

	IMS : Health & Safety System CDM :- Construction Phase Plan (CPP)	Doc No. RAL-HSF-102
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PROJECT
ALMA PARK PRIMARY SCHOOL, LEVENSHUME, M19 2PF

Current Version

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Version Control

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Revision	Description of changes
P01	First issue detailing overall project goals and objectives, focusing on Phase 1 work scope
C01	Issued for Construction
C02	
C03	

Distribution List

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1. Introduction

1.1 Purpose of the Construction Phase Plan

This Construction Phase Plan (CPP) has been produced to comply with the requirements of the Construction Design and Management (CDM) Regulations and describes the arrangements put in place by Rowan Ashworth Ltd as Principal Contractor to ensure the suitable and effective management of the health, safety and welfare aspects of this project. It also describes the sequence and methodology to be employed during the execution of the works package(s) as described in the contract documentation provided by Studio OL3 ..

Contained within this CPP are the specific goals for this project, an outline of the management system and applicable procedures and arrangements, specific organisational responsibilities for this project, including authorities and emergency arrangements. The CPP addresses the planning and management and responsibility for the works, including control of and communication with subcontractors and other interested parties.

Monitoring of the suitability of the management system and its implementation on site are also addressed, including both internal and second party audit of the project and implementation of any corrective and preventive actions along with its implementation will be taken into consideration as part of this review, also through lessons learned reports, subcontract and supplier evaluations and client feedback produced at completion of the project.

Refer also to:

- Pre-Construction Information Pack
- Task specific Method Statements & Risk Assessments

1.2 Location

Alma Park Primary School.

Errwood Rd.

Levenshume.

Manchester.

M19 2PF.

1.3 Scope

Rowan Ashworth Ltd have been instructed to do the ground works for the installation of 3 number MUGA pitches & 5 meter high MUGA enclosure boundary fence, these works will include the setting up of site compound & works area, minor vegetation clearance, installation of floating cell web system, edgings and surfacing, minor land drainage & connection to existing manhole.

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1.4 Planned Timescale, Start and Finish

The planned start date is 14/10/24 , with an anticipated duration of 6 weeks

KEY CONSTRUCTION STAGES		
DESCRIPTION	START DATE	END DATE
Site set up including welfare, compound, boundary fencing.	14/10/24	TBC
Vegetation strip & land drainage	TBC	TBC
Installation of floating web system surfacing and fencing	TBC	TBC

1.5 Changes to Key Personnel

Any changes to personnel will be sent out via email to all involved within the project.

1.6 CDM Appointments

The project has been assessed against the requirements of the CDM Regulations and falls within the prescribed requirements as notifiable. The project personnel and CDM appointments are listed below.

CDM APPOINTMENTS CONTACT DETAILS				
ROLE	NAME	LOCATION	CONTACT	TELEPHONE NUMBER
Client	Alma Park Primary School	Errwood Rd. Levenshume. Manchester.M19 2PF	Mr Richard Williams. (Headteacher)	
Principal Designer	Studio OL3 Architectural Design Ltd.	Unit 7 Whitegate Business Centre. Chadderton. OL9 9JT	Daniel Markwart	0161 511 0078
Designer				
Principal Contractor	Rowan Ashworth Ltd	Burn Farm Buckstones Road Grains Bar OL1 4ST	Anthony Ashton Mick Kenworthy	07903 096 791 07979 955 978

1.7 Principal Contractor Appointments

1.7.1 Other Principal Contractor Roles

Fire marshals and first aiders will be identified on site posters within the welfare unit and within the site induction.

1.8 Appointed Subcontractors

- Fencing contractor TBC
- Surfacing Contractor TBC

1.9 Existing Plans and Records

The site is located within Alma Park Primary School Grounds.

1.9.1 Access

Access to site is Via local roads and school gates

1.9.2 Restricted Areas

1.10 Project Specific Health and Safety Goals

- Accident frequency rate to be zero.
- Work will be planned to cause minimum disruption to local residents – any complaints that do arise relating to these works are to be speedily addressed.
- All street work notices will be submitted following the correct procedures and timescales.
- Thoroughly evaluating task for health & safety hazards and developing controls to protect employees.
- Providing appropriate and well-maintained tools, equipment and personal protective equipment.
- Regularly communicating and reinforcing the company's Health & Safety Goals and Objectives.
- All close calls to be reported through the current close call reporting system.
- Refer also to the Pre-Construction Information Pack (PCIP).

1.10.1 Environmental Impact

Within the various Ecology Reports there are certain protocols to undertake prior to commencement of certain construction activities.

- Surface drainage into sewer networks.
- Refuelling of plant and vehicles
- Existing trees etc.
- Badgers

2 Management of Work

2.1 Project Review

The CPP shall be prepared and provided to the client and site team prior to commencement of work, timescales to be agreed with the client.

The CPP will be reviewed on a regular basis (Quarterly) and signed as reviewed, however if there are any changes to the scope of works, site conditions or risks and hazards then the CPP shall be, amended as necessary and signed off by the author, reviewer and approver.

A controlled copy of the CPP will be kept on site and will be easily accessible to all contractors engaged onsite.

2.2 Key Systems and Documentation

All company processes and procedures are contained within the RAL Integrated Management System (IMS). Key systems and documentation for the compilation and management of this CPP will be:

- The HSQE Policy Statement.
- The HSQE Policies.
- Processes, procedures and guidance documents.
- Forms.
- British and EU standards.
- HSE Approved Codes of Practice.
- CIP on-line manuals including Environmental Manual.

2.3 Document Control

A formal document control process shall be agreed by the project team and Studio OL3, to manage the approval, acceptance, changes, distribution and retention of the CPP and other relevant documents.

2.4 Monitoring Arrangements

2.4.1 General Monitoring

Regular project meetings will be held (frequency to be agreed with Studio OL3 prior to project start date) throughout the design and construction phase.

The following means are used to monitor projects for conformance and compliance with processes and procedures, standards and legislation, these include:

- Planned site inspections at regular intervals (site management/supervisors weekly inspections, HSQE Advisor monthly recorded inspections, Senior Management / Director Tours, other project specific frequent recorded inspections).
- Statutory Inspections (LOLER, PUWER).
- Audits.
- Incident reviews.
- Near Miss trends.
- Drug and Alcohol testing.
- Complaints monitoring.

3 General Arrangements

3.1 Communication and Cooperation

3.1.1 Exchange of Design Information

Design review meetings will be determined at tender stage and on contract award. The objective of the meeting is to enable the Designer to establish and plan design activities in accordance with the proposed Design Programme and Brief, and to ensure adherence to the Construction Programme. The meeting shall address environmental and safety requirements.

3.1.2 Design Change

A single point of contact in the project delivery team shall be appointed to deal with design queries arising from site.

Design information shall be exchanged through the Technical Query process. Any amendments to the original design shall be treated in the same manner as if it was a new design and the process above must be applied. The Design Brief must be revised to incorporate the amendments.

All approved changes should be communicated to all Project team members who may be affected by the change. All changes should be reviewed post-implementation. Any lessons learnt from the process should be recorded and, if applicable & approved.

3.2 Selection of Subcontractors, Designers, Materials and Plant

3.2.1 Selection of Subcontractor

Subcontractors must have necessary approvals for the product code being supplied and must also hold the necessary individual competencies to deliver the work.

3.2.2 Selection of Materials

The Designers will endeavour to eliminate or reduce the need to use hazardous materials or substances during the project. Where this is not possible, all available information from the suppliers of the materials or substances will be obtained e.g. Material Safety Data Sheets and these used to procure the material or substance with the lowest risk and produce COSHH assessments, relevant to the person, task, application method and environment.

3.2.3 Selection of Plant

When planning to use plant, consideration must be given to additional requirements for using plant. This includes, but are not limited to, the following:

- Transportation to and from site.
- Loading and unloading plant.
- Noise and fumes.
- Any limited clearances on site

All Plant will only be operated by trained and competent operators.

Any lift plans will be requested from an Approved lift planner who will produce your lift plan.

3.2.4 Selection of Designers

All designs passed to RAL by Studio OL3 Architectural Design Ltd

3.3 Preventing Unauthorised Access to Worksite

3.3.1 Compound and works areas

Site security during the road construction phases will be by double clipped Heras fences and pedestrian barriers.

Sufficient arrangements will be in place to ensure that those who need to be contacted out of hours are in the event, contactable and have sufficient resources available and authority to despatch resources in response to an emergency.

No materials or equipment that could be used for vandalism shall be left out in an unsecure location, or near fences where they can be used to access the site.

No contactor shall authorise access to the site in the event of an incident without agreeing the arrangements with RAL or the client Representative.

All personnel working on site and visitors to the site will be required to sign in and out with the supervisor.

3.4 Information and Training

3.4.1 Competence

All personnel regardless of title must be competent to carry out their responsibilities and tasks. It is the responsibility of the Site Manager and Foreman to ensure that all personnel provide evidence of competence training and records are kept in the site file.

3.4.2 Induction

All individuals working on the site will receive an induction from the Site Management Team prior to being allowed to start work on site, the induction will include information regarding the Health and Safety arrangements for the project, hazards, site rules, any contract specific requirements, emergency procedures.

3.4.3 Briefings

Briefings, including Morning Briefing, Toolbox Talks specific to the work and current Health and Safety Alerts/Bulletins, will be carried out for all staff on site by the Site Manager/Foreman or Engineer.

As part of delivering the project RAL will:

- Promote a fair culture by finding and tackling the root-cause of Rule breaking and clearly identify this in accident/incident reports.
- Provide an environment where there is a culture to clearly push-back against unsafe requests by all project team members.
- Provide positive responses and solutions to any issues raised.
- Make sure everyone fully understands and takes responsibility.
- Prioritise the safety measures that save lives.
- Highlight areas where we can do better.
- Schedule a suite of activities to actively engage with the workforce to improve the safety culture on the project and drive the right behaviours.

3.4.4 Notices

The following key information for the project will also be displayed on the site HSQE notice board within the site welfare unit:

- Company HSQE Policy statement.
- HSE Law Poster.
- F10 Notification.
- Insurance Certificate.
- First Aiders.
- Emergency Procedures.
- Hospital Route.
- Utility Emergency Contact Details

3.4.5 Safe System of Work (SSOW) / Risk Assessment & Method Statement (RAMS)

For all works a SSOW Pack or RAMS will be produced, including location, hazards, SSOW information, emergency details etc. The safe system of work hierarchy will be used to plan safe systems of work in order of safest first – this will be briefed to the site staff. The site management team will brief staff on the contents of the SSOW /RAMS and associated hazards in the work environment prior to the work commencing, staff will sign the relevant briefing form to confirm understanding. The site management team will sign staff into the site of work and check all relevant competence cards.

3.5 Welfare

Welfare provision will be in accordance with the Construction (Design and Management) (CDM) Regulations 2015.

The required welfare for the project will be discussed with the client at the project start up meeting and provisions agreed.

Temporary site accommodation will be located in the area mutually agreed between the Principal Designer, Principal Contractor and all necessary third parties.

Site welfare facilities will comprise of the following dependent on size and duration of the works:

- Armadillo unit with integral generator, toilet, kitchen facilities. Maintained.
- Office (including printer, internet).
- Canteen (including fridge, kettle, and microwave).
- Drying room unit.
- Toilets (male and female).
- Secure store container(s) for materials & tools.

Where works require decontamination, specific units will be provided as defined by the Risk Assessment e.g. lead based paint, asbestos etc.

Waste

General waste on site that can be recycled should be returned to Burn farm and placed within the Shaw Skips covered general waste skip, all food stuff should be kept separate and again returned to Burn farm and

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placed within the grey bin to be disposed of by the council, this will reduce the likelihood of attracting vermin onto site, until it can be returned it should be kept in a sealed bin.

3.6 First Aid

First aid provisions and competent and trained First Aiders will be available on every site and office. A site first aid assessment shall be carried out prior to project commencement to determine the first aid provisions including competent first aider requirements. Site First Aiders will be identified on site by First Aid posters, and where possible individually by First Aid stickers on their hard hats.

First Aid kits will be available in the site office, kitchen and where applicable, on site. The Site First Aiders have responsibility for checking and maintaining the content. For transient worksites a First Aid kit will be available in the welfare van and First Aiders will be identified within the site induction and appropriate RAMS

3.7 Reporting of Accidents and Incidents

3.7.1 The 2-1-2 procedure

All accidents and incidents must be reported in line with the timescales stipulated in the Accident and Incident Reporting procedure. All accidents and incidents must be reported to the person in charge of works as soon as possible after the event. The person in charge of works (Site Manager / Supervisor) will report the incident details within 2 hours. The initial report will be completed within 1 day by the Project or Site Manager. Depending on the actual and potential severity of the incident a full and final investigation will be completed and approved by the person detailed in the procedure

3.8 Reporting of near misses (hazards)

Reporting of unsafe acts and conditions that are not accidents or incidents shall be reported on Observation Cards giving enough information to identify and resolve the matter.

3.9 Project Site Rules

Additional rules and restrictions on-site will be communicated to all personnel through the site induction, additional task specific rules will be communicated during the task briefings.

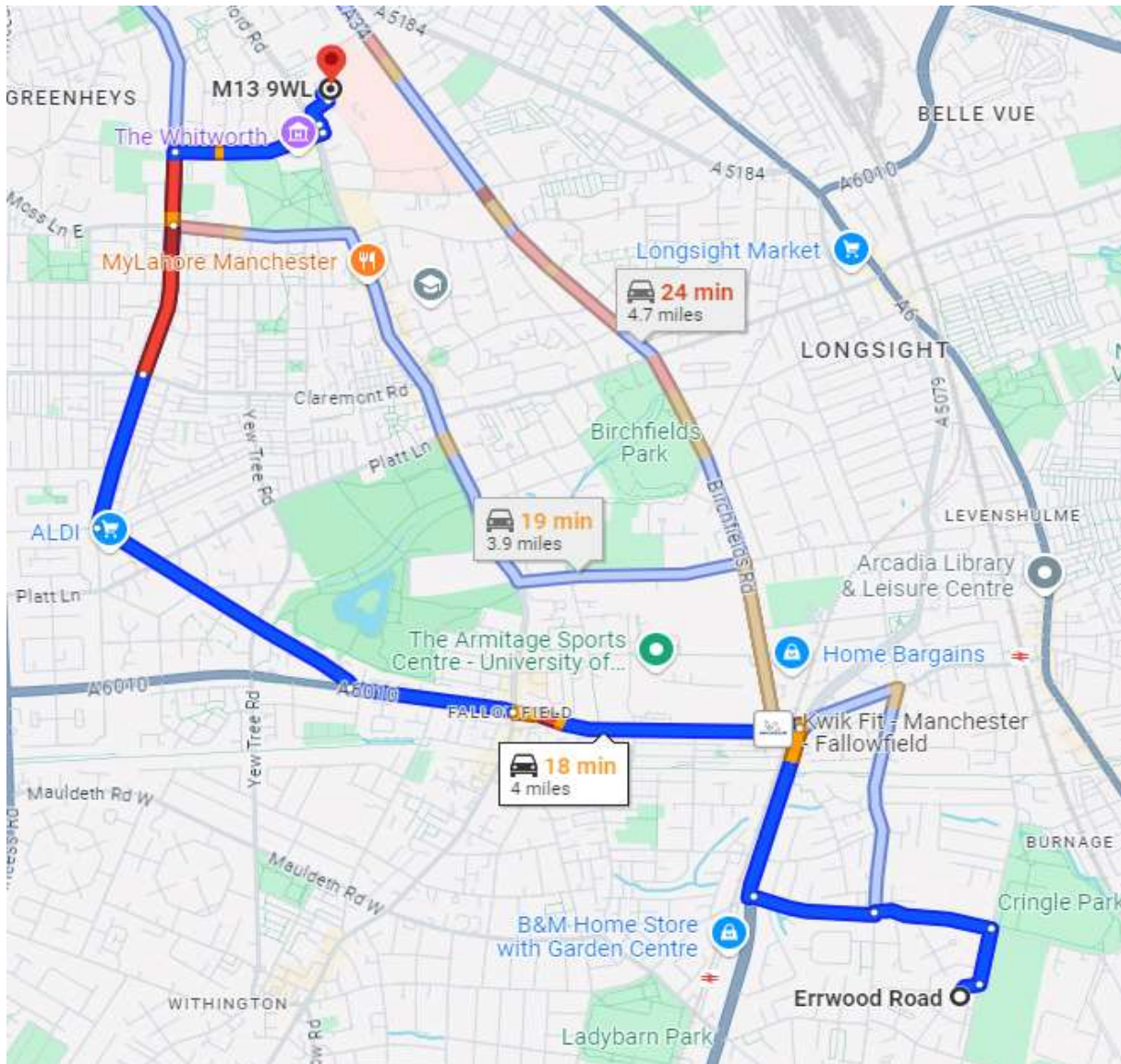
3.10 Emergency Details

3.10.1 The location of the nearest A&E hospital is: -

Manchester Royal Infirmary. Oxford Rd. Manchester M13 9WL

Hospital Location and directions

Amend below by using Google Maps and insert map and directions



3.10.2 Emergency Contacts:

Greater Manchester Fire and Rescue Service

EA Environment incident hotline (24-hour service) 0800 80 70 60

Gas – National Grid – 0800 111 999

Water – United Utilities – 0800 330 033 or 08457 462 200

Electric – Electricity North West (Faults and Emergencies) – 0800 195 4141

Network Rail Emergency Number – 0345 7114141

3.11 Emergencies

3.11.1 Actions to Protect Personnel in an Emergency

Site specific Emergency Plan(s) are provided for all projects for foreseeable emergency situations. These are published and displayed on site and briefed to visitors and workforce during the Site Induction.

Arrangements will be put in place for the summoning of emergency services to the site. This will include specific information of who will summon the emergency services; who will meet the emergency services and where; and how the emergency services can access the site. This may require prior contact to be made with the emergency services to establish the way to achieve these requirements.

Examples of emergencies are listed below but not limited to:

- Fire or explosion.
- Confined spaces.
- Flooding.
- Radiation.
- Heavy rainfall / snowfall.
- Electrical power supply failure/blackout.
- Discovery of unexploded ordnance (UXO).
- Asphyxiation.
- Terrorism attacks.
- Unplanned structural collapse.
- Utility emergencies.
- Security (to prevent unauthorised access in an Emergency).

Measures to limit Health and Safety consequences may include:

- For-cause Alcohol and Drug testing.
- Stopping of work in all or part of the site.
- Prioritisation of resources.

3.11.2 Fire Safety

Fire hazards will be addressed as part of the project risk assessment process. The subsequent control measures will be incorporated into the relevant RAMS

A fire risk assessment will be conducted by a competent person at each part of the operational site and will include measures to prevent fire and hazards associated. A site plan/diagram will be published showing all parts of the site layout and where emergency refuge points are and emergency firefighting equipment, which will be displayed on the site notice board and briefed as part of the induction.

3.11.3 Evacuation

All site personnel and visitors must sign in and out of site using the site attendance register, including at lunch time. This site attendance sheet will be used to take the roll call in the event of a site evacuation.

In the event of an evacuation the person in charge of works (Site Manager) will take the lead in ensuring the alarm is raised, the muster point agreed, and the roll call takes place, the relevant reporting takes place. In

some cases, for example in a gas emergency, evacuation may include neighbouring properties. Until the situation is being controlled by emergency services the person in charge or works shall take the lead.

3.11.4 Summoning Emergency Services

The person in charge of works shall be responsible for summoning the emergency services to site unless discharged to another person. In some locations it may be required to send someone to meet and escort the emergency services. Site access shall be sufficient for the size of emergency service vehicles.

3.11.5 Water Emergency

Working on, over or adjacent to water is subject to detailed and specific risk assessment and control measures shall be in accordance with the approved safe system of work. Where there is a risk of a fall into water emergency then a site-specific emergency plan shall be produced.

3.11.6 Utility Emergency

The utility emergency contact details shall be included in the emergency contact details document displayed on the site HSQE notice board.

In the event of a utility emergency, the person in charge of works shall take the lead in the evacuation, summoning the emergency services, if required, and emergency reporting.

3.12 Site Risks and Hazards

RAL shall assess the risks created by our undertaking so as to identify the measures we need to have in place to comply with our duties under health and safety law.

Risk Assessments shall be produced for each site and reviewed by the Project Manager / Risk Assessments shall be briefed to the workforce. Relevant risks and control measures shall be detailed in the site and activity risks section of the RAMS

In addition to the Risk Assessments a daily Point of Work Risk Assessment will be carried out.

Refer to Procedures: Risk Assessment. Any further hazards identified on site, or during contract review meetings will be risk assessed and briefed to the site personnel and subcontractors as appropriate.

3.13 Arrangements for Prioritising Works

During the activity, the Site Management shall constantly monitor progress against the detailed activity programme.

3.14 Traffic Management

Basic Traffic management will be barred out by RAL, works areas will be closed off and security fencing placed around working area, signage will be placed as per drawing, diversion routes that may be in place for longer durations, signs will be mounted on columns and posts to reduce maintenance issues. More complex TM situations will be carried out by a specialist traffic management company (TBC)

Deliveries

All material deliveries will be coordinated by the site team. A banksman will control the arrival and departure of all material delivery vehicles. Delivery drivers will receive a driver's induction prior to loading/unloading on larger projects. All delivery drivers must be met by the Site Supervisor or nominated person and not left unaccompanied.

3.15 Parking

Consideration must be given to local parking which may be affected by contractor or subcontractor vehicles. There should be appropriate workforce parking arrangements in place that should be properly managed and communicated to ensure compliance.

All parking will be controlled within a dedicated parking facility within the confines of the site compound boundary on larger projects.

3.16 Segregation of Vehicles and Pedestrians

Pedestrian-only areas and safe designated pedestrian routes to work locations from which vehicles are completely excluded must be established and maintained on larger projects.

3.17 Services

Service plans are kept within the H&S File.

3.17.1 Underground Services

All areas to be excavated must be surveyed even if services are not thought to be present. If known services cannot be located, the relevant Statutory Authority will be consulted. RAL will not assume that the service is not there. All works must be in accordance with HS(G)47 'Avoiding danger from underground services.

3.17.2 Overhead Services

Prior to any works being undertaken adjacent to or under overhead power cables the following protective measures will be implemented:

Secure fencing and warning signs will be erected in accordance with HSE Guidance GS6 'Avoidance of danger from overhead electric lines.

The local electrical distribution company will be contacted to ensure the safe working distances are understood and are complied with.

The presence of an overhead electrical service external to the site boundary will be monitored and controlled via the introduction of warning goal posts, following advise from the service provider.

3.18 Stability of Structures

Pre-Contract survey to be carried out by the client, RAL to carry out photo pre start condition surveys prior to works commencing

3.19 Working at Height

Working at height is defined as work in any place, including a place at or below ground level, from which a person could fall a distance liable to cause personal injury. This includes obtaining access and egress to or from a place of work but not a staircase in a permanent workplace. Where required, significant work at height risk will require a standalone rescue plan.

3.20 Lifting Operations

During site mobilisation, there will be a requirement to utilise heavy plant/machinery to place office and welfare cabins. Where this is required, it will be executed by competent and trained machine operatives (CPCS/NPORS) and competent Lift Co-ordinator and Supervisor, as will any other lifting operations where RAL are responsible to carry out the lifting.

All plant and equipment will have current test/examination certificates. Only tested equipment is to be used for all lifts, which must be controlled by a trained Slinger / Signaller. All equipment is only to be used by trained and competent persons (CPCS or equivalent).

3.21 Plant and Equipment

No work equipment will be used without the relevant certification and pre-use checks having been carried out, all defects are reported and addressed as required by RAL/Mechplant NW Plant Maintenance and Repairs.

All drivers of mobile plant are to be in possession of an appropriate NPORS or CPCS card or one of a similar standard. Only properly trained and authorised personnel are authorised to operate plant or equipment. Any hired plant shall be subjected to a document check regarding driver competence, serviceability and test certificates. All plant is subject to a document check by the Site Manager before plant is put to use.

All mechanical plant MUST have a USERS instruction manual and the operator MUST be familiar with the methods of operating and maintaining the plant.

Dumpers are not to travel up spoil heaps. All pins as part of a quick hitch are to be inserted on excavators.

3.22 Excavations

Excavations will have specific design requirements detailed in the Temporary Works Register.

Arrangements for shoring, plant selection, access/egress, surrounding environment, security etc. will be identified and a risk assessment prior to work commencing will be carried out. Temporary work design will include control measures defined in the risk assessment.

A permit will be issued for all excavations or breaking of ground. NO PERMIT – NO DIG.

All excavations must be guarded by a suitable barrier to prevent unauthorised access to plant and personnel.

If working in manholes / deep structures then ensure that adequate steps are taken to prevent collapse and that confined space requirements are duly considered.

3.23 Storage

Suitable storage areas will be identified on the site plan. This will be reviewed to ensure that any new materials that are to be used or encountered by RAL or our sub-contractors are identified prior to being brought onto site and suitable arrangements made for storage, use and disposal.

Bucket changing areas are to be set up where practicable.

3.24 Work On or Near Water

N/A

3.25 Asbestos

N/A

3.26 Hand Arm Vibration

All tools and equipment that has the potential to provide a risk of exposure to vibration, will be assessed to identify ms/2 (vibration magnitude), this information will allow for the development of a HAV assessment ensuring that personnel are not exposed to vibration over the ELV of 400points, monitoring of all usage over 100 points is required.

3.27 Hazardous Substances and Chemicals

The HSQE Department will produce suitable and sufficient COSHH Risk Assessments which are then issued to the project.

In the case of substances hazardous to health, the Project Management Team will be competent to apply suitable control measures as defined by the COSHH Risk Assessment. For any hazardous substances that remain part of the permanent works relevant information will be included in the Health and Safety File and passed to the Principal Designer.

The "COSHH Register" gives details of all substances hazardous to health being used on this project and is contained within the COSHH folder in the stores and Health & Safety filing system.

3.28 Contaminated Land

N/A

3.29 Manual Handling

Where materials are hazardous by virtue of their weight, the Project Management Team will carry out risk assessments as required by the Manual Handling at Work Regulations, and maximise the use of mechanical handling methods in preference to manual handling.

3.30 Noise

All pneumatic tools are to be noise suppressed. Plant will be immobilised when not in use. General requirements associated with noise and vibration will be controlled via project assessments.

3.31 COVID-19 Virus

To mitigate exposure and transmission of the COVID-19 virus the site management team will instigate controls within all aspects and elements of the site's construction undertakings with consideration to the following control measures. RAL to work within current government guidelines.

Ultraviolet Radiation

Workers who work outside for most of the day are at a greater health risk when they are working in the sun. Exposure to ultraviolet (UV) radiation from the sun can cause skin damage including sunburn, blistering, skin ageing and in the long term can lead to skin cancer.

The site team will be reminded through awareness posters and toolbox talks of the importance of wearing SPF cream.

3.32 Temporary Works

RAL will take due consideration for controlling the risks arising from the design and use of temporary works, including updates to the Project Risk Register. Temporary works have been identified during the construction phase and will be identified within the Temporary Works Register.

3.33 Demolition or Dismantling

N/A

3.34 Biological Health Hazards

Where the following biological hazards may be present on site a risk assessment and controls measures must be applied to protect personnel against infection and disease:

- Bird droppings.
- Discarded Needles.
- Rat infestation and rat urine.
- Animal Faeces.
- Stagnant / Infected Water

3.35 Mandatory Personal Protective Equipment

RAL have set a mandatory Personal Protective Equipment (PPE) policy on all sites. Any person failing to comply with the PPE requirements, client specific will be subject to disciplinary action.

Mandatory PPE includes:

- Hi Visibility Vest – BS EN 471
- Head Protection – BS EN 397
- Safety Boots – BS EN 345 SBP

Other PPE that may be required, subject to Risk Assessments is:

- Respiratory Protection.
- Hearing Protection – BS EN 352 1/2/3 (if tasking is deemed necessary)

- Fall Restraint / Protection.
- Enhanced Eye Protection.
- Face Shield.
- Impact goggles.
- Safety boots impervious to chemicals.
- Fire resistant overalls.

Shorts are not to be worn at any time.

Subcontractors PPE

As above.

4 Health and Safety File

4.1 Purpose

The Health and Safety file details the information needed to alert those carrying out future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to risks help them to decide how to work safely.

The file should contain information useful to:

- Studio OL3 has a duty to provide information about their premises and infrastructure, to those who carry out work there.
- Designers and Engineers during the development of further enhancements or alterations.
- Planners, Contractors and Co-ordinators preparing for construction work.
- Principal Contractors preparing to carry out or manage such work.

4.2 Layout and Format

The scope, structure and format for the file shall comply with the *client's requirements*, records management of health and safety files. The detailed arrangements shall be agreed between *the client*, the Principal Contractor, project team and Principal Designer at the start of the project.

The Project Management team will compile information required for the Health and Safety File during the project, and where appropriate will require information to be supplied by any sub-contractors.

As part of the set-up procedure the Contracts Manager will reach agreement with the Principal Designer as to the format and content of the Health and Safety File. The file shall be forwarded to the Client on completion of the project.

The Health and Safety File will include information about all the following topics, where this may be relevant to the health and safety of any future construction or demolition work. The level of detail should be proportionate to the risks likely to be involved in such work:

brief description of the work carried out.

- Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services).
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off).

The Principal Designer will gather information as the project progresses and hold in a folder for insertion into the Health and Safety File when the project is completed.

On Contract completion all relevant documentation will be handed over to Principal Designer.

5 Appendices

5.1 List of Applicable Standards and Procedures

Legislation & Regulations
The Health and Safety at Work Act 1974.
The Management of Health and Safety at Work Regulations 1999.
The Construction (Design and Management) Regulations 2015.
The Control of Substances Hazardous to Health Regulations 2002.
The Electricity at Work Regulations 1989.
The Regulatory Reform (Fire Safety) Order 2005.
The Health and Safety (Consultation with Employees) Regulations 1996.
The Health and Safety (First Aid) Regulations 1981.
The Lifting Operations and Lifting Equipment Regulations 1998.
The Manual Handling Operations Regulations 1992.
The Noise at Work Regulations 2005.
The Personal Protective Equipment at Work Regulations 2002.
The Provision and Use of Work Equipment Regulations 1998.
The Confined Spaces Regulations 1997.
The Work at Height Regulations 2005.
The Working Time Regulations 1998.
The Workplace (Health, Safety and Welfare Regulations) Regulations 1992.
Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013.

5.2 Site Location Plan

Alma Park Primary School

Errwood Rd. Levenshume. Manchester. M19 2PF

WORKS AREA / COMPOUND / WELFARE / ROUTES



Site Location Plan - Errwood Road, Levenshume, Manchester M19 2PF



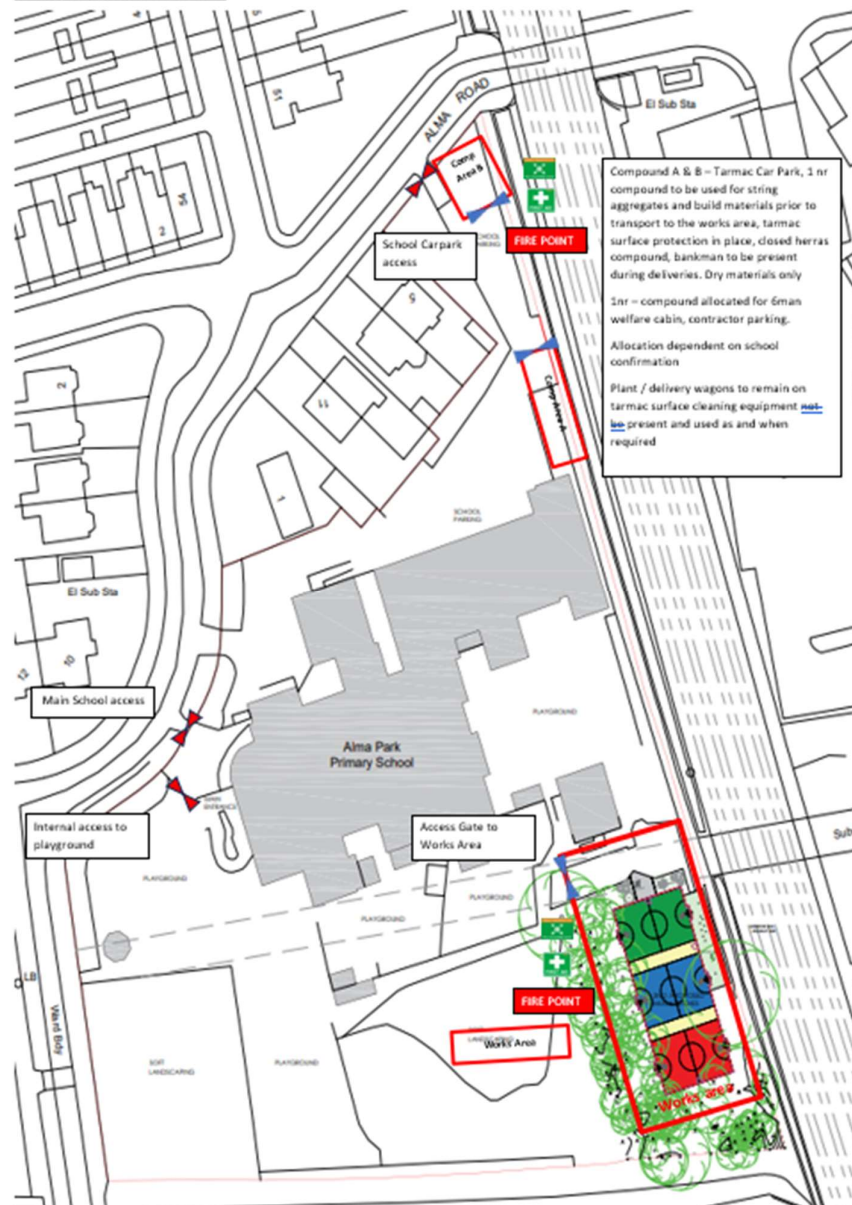
ALMA PARK PRIMARY SCHOOL

5.3 Site Phasing Plan

5.4 Compound Layout

WORKS AREA / COMPOUND / WELFARE / ROUTES

Welfare / Storage areas - Location Plan

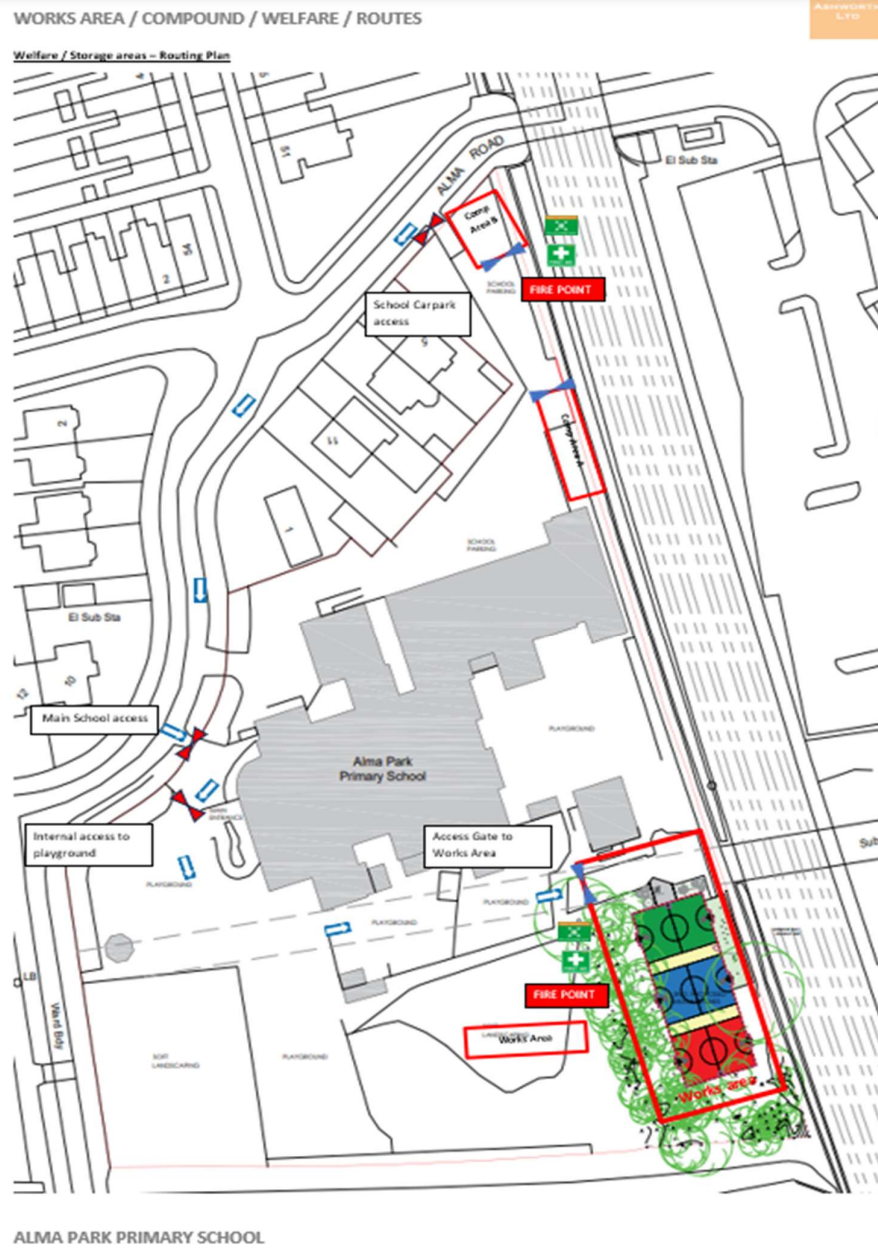


ALMA PARK PRIMARY SCHOOL

5.5 Sample Traffic Plans

5.6 Site TM Plan

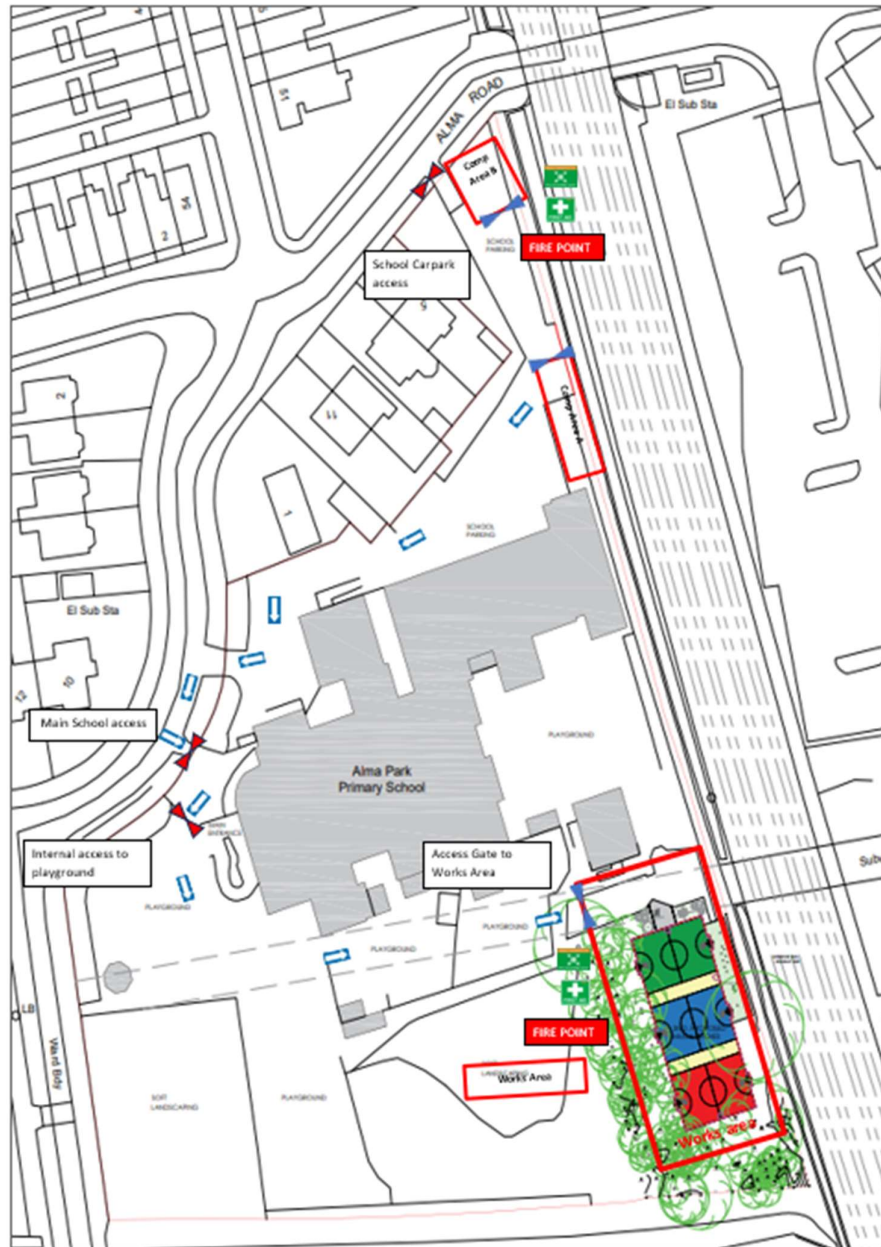
Site Logistics – Routing Option 1



Site Logistics Routing Option 2

WORKS AREA / COMPOUND / WELFARE / ROUTES

Welfare / Storage areas - Routing Plan Secondary Route



ALMA PARK PRIMARY SCHOOL

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