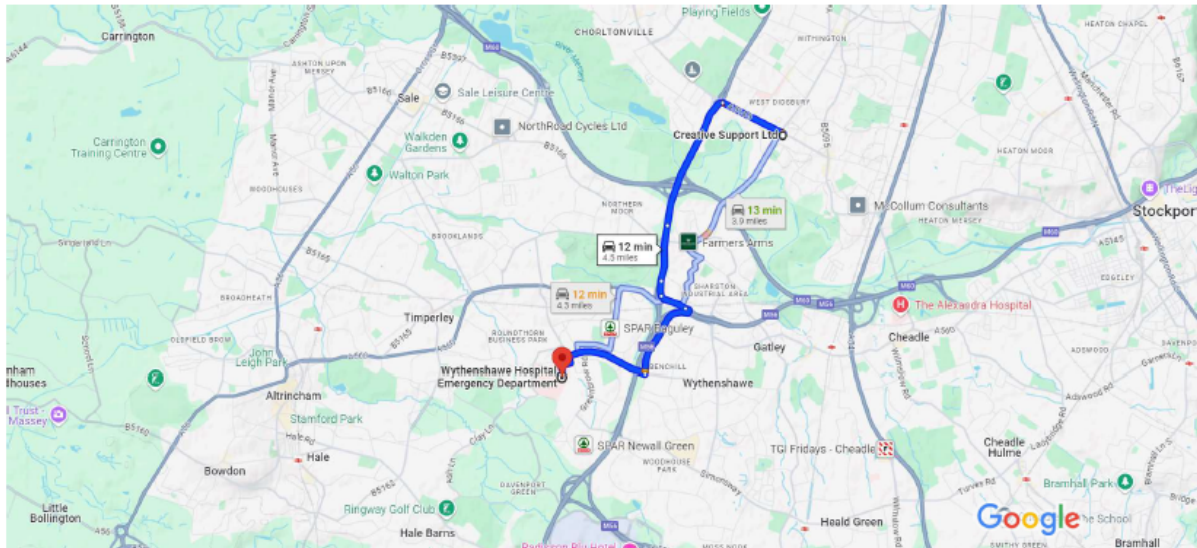
Details of First Aiders will be posted on the notice board. There will be personnel identified as fully qualified / emergency First Aiders available at all times during site operation. They will have access to stocked first aid kits and will be competent to assess and treat minor wounds or make judgement to call for additional emergency services. First Aid kits will be maintained by the First Aider.

Nearest A&E Hospital: Wythenshawe Hospital Emergency Room,

Address: Southmoor Rd, Wythenshawe, Manchester M23 9LT

Phone: 0161 291 6003

Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:12 of 26
---------------------	---------------	----------------------	---------------



Map data ©2024 Google 1 km

- 
via A5103 **12 min**
 Fastest route now due to traffic conditions 4.5 miles

- 
via Barlow Moor Rd/A5145 and A5103 **12 min**
 Some traffic, as usual 4.3 miles

- 
via Palatine Rd/B5167 **13 min**
3.9 miles

2.19 Fire Prevention and Protection

Operatives will be informed at the site induction of Fire Points and the notices that denote their location. Operatives and other occupants will again be informed if Fire Point locations change i.e. due to works progress. Particular attention will be paid to fire protection and security; arrangements will be made to safeguard the access and emergency exits during the progress of the works.

Fire plan will be displayed in site offices and canteen locations, which are accessible to employees and visitors of Barlow Moor Road. These fire plans will clearly explain the actions to be taken in the event of a fire and the location of the fire assembly point. Fire extinguishers are currently and will continue to be strategically placed at currently phase of work, generally located at site building exits; these are to be used to aid escape. Clackson's have been deployed around site and fire extinguisher stations have hand operated gongs.

The site manager has been appointed as one of the fire safety co-coordinators for this project to ensure the maintenance of the above and to implement emergency evacuation procedures in the event of serious and imminent danger. Emergency escape routes and fire points will be displayed on the fire plan. Routes will be identified on site using signs as necessary.

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:13 of 26
---------	----------	---------------	----------------------	---------------

A mobile telephone (Sam Grundy 07786 636960) as a minimum requirement will be allocated to this project for emergency use.

Every effort will be made to prevent the outbreak of fire.

There will be NO SMOKING on site other than in designated smoking zones, a mandatory requirement of the Client and Principal Contractor in compliance with the Health Act 2007.

Fire boards and Clackson will be strategically positioned around site for the duration of works in compliance with the Fire Emergency Plan.

An Emergency Plan will be produced and posted strategically around site and will be updated as necessary as works progress.

Emergency escape route arrows will be positioned throughout the development.

All personnel will be responsible for following the Emergency Procedure, and Fire and Emergency Plan to report at the designated Assembly Point.

See Appendix 4

3.0 Arrangements for controlling significant site Safety risks

3.1 Delivery and Removal of Materials (including Waste) and Equipment

The Project Manager will operate and maintain a site visitor's book.

The site perimeter will be secured using a combination of existing timber fencing, hedging and secure pedestrian and vehicular access gates. This will prevent unauthorised access and ensure the safety of residents for the duration of the project.

The site is situated on a main highway with limited access at the front of site with all other elevations being landlocked by neighbouring properties. The client has explored options to achieve an onsite turning circle to allow site vehicles to drive forward facing into and out of site however this option has been deemed unfeasible due to the space requirements required by the compliant welfare and storage facilities. To maintain safety of pedestrians and vehicle traffic on the highway, a banksman will be utilised to reverse vehicles from the highway into site when safe to do so. Where vehicles are unable to safely access site they will be asked to park on Linden Road opposite the site which is off the main highway. Once a safe opportunity becomes available the vehicles will be called to site via mobile phone to be banked in safely. The Site Management will create and manage unloading and storage areas within the working areas provided. Under no circumstances must vehicles wait on Barlow Moor Road.

All material deliveries will be by arrangement. A member of the construction site team shall be on site to meet and direct delivery vehicles and drivers. Best endeavours will be used to ensure deliveries are undertaken outside of peak times between 8-9.30am and 3.30-5pm.

Traffic routes will be defined and set out by the Project Manager to separate pedestrians from construction traffic. Where deemed necessary these routes will be identified by demarcation. Consideration shall be given to members of the public and site visitors as well as site staff.

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:14 of 26
------------	----------	---------------	----------------------	---------------

Waste will be removed into skips and waste bins which will be kept within fenced areas. All Internal waste will be removed by hand following appropriate manual handling techniques.

It is anticipated that deliveries will take place throughout the full project period. Materials will be delivered to a local builders merchants and distributed to site on a just in time basis. All delivery vehicles will be via 7.5ton rigid flatbed trucks or smaller and no articulated will be permitted. There are a small number of deliveries where it is not practicable to utilise the 7.5 ton vehicles, these deliveries and vehicle sizes are set out below.

Description	Anticipated Date	Vehicle Type	Anticipated Duration
Craneage for steelwork installation.	End Nov 24	Up to 20-ton crane	1 Day
Liquid Screed	End Jan 25	Concrete wagon	2 Days
Timber Trusses	Mid Jan 25	18-ton rigid	1 Day

All vehicles will be loaded / unloaded and stored within the confines of the site and not on the highway.

In order to reduce site traffic as much as possible, operatives will be encouraged by use of site signage and induction to utilise public transport, cycling and car sharing where appropriate. During the procurement of sub-contracts, sub-contractors will be requested to car/van share unless unavoidable. The site will include safe cycle storage facilities and sub-contractors will be sourced locally wherever possible and their operatives will be encouraged to make use of the cycle facilities.

Where there is a risk of mud entering the highway a wheel wash system will be implemented consisting of a jet wash at the exit of site. Where mud does enter the highway despite best efforts to avoid this, a road sweep will promptly clear any debris.

The relationship with neighbouring properties and businesses is of highest priority. Local residents will be provided with contact details for the site representative via letter drop to ensure effective communication and to ensure any issues are dealt with promptly.

3.2 Dealing with Services

The Site Management are responsible for confirming that the details remain current prior to any work starting on site. Cable Avoidance Tools along with safe digging practices must be employed on site as directed within HSG:47.

Services are both above and below ground, and are typically electricity cables, gas and water pipes, foul and surface water sewers, overhead telephone cables.

Where required, hand dug pilot holes will be excavated to locate existing plant in accordance with safe system of work.

Where overhead services are at risk from plant movement, goal post type bunting in accordance with HSE Guidance GS6 shall be erected prior to any large plant entering the site.

Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:15 of 26
------------------	---------------	----------------------	---------------

3.3 Temporary Electrical Installations

The Site Accommodation will be powered by a mains temporary supply.

All electrical equipment and installations shall be constructed, installed and maintained by a competent person, and so used as to guard against danger.

Temporary Electrical Installations require certification by a responsible electrical engineer. Electrical installation certificates and periodic reports shall be accompanied by a schedule of test results and an inspection schedule for them to be valid.

3.4 Accommodating adjacent land use

The site is located in a residential area therefore due regard will be taken to limit disruption to neighbouring facilities. It is noted that there are schools, shops and elderly care facilities in the immediate vicinity of the site. In addition the site entrance is located close to a bus stop and a traffic light junction.

Site deliveries will be restricted to off peak times as described above unless unavoidable to mitigate the risk to local residents especially local school traffic and pedestrians during dropping off and picking up times. The site will be segregated from the public at all times. Site hours will be limited to the times proscribed by the planning authority and in all cases noise and dust will be kept to a minimum.

Gavin Lomax Design and Build are committed to reducing the risk of dust inhalation. All RAMS where dust producing activities will be undertaken will detail dust prevention measures to reduce or eliminate the risk of exposure to dust, these measures will include the routine wetting down of silica dust producing materials and the mandatory use of dust extraction systems. Under no circumstances should cutting take place where there is a risk of dust escaping the site boundary.

There are currently no works anticipated to be required outside of the site boundary affecting the public footpath or highway. All hoarding lines are to be contained within the site boundary and all works included scaffolding, skip and material storage etc are strictly contained within the hoarding line. Should there become a requirements to undertake works on the highway, an appropriate section agreement will be sought and this plan will be updated to reflect the necessary provisions.

Refer to Appendix 8 for the traffic management plan. The plan will be reviewed and amended as the project develops.

3.5 Stability of structures whilst carrying out construction work

All discussions regarding permanent and temporary works will take place between relevant personal in line with BS 5975:2019 – TC Code of practice for temporary works procedures and the permissible stress design of falsework and Construction and Design Management 2015.

3.6 Preventing Falls

Fall prevention measures will be in accordance with the Work at Height Regulations 2005

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:16 of 26
------------	----------	---------------	----------------------	---------------

Work at height relates to all heights where a person could fall a distance liable to cause personal injury if measures are not taken. It refers to falls from above ground, or to falls below ground

Where practicable collective prevention measures scaffold, handrails etc will be chosen rather than individual measures (e.g. harness). A hierarchy of control measures should be applied, whereby prevention from falling should be considered before making arrangements to mitigate injury after the fall has occurred

Work at heights will occur on this contract during:

- Erection of scaffold
- Façade(Masonry) Works
- Roof works
- Floor plate installation
- Sealant works
- External window and door installation.

This not an exhaustive list and is intended as a guide only.

RAMS must be in place prior to any work at height activities being undertaken to ensure adequate control measures are in place to mitigate the risk of falls.

3.7 Work with or near fragile materials

Fall prevention measures will be in accordance with the Work at Height Regulations 2005. Where practicable collective prevention measures scaffold, handrails etc will be chosen rather than individual measures (e.g. harness). A hierarchy of control measures should be applied, whereby prevention from falling should be considered before making arrangements to mitigate injury after the fall has occurred.

Work with or near fragile materials will occur on this contact when:

- Installing skylights on new builds.

3.8 Control of Lifting Operations

Lifting Operations will be carried out as identified by the individual contractor's risk assessments and method statements and agreed prior to coming to site. Cranes are anticipated to be required for the installation of roof structures. Telehandlers will be utilised for day-to-day activities. All lifting equipment will be fit for purpose and have an in date through examination certificate. Reference section 3.9. A lifting plan will be reviewed and approved prior to lifting operations being undertaken.

3.9 Maintenance of Plant and equipment

The Site Manager shall ensure that work equipment used on the project, and coordinated though suppliers or sub-contractors :-

- Is properly maintained in an efficient state, in efficient working order and in good repair;

Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:17 of 26
------------------	---------------	----------------------	---------------

- Has maintenance logs maintained and kept up to date;
- Has any on-site maintenance undertaken without exposing people to risk;
- Is taken out of service when damaged or in need of repair, has a “Do not use” tag attached and placed in quarantine. The Site Manager shall be informed immediately equipment is placed in quarantine.

Equipment shall be checked at a predetermined frequency to ensure that safety related features are functioning correctly. The frequency at which maintenance activities are carried out shall also take into account the:

- intensity of use - frequency and maximum working limits.
- operating environment.
- variety of operations.
- risk to health and safety from malfunction or failure.

3.10 Excavations / Poor Ground Conditions

There is no ground survey information available however basic trial holes have not revealed any concerns. The site is level and foundation depths are not anticipated to be beyond 1m depth. Ground conditions are to be continually monitored, and the plan updated to suit any special provisions.

3.11 Work on Wells, Underground Earthworks and Tunnels:

N/A

3.12 Traffic Routes and Segregation of vehicles and pedestrians

All works connected with the site access shall be in accordance with Chapter 8 and the New Roads and Street Works Act. Facilities are to be made to ensure that there is no mud on the roads as a result from site traffic entering and exiting the construction site. Pedestrian and vehicular access must be maintained at all times.

During site induction all personnel will be made aware of the following:

- Presence of the general public within surrounding streets and shops with a speed limit of 30mph.
- Speed Limit 5 mph within site perimeters.
- No permanent parking for site vehicles, plant, and materials to ensure entrances to surrounding streets remain unimpeded except pre booked deliveries.

There is no parking available on site due to limited space being available. Operatives will enter site to unload tools only. Vehicles will be parked on Linden Road opposite the site.

Refer to Appendix 4

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:18 of 26
------------	----------	---------------	----------------------	---------------

3.13 Storage of Hazardous Materials

All hazardous materials shall be stored in a suitable security Cage/Container prior to use. Used containers shall be controlled and disposed of safely as set down in the relevant COSHH assessment. The location of the cage/container will be away from any watercourse and will be located in site storage as per site map with adequate bunding. Refer to Appendix 4 – storage area. All deliveries will only be permitted access through locked gates via a member of Gavin Lomax Design and Build team.

3.14 Confined Space Entry

N/A

3.15 Other significant safety risks

N/A

4.0 Arrangements for controlling significant site Health risks

4.1 Removal of Asbestos

None anticipated.

4.2 Dealing with contaminated land and control of the same.

N/A

4.3 Manual Handling

Manual Handling assessment completed as required by the site management and sub-contractor team. Task specific RAMS are to be in place prior to commencement of works.

4.4 Use of hazardous substances (particularly those that require Health Monitoring)

Standard construction materials and specialist materials will be used. All materials are to be handled in accordance with COSHH regulations. A COSHH manual is issued to the Site Manager and held in the site office. All relevant COSHH assessments for all substances used during the construction phase will be contained within the COSHH manual.

It will be the responsibility of the site management team to notify HJ Services of any substances on site and forward any safety data sheets, allowing HJ Services to conduct COSHH assessments. Assessments will be used in conjunction with the site-specific risk assessment produced in accordance with the Management of Health and Safety at Work Regulations 1999.

4.5 Reducing Noise and Vibration

It is acknowledged that some construction activities are inherently noisy in nature however Gavin Lomax Design and Build recognise the disruption caused to neighbouring properties by prolonged noisy work activities and are committed to reducing and eliminating noise wherever possible. Mitigation measures include but are not limited to the following:

- Site tools and machinery will be turned off when not in use.

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:19 of 26
------------	----------	---------------	----------------------	---------------

- Noisy work activities will be limited in duration, for example cutting of materials will be completed in short blocks of time rather than being intermittent throughout a full day.
- Off-site fabrication will be used wherever possible reducing the requirement for noisy works on site.
- Noisy works will be confined to more sociable hours, avoiding early mornings, late afternoons and Saturdays unless unavoidable.
- The use of netting on scaffolds to reduce the transfer of noise.
- The use of adhesive rather than mechanical fixings wherever possible.

HAVS and noise assessments are to be incorporated into the Sub Contractor RAMS where appropriate.

4.6 Work with Ionising Radiation

None anticipated.

4.7 Exposure to UV Radiation from the sun

Some of the works will be carried out during the summer months. Awareness of the UV radiation hazard will be raised and maintained by means of Toolbox Talk and poster campaign. Employees will be obliged to wear T-shirts as a minimum, to avoid excessive skin exposure to UV radiation.

4.8 Other significant health risks

None anticipated. The plan is to be reviewed and updated should any further significant risks become apparent during the course of the works.

5.0 The Health and Safety File

Contractors are responsible for submitting all appropriate information to Gavin Lomax Design and Build for inclusion within the Health and Safety File. This should include information such as those listed below. (Note this suggested list and is not exhaustive)

- Marked up drawings to indicate as built details,
- Position of any services encountered i.e. depths, dimensions, location next to other services, any photographs if taken,
- Diagrams of plant and the details of plant used for further reference (method statement),
- Details of any materials used that may have significance for the future detrimental effect of the health and safety of maintenance workers and end users,
- Information regarding any ancillary equipment installed such as electrical apparatus,
- Records of ground conditions during the construction phase,
- The results of concrete cube test,
- Instructions and information for the operation and maintenance of any safety features fitted to the structure,
- Means of safe access to all parts of the structure (as per the design),

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:20 of 26
------------	----------	---------------	----------------------	---------------

- Description of the construction method and sequence of operations (Method Statements) where relevant to future use,
- Feedback of any high-risk work that evolved through the construction phase that was not allowed for by design and unexpected events that caused deviations from design plans,
- Suggestions as to how designs could be improved to aid safety in construction and the associated maintenance operations that are inherent with the structure,

At the commissioning/hand-over stage, the Site Staff must deliver the information, which will form the Health and Safety File to the Principal Designer. Delivery tickets and receipts may form part of the handover package.

On completion of the contract, the information will be issued to the Client for further reference and use.

6.0 Project Roles and Responsibilities

Gavin Lomax Design and Build Organisation

Responsibilities of the Managing Director

Has ultimate responsibility for health, safety and welfare.

To ensure that sufficient funds are available to implement the Health and Safety Policy.

To ensure that each employee is aware of his/her roles and responsibilities and discipline those who fail to satisfactorily discharge their duties.

To encourage and promote health and safety standards by personal example.

To understand the Company Health and Safety Policy and appreciate the responsibilities allocated to each employee.

Contacts Manager

To actively promote health, safety and safe systems of work.

To implement and administer the Company's Health and Safety Policy.

To monitor, review and amend the Health and Safety Policy as necessary.

To ensure that each employee is aware of his/her role and responsibilities and discipline those who fail to satisfactorily discharge their duties.

To ensure training and relevant tuition are implemented.

To ensure that sufficient funds are available to implement the Health and Safety Policy.

To keep abreast of health and safety legislation.

To call upon external professionals whenever the need arises.

To co-ordinate the development of the Construction Phase Plan.

To assist in, or control, the preparation of the Health and Safety File. .

To carry out surveys and audits to determine that only safe methods of work are in operation and that all regulations are being observed.

To investigate the cause of accidents, near misses, incidents or occurrences to establish means of preventing recurrence.

To keep in contact with official and professional bodies.

To keep up to date with Health and Safety legislation and literature

Responsibilities of the External H&S Advisor

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:21 of 26
------------	----------	---------------	----------------------	---------------

To understand the Company Health and Safety Policy and appreciate the responsibilities allocated to each employee.

To carry out surveys and audits to determine that only safe methods of work are in operation and that all regulations are being observed.

To be notified along with the Contracts manager via immediate phone call and be available to advise on any protocols required following any accidents, near misses, incidents or occurrences that will assist in future prevention and recurrence.

To assist with training all levels of employees, and promote awareness of injury prevention, hazards to health and damage control.

To keep in contact with official and professional bodies.

To keep up to date with Health and Safety legislation and literature.

To circulate information applicable to each level of employee.

To highlight hazards which could cause occupational ill health.

To advise on the suitability of plant, equipment, and PPE.

To advise on Fire Precautions.

To advise upon safety training requirements.

To produce accident and near miss reports.

Responsibilities of a Quantity Surveyor

To understand the Company Health and Safety Policy and appreciate the responsibilities allocated to each employee.

To appoint competent vetted subcontractors who have been made fully conversant with the relevant sections of the rules, conditions and guidelines for contractor's booklet.

To promote safety culture and safe places of work

Responsibilities of a Site Management

To ensure that work is carried out in compliance with the Company Health and Safety Policy, the Construction Phase Plan and all relevant legislation.

To plan and maintain a safe and tidy site.

To ensure that the correct standard of welfare and first aid facilities is maintained.

To explain the working sequence and outline any potential hazards at each stage of the operation and indicate the precautions to be taken

To give contractors, trades foremen, gangers and operative's precise instructions on safe working methods and ensure that all relevant PPE is available and worn.

To give induction talks to all contractors, visitors and operatives who are new to the site and toolbox talks as the need arises.

To check the certification of plant and operators and take copies.

To ensure that all plant and equipment is suitable and maintained in a good working condition.

To arrange the delivery and storage of materials to minimise risks.

To ensure all necessary notices are displayed.

To complete all statutory registers.

To undertake Manual Handling assessments as required on site.

To accompany HSE Inspectors on site visits and act on their recommendations.

To ensure that the Risk Assessments and Method Statements of a subcontractor are available, checked and signed prior to commencing on site.

To ensure the adequate preparation of risk and method statements as required for site activities

To request COSHH assessments for those chemicals being brought onto site

To implement the Traffic Management Plan and amend as the project develops

To implement the fire plan for the site and amend as the project develops

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:22 of 26
------------	----------	---------------	----------------------	---------------

To act on the recommendations of the HCC/External/PD Safety audits or appointed advisors.
 To report accidents, incidents, HSE visits, utility strikes, incidents and near misses to the PD/Construction Director within 24 hours.
 To assist in the compilation of the Building Manuals, Health and Safety File
 To ensure that site/s and premises are left safe and secure at the end of each working day and do not present any risk/s to the occupant/s or third party.
 To ensure site rules are followed
 To understand the Company Health and Safety Policy and appreciate the responsibilities allocated to each employee.
 To ensure that all work is carried out in compliance with the appropriate rules and regulations.
 To restrain persons from taking unnecessary risks and discourage horseplay.
 To ensure that new employees, particularly apprentices, learn to take safety precautions.
 To report defects in plant and equipment, or any obvious health risks.
 To give any delegated induction/toolbox talks.
 To act as Safety Champion when required by the Contract
 Plus everything as detailed below for Site Operatives.
 To ensure site rules are followed

Responsibilities of a Site Operative

To understand the Company Health and Safety Policy and appreciate the responsibilities allocated to each employee.
 To co-operate fully to enable the Company to perform its Statutory Duties.
 To advise of any health and safety problems.
 To work in a clean and tidy manner considering the safety of all others.
 To observe and obey all signs displayed for safety purposes.
 Not to interfere with or misuse any items provided in the interests of Health, Safety or Welfare.
 To wear a Hard Hat, High Viz, Gloves and Safety Footwear at all times.
 To use the PPE required in accordance with the manufacturer's recommendations.
 To use all equipment including ladders, steps, scaffold, tools, plant and machinery only as the manufacturer intended.
 Not to operate any plant or equipment unless trained to do so and having obtained the requisite certification.
 To use only the correct tools and equipment for the operation.
 If under the age of 18, not to drive, operate or use any mechanical vehicle, plant or machine.
 To report all hazards, defects or unsafe working practices to your Site Manager.
 To report any accidents or injuries, however minor, to the Site Manager.
 To ensure site rules are followed

Responsibilities of Office Personnel

To understand the Company Health and Safety Policy and appreciate the responsibilities allocated to each employee.
 To co-operate fully to enable the Company to perform its Statutory Duties.
 To advise of any health and safety problems.
 To work in a clean and tidy manner considering the safety of all others.
 To observe and obey all signs displayed for safety purposes.
 Not to interfere with or misuse any items provided in the interests of Health, Safety or Welfare.

Ref No:	HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:23 of 26
------------	----------	---------------	----------------------	---------------

7.0 Site Rules

Site Rules

- Restricted delivery hours must be observed, 5mph speed limit must be adhered to.
- No gates or fencing to be left open or unattended at ANY time
- All operatives to be correctly dressed at all times.
- All operatives must remain in the site working zones unless leaving site, where the designated route MUST be followed.
- Any works outside of the secure site boundary must be completed under permit with all relevant agreement being made with the authorities in advance.
- Any damage must be reported immediately.
- No means of escape or emergency access routes are to be obstructed during the works.
- No MP3 or radios will be permitted on site unless at discretion of site manager.
- Site workers and visitors must sign the site register when you enter and leave the site.
- Smoking will not be allowed on site, with the exception of the designated external area
- Site Manager to ensure site-specific information from the Construction Phase Plan is understood by all site staff.
- **PROTECTIVE HEADWEAR TO BE WORN.**
- **HIGH VISIBILITY WAIST COATS TO BE WORN**
- **SAFETY FOOTWEAR WITH MIDSOLE PROTECTION AND GLOVES OF THE APPROPRIATE CATEGORY MUST BE WORN AT ALL TIMES**
- **SHORTS ARE NOT TO BE WORN ON SITE**
- All areas must be kept clean and tidy at all times.
- Waste materials must be removed from site and disposed of in compliance with current environmental legislation.
- All access routes kept clear at all times.
- All accidents on site must be reported to the Site Manager immediately.
- Emergency access routes must be kept free of obstructions.
- Electrical cables must be kept tidy and not allowed to trail across access route.
- All messing facilities to be kept clean and tidy, food must not be consumed in work areas.
- Remember wash your hands before eating. Food and drinks are not to be consumed on site except in a designated area.(Site Canteen)
- LPG to be used as last resort and stored outside the building in a cage at night
- Keep all toilet facilities clean and tidy. Urinating in improper places is unacceptable; anyone doing so will be removed from site.
- The Alcohol and Drugs Policy must be adhered to at all times.
- You must observe and obey all signs displayed for safety.
- COSHH information to be followed and protective measures to be taken.
- Do not interfere with any electrical equipment, ask your Manager to get an electrician.
- Do not use any equipment that you know to be unsafe, report it to your Manager immediately.
- It is your responsibility to work in a safe manner. Inform your Manager of any unsafe activities that you see being carried out.
- Do not leave holes uncovered or unguarded. Do not remove covers or guards without authorisation from your Manager.
- Only trained personnel and a permit to work system will be used when working within confined spaces.
- Do not enter any excavations unless supported.
- Due consideration must be given to adjacent occupants and all third parties and their operations at all times.

IF IN DOUBT ASK. DO NOT PUT YOURSELF OR OTHERS AT RISK

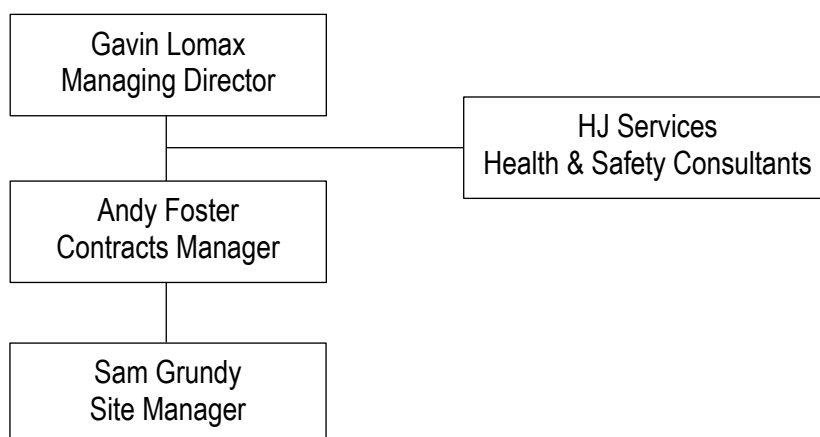
Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:24 of 26
---------------------	---------------	----------------------	---------------

Appendix 1 Programme

Programme of the Works is anticipated to be 60 weeks overall duration.

Appendix 2 Organogram

Gavin Lomax Design and Build Construction Site Management Structure



Appendix 3 F10

F10 Notification

Appendix 4 Emergency Information and Site Plan

Fire plan, First aid poster, emergency contacts, fire action sign, weekly and monthly fire drills/inspection.

Emergency Numbers :

Gas: 0800 111 999
Electricity: 0800 195 4141
Water: 0345 6 723 723
Local HSE Office 0300 0031747
Fire Brigade (999)

Appendix 5 Method Statements

(All statements to be completed prior to activity starting on site)

Appendix 6 Risk Assessments

(All assessments to be completed prior to activity starting on site)

Appendix 7 Induction Records

Site induction checklist, induction questionnaire and answers, induction register, signing in register, visitor signing in register, visitor induction form, Induction Leaflet

Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:25 of 26
---------------------	---------------	----------------------	---------------

Appendix 8 Traffic Management Plan

Refer to Appendix 4 – Site Plan

Appendix 9 Tool Box Talk Records

Site Consultation and Toolbox talk forms.

Appendix 10 Permits to Work

(All permits to be completed prior to activity starting on site)

Appendix 11 Contractors Rules, Conditions & Guidelines, Policy Statement

Appendix 12 COSHH Assessments

(To be reviewed once identified as required in task specific RAMS)

Appendix 13 PCI and associated documents

Appendix 14 Asbestos (N/A)

Appendix 15 Demolition Scope (N/A)

Appendix 16 Temporary Works register

Appendix 17 Work at Height plan

(To be incorporated into task specific RAMS)

Appendix 18 Ground Survey (N/A)

Ref No: HJ CPHSP	Issue No: 001	Issue Date: 23/09/24	Page:26 of 26
---------------------	---------------	----------------------	---------------