



Contract name:	Fletcher Moss Botanical Gardens Stenner Lane, retaining Stone wall repairs. M20 2RQ		
Client:			
Effective start date:	TBC	Effective end date:	TBC
Working hours:	8.00am – 4.00pm		
Written by	Stephen Parr (Mobile 079609 44 100) Contracts Manager at Duggan and Parr Stone Repair services Date: 06.03.24		
Location of the Works:	 		

Description of works and Method of completing tasks.

• **TAKE DOWN REBUILD 16.5m Long x 1.5m High STONE RETAINING WALL AND ASSOCIATED WORKS**

- Propping an existing Large tree situated directly behind the wall in the work area.
This will be done by Parkinson's.
- The removal of Wrought Iron Railings that are Lead fixed into the top of the Stone copings.

Photograph and number each section of railings before removing any.

We have already been to site and drilled around the base of one of the wrought iron posts. This will be repeated on all of the posts.

The Railings are in 2m sections held together by 2no spot welds.

We will carefully drill out the welds to free the joints.

We will remove each section of railings individually and move to a safe storage area.

2no spot welds



- Carefully number and photograph the stone copings and walling stones before removing and storing on site within the site compound.

Carefully remove mortar from vertical joints in Copings using Masons hand tools, hack saw blades. Gently break the bed joint to copings before slowly moving the coping forward onto pre-made wooden ramps straight onto pump truck with protective wooden skids on forks. This method eliminates any damage.

Remove to safe storage area within site compound.

- Disposing of soil and rubble into **PARKINSONS SKIPS.**
- **TRIMMING TREE ROOTS BY PARKINSONS**
 - **We will carefully cut back vegetation behind the wall as we dismantle the wall using hand digging tools.**

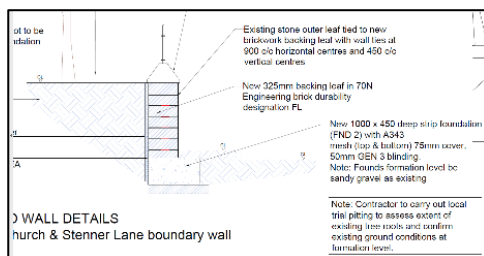
- Carefully dig down and create new 1m x 450mm deep footing.

Using a mechanical digger aided with a banksman to dig down to correct width and depth

Remove spoil to onsite skip.

Prep ground with 50mm GEN 3 Blinding.

Shutter and introduce A343 Mesh top and bottom when pouring new concrete footing (mesh to have 75mm cover top and bottom)



- Rebuilding the wall using Lime and Sand Mortar mix.

The rear of the wall will be rebuilt using new backing leaf of 70N Engineering Bricks at 325mm thick fitting stainless steel wall ties & 900mm Horizontal x 450mm Vertical centres.

The front face of the wall rebuilt using stone previously set aside, built exactly as it was originally.

To fit copings mechanical lifting techniques will be used.

The mixing location will be close to the wall to reduce the need for manual handling of materials.

- Work areas will be kept clear and cleaned at the end of each day to prevent stains from lime mortar
- Re-fitting the Wrought Iron Railings.

THESE WILL PROBABLY NOT FIT BACK AS ORIGINAL IF WALL IS REBUILT TO A STRAIGHTER LINED PROFILE.

BECAUSE THE WALL WILL BE REBUILT IN A STRAIGHTER LINE THAN IT WAS, THE RAILING POSTS MAY NOT FIT BACK INTO EXISTING LOCATIONS. THIS WILL MEAN THAT NEW STONE INDENTS MAY BE REQUIRED AND NEW POCKETS CUT INTO THE COPINGS.

- Clean down the work area where required after works are completed leaving a clean completed work area.
- Ensure all materials and fencing are removed from site.

Working in burial grounds

The above works would be done following a tool box talk and all work force would need to stop works immediately and report to the supervisor should they find any signs of graves, burial chambers, structures or bones.

RISK ASSESSMENT:

Calculation of Risk
Pre & Post Control of Risks
Low
Medium
High

PERSONS AT RISK		
E = Employees	T = Tenants	V = Visitors
C = Contractors	P = Public	

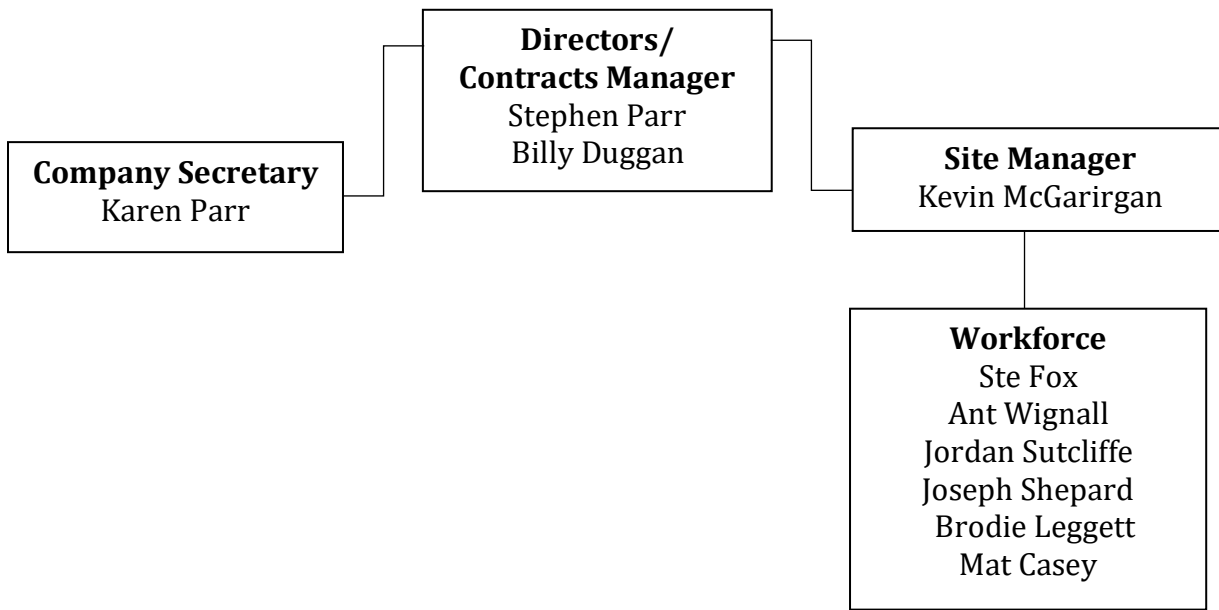
Activity / area of concern	Hazard Risk	Persons at Risk	Pre control Risk rating	Control measures	Post Control Risk Rating
Lifting Manual Handling	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper	E C T P V	H	All staff to be trained in the correct manual handling techniques. Team Leader on site is responsible for ensuring that all staff abide by these techniques at all times. The distance that the load needs to be carried should be minimized as much as possible. For heavy loads an appropriate number of people must carry the load together to avoid injury to any one individual. Where possible mechanical aids should be used to assist in the movement of heavy objects and minimise the amount of lifting required by staff. No individual should attempt to carry more than they feel is safe – it is the responsibility of the staff member to inform the team leader on site of any personal health issues that could affect their ability to perform lifting tasks – before he/she begins a lifting task.	L
Electrical	Electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	E C T P V	H	Electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. Battery equipment to be used as much as possible Staff inspect equipment and report (to supervisor) any defective plugs, discoloured sockets or damaged cable/ equipment. Defective equipment taken out of use safely and promptly replaced. Only adequate and appropriate electrical equipment well maintained to be used.	L
Vibration from use of equipment such as angle grinder	Exposure to vibration can lead to the development of 'vibration white finger' (VWF)	E C T P V	H	If needed, angle grinders replaced with block splitter. No significant vibration left.	L

Activity / area of concern	Hazard Risk	Persons at Risk	Pre control Risk rating	Control measures	Post control Risk Rating
Cutting out old Masonry	Inhaling Dust can cause silicosis Eye, loss damage, Blindness	E C T P V	H	The operatives are to wear full PPE provided by DP Stone. The work area will be sealed off and deemed safe from the public by others. If needed, dust extraction units will be used when cutting out masonry and mortar from the joints.	L
Removing mortar using ArborTech and Grinder	Inhaling Dust. Eye, loss damage, Blindness Vibration hand and arm damage	E C T P V	H	The operatives are to wear full PPE provided by DP Stone and will wear gloves, dust masks, ear defenders. (See data sheets the operatives have read with safety instructions and useful information.) The work area will be sealed off and deemed safe from the public by others. Dust control will be damping down area, sheeting on scaffolding (if needed) and monitoring works. Dust extraction units will be used when cutting out masonry and mortar from the joints. The works will be coordinated to keep to trigger times of power tools.	L
Lime splashes when pointing	Eye, loss damage, Blindness Skin irritation and dermatitis	E C T P V	H	The operative is to wear full PPE provided by DP Stone. Gloves and protective glasses will be used when in contact with lime. The work area will be sealed off and deemed safe from the public.	L
All work areas Public/Third Parties	Injuries to third parties as a result of being in vicinity of works	E C T P V	H	Works area adequately signed and barriers in place. Liaise with third parties, do not permit anyone not authorised onto site area.	L
Access/egress	Blocked access/egress could cause problems if needing to enter/exit area in emergency	E C T P V	H	The exit/access to building/works area kept clear and free from trip hazards at all times. No storage of any materials/items on access/egress routes. Access/egress kept well-lit with emergency lighting available and maintained. Regular monitoring and checks made to ensure good access/egress is maintained.	L

Activity / area of concern	Hazard Risk	Persons at Risk	Pre control Risk rating	Control measures	Post Control Risk Rating
Operating cement mixer and Hand Mixer	Workers could be crushed or cut if the mixer topples or they get caught in moving parts. Damage to electrics could result in a shock.	E C T P V	H	Mixer is 110 volts. Mixer is fully guarded and guards in place during operation and placed on firm ground.	L
Hazardous substances, mortar	Direct skin contact with the mortar could also cause bricklayer contact dermatitis and burns.	E C T P V	H	Risk of dermatitis or cement burns and precautions explained to all workers. Use cement or cement containing products within the use-by date. Direct skin contact to be avoided, CE marked PVC gloves used when handling mortar. Good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms.	L
Fire/explosion	All operatives in the vicinity could suffer from smoke inhalation or burns.	E C T P V	H	Suitable fire extinguisher kept in site office and welfare block. Good housekeeping monitored by supervisor. Supervisor to brief all workers on first day on emergency arrangements agreed with principal contractor.	L
Noise	Occupational deafness, Tinnitus, hearing loss	E C T P V	H	Where necessary undertake specific noise assessments. Ear protection available and worn.	L
Stepping on nails and sharp objects	All workers could suffer foot injuries.	E C T P V	H	Safety boots with steel toecaps and mid-soles provided to all workers. Waste disposed of in skips.	L
Welfare/first aid	Good facilities help prevent dermatitis etc.	E C T P V	H	Welfare facilities are available on site, including: flushing toilet; hot and cold running water, soap, towels and full-size washbasins; heated kitchen with kettle etc. First-aid: site supervisor is the appointed person for first aid. First aid kit available in his van.	L

Activity / area of concern	Hazard Risk	Persons at Risk	Pre control Risk rating	Control measures	Post Control Risk Rating
Dust from cutting bricks ,stone and mortar	Dust exposure could cause silicosis	E C T P V	H	If needed, a dust extraction unit will be used.	L
Slips & Trips	Staff and visitors may be injured if they trip over objects or slip on spillages	E C T P V	H	General good housekeeping. All areas well lit. No Trailing leads or cables. Staff keep work areas clear. Storage of materials controlled and kept tidy. Staff wear safety footwear with good grip. Condition of floors, stairways and paths checked and damaged surfaces signed and repaired as soon as possible. ‘Clear up as you go’ policy adopted and enforced – all equipment, cleaning materials etc to be cleared away as soon as job completed. Warning signs for wet floor and other hazards, e.g. ‘work in progress’ or ‘beware trailing cables’. Cordless tools used wherever possible, if tools or machines have trailing cables then nearest socket to work point used and cones/signs put out. Lighting illuminates all walkways and stairs and is checked regularly blown lamps etc replaced immediately, other faults reported to electrician for repair as soon as possible.	L

Management of the works: Management structure & responsibilities



Duggan and Parr

Role	Name	Contact no.
Directors	Stephen Parr/ Billy Duggan	079609 44100/ 077991 26961
Contracts Manager	Stephen Parr	079609 44100
Site Manager & First Aider	Kevin McGarrigan	
Workforce	Jordan Sutcliffe	
	Ant Wignall	
	Ste fox	Joe Shepherd
	Mat Casey	Brodie Leggett
Company Secretary	Karen Parr	01942 604697

Responsibilities of the Duggan & Parr Management Team

Following table details site management team responsibilities through the contract & are specific to this site. These responsibilities complement each individual's general responsibilities given in the Health & Safety Policy.

Task/Responsibility	Nominated person (s)
Oversee and run contract	Stephen Parr
Contractual Issues	Stephen Parr
Management of Site and Records	Stephen Parr
Liaison with Client	Stephen Parr
Emergency Services liaison	Stephen Parr
Permit to work control	Stephen Parr
Pedestrian management co-ordinator	Stephen Parr
Plant co-ordinator	Stephen Parr
Work/lifting equipment inspection	Stephen Parr
Safety Compliance on Site	Stephen Parr
Inductions	Stephen Parr
Toolbox Talks	Stephen Parr

Safety and Health goals for the project	
Safety management is founded on a Zero Harm approach to safety and health that requires an absolute adherence to standards at all times and an intolerance of unsafe acts or conditions, Duggan & Parr, therefore, expects its business to be fully accountable for communicating, training and implementing health & safety standards. Project health & safety goals: • To complete the project free of incidents. • To conduct the undertaking of the works without complaint or claim. • To cause the minimum disruption to residents and the travelling public. • To comply with statutory requirements under the health and safety at work act 1974, the construction (design and management) regulations 2015 and other relevant legislation • To comply with the requirements specified by the CDM coordinator in the pre-construction information pack and by the client.	
Arrangements for monitoring and review of performance:	
Monitoring performance	
Duggan & Parr have a system in place for site inspections. On this scheme the Site Manager is responsible for ensuring that weekly Health and Safety Inspections are completed. These ensure compliance with health and safety legislation through the implementation of an effective reporting and review process. The results are reported in through the company system to identify trends in the behaviour of site staff. These results are fed back to the site management team. Duggan & Parr operates a system of unsafe act/near miss reporting ensuring individuals Health and Safety compliance. Copies of all near misses will be kept in the site files. Duggan & Parr will hold formal progress meetings at which safety; health and the environment will be the first item on the agenda. This enables any issues to be aired and so resolved.	
Review of performance	
The results of site inspections and near miss analysis are discussed at the progress meetings. This enables the goals set for the contract to be reviewed. The end of contract meeting is the final review of the contract performance and can be used to decide if the goals set were met and were adequate.	
Arrangements for management of the works:	
Arrangements for regular liaison between parties on site	
Formal liaisons between parties on site will be carried out in a series of site meetings. These will be minuted and other meetings will be held as required. Minutes from these meetings will be circulated to all parties and a copy will be kept in the site records.	
Arrangements for construction with the workforce	
Throughout the works ongoing consultation with the workforce will occur in the following ways to encourage and support a safer working culture;	
Induction	Before starting work on the project all site operatives, subcontractors, site management teams and clients representatives will be inducted and informed of the site rules, hazards and risks that will or may arise whilst the works in progress.
Daily briefings	At the beginning of every shift Duggan & Parr issue a daily briefing outlining all works to be carried out, control measures in place and place and the outstanding risks and hazards that may remain. The work force is actively encouraged to raise any health and safety or operational issues that may have occurred previously or that experience suggests that better, safer procedures exist. All operatives will sign the briefing records sheet.
Toolbox talks	Toolbox meetings will be given to groups of up to 20 people. Meetings will be conducted by the immediate supervisor of the workmen concerned. A library of toolbox talks is maintained to assist Site Management carrying out these talks but also alternative may be covered. This may be to ensure site-specific issues can be tackled and is part of the companies aim to provide Health and Safety awareness training/information during the completion of site operations. All personnel who have been given the specific toolbox talk will sign the acceptance sheet that accompanies each toolbox talk. Site personnel are encouraged to give their feedback on the talk with this feedback recorded on the acceptance sheet provided.
Arrangements for site access	

Access to Stenner Lane is from Wilmslow Road, between The Didsbury Public House and The Old Cock Inn Public House. The contractor will need to establish what materials and equipment will need to be delivered to the work areas by hand or by plant. The footpath in the park should not be used by large vehicles or plant for off loading materials.
Arrangements for site inductions
The specific site induction will be given to all persons who will be involved with working or visiting on site. This will include sub-contractors and members of the clients management team. For personnel whose first language is not English, the site manager/inductor may refuse induction should they assess the persons understanding of the induction, instructions are not sufficient, potentially increasing risk to themselves or other parties. The induction informs all persons of the site rules, emergency procedures and reporting procedures. The induction outlines each person's responsibility to health and safety on site. The induction enables permit to work systems to be outlined and discussed and appropriate training records to be checked. Records of site-specific induction will be held specific files created in accordance with the Duggan & Parr safety file system. Delivery drivers will be permitted access to the site under the passport system which entails a brief induction and a notification of where they can access the site safely. Under certain circumstances it may be necessary to re-induct persons onto the site i.e. if they repeatedly break site rules. This will mean a return to the site offices where a full induction can take place. Should circumstances or significant changes take place in the works, this induction may be given again or updated, noting the changed circumstances.
Arrangements for on-site training
At induction, details of the qualifications of all personal working on the contract will be obtained with details recorded and maintained within the contract documentation. On site training will be ongoing and consisting of: • Daily task briefings of the activities planned and will cover the hazards control measures, remaining risks, the work processes, entry and exit routes and any hazardous materials use. • Tool box talks. • Any specific briefing or training that may become apparent as change in circumstances or following incident investigation recommendation's. All recipients will record their attendance, company they represent and sign a register. The topics and contents of the briefings will be noted in site files along with the register.
Power/ Water
Client to provide.
Welfare Facilities
Client to provide.
First aid arrangements
All persons receiving the site induction will be made aware of who first aiders are and how to contact them and the location of the first aid points and all other first aid kits. The location of first aid facilities and the identity of first aiders will also be displayed. The contact details and directions to the nearest hospital will be communicated to employees at site induction. The first aid box will be stocked in accordance with the first aid at work code of practice, appropriate to the number of personnel on site. A nominated first aider(s) will be responsible for ensuring first aid facilities are available and kept stocked. Should the need occur, training of further personnel would be undertaken to ensure adequate arrangements are maintained on site at all times. Eyewash treatment facilities will also be maintained with the first aid kit. Burns treatment kits will be maintained with the first aid kit.
Arrangements for controlling significant site risks:
Delivery and removal of materials, equipment and waste from site
Deliveries of materials and equipment will be scheduled to meet the progress of the works program including co-ordinating arrivals with road space occupancy and lay down areas compatible with the safe loading and unloading. The site manager is responsible for the management of waste on site ensuring that contractors employed also adhere to the site requirements and provide any relevant documentation necessary.

The maintenance of plant and equipment	
All plant to be checked daily, any defects to be reported.	
All plant and equipment used on the project will be delivered to site with relevant test certificates present. All plant and equipment used will be serviceable, fit for purpose and operated by trained, competent operators. All plant will be inspected on a daily basis with the result recorded. Where faults have been highlighted the plant will be removed from operation until repaired accordingly.	
Traffic routes and pedestrian controls	
Traffic management will be in place for new routes and pedestrians walkways.	
A site traffic plan will be in place for all works, the traffic plan is a pictogram, of where vehicles and plant are permitted to access and egress site, the preferred travel route through site, normal and emergency parking arrangements, it should also highlight where any potential areas of conflict between activities could arise so that special arrangements or control measures needed to minimise risk can be implemented. The traffic plan is also to be used to record events that suddenly change on site i.e. weather, breakdown or sudden influx of vehicles. Working areas will be managed to ensure that pedestrian routes are segregated from site traffic routes. All persons working or visiting site will wear high visibility clothing.	
Storage of materials and equipment	
Store site materials correctly.	
All materials on this contract will be stored in the site compound before being distributed to the work area. Hazardous materials will be stored in secure containers in the compound. Materials will be secured in fenced areas at all times. Materials will be stacked securely a maximum of two pallets high with any pipe work directly on the ground. Stock piles in the compound area will be monitored that they remain stored safely, in a stable condition. Fuels and lubricants will be delivered in double skinned bunded tanks, fit for purpose. Work at height whilst offloading will be continually monitored to ensure control measures are in place as required.	
Arrangements for controlling health risks:	
Asbestos	
If any asbestos is discovered during the works, the operation will cease and the client will be informed immediately.	
Dealing with contaminated land	
If any contamination is discovered during the works, the operation will cease and the client will be informed immediately.	
Manual handling	
The majority of the works operations are machinery based activities however some works activities may involve the requirements to manually handle materials and equipment. All operatives receive regular training and refresher training in manual handling safe practice. Machinery, grab lorries, and kerb lifting apparatus will be available for use as required and the work force instructed where and when to use this equipment.	

Emergency information directory	
Wythenshawe Hospital	
Address:	Southmoor Road, Wythenshawe, Manchester, M23 9LT
Tel:	0161 9987070
Health and safety executive	
HSE info line:	08701 545500 (Info line in HSE's public enquiry contact centre is and is your first point of contact with HSE)
Environmental agency	
General enquiry line:	08708 506506
Emergency hotline:	0800 807060 (reporting pollution incident)
Local emergency services	
Police/ Fire/ Ambulance:	Tel: 999

Site rules	
Incident reporting	

Accidents/incidents	Must be reported to foreman/site manager before the end of shift
Serious events/incidents	Need to be reported immediately to the site management, the operation will be stopped and the drugs and alcohol testing procedure implemented. This will require the operative(s) involved to give a breath and urine test.
Near hits/unsafe acts	Reported by filing an entry in a 'near miss' book, this can be done personally, by reporting it to a foreman or during the daily briefing for your next shift.
Mandatory PPE requirements	
• Hard hat • High vis • Prismatic jacket for night time working • Safety glasses • Safety footwear • Gloves	
Additional PPE	
Ear defenders, dust masks, etc as required by regulations and risk assessments.	
Traffic management	
Only designated persons with the correct certification may install and maintain traffic management on site.	
Site access and vehicles	
• Site speed limit of 15mph, 5mph past personnel. • Be aware of moving plant in work areas, the site compound and any tip locations. Use designated pedestrian routes where provided. • Mobile phones must not be used whilst driving. • Only use designated site access and exit routes. • Delivery vehicles must come to the compound for an induction and upon entering site drivers must report to the designated banksman. • The reversing standard must be followed.	
Electrical equipment	
Equipment must be inspected and checks recorded. Cables to run tidy at all times.	
Lifting equipment	
All lifting equipment and accessories must hold a current certificate of thorough examination and have recorded inspections weekly.	
Noise and vibration	
Ensure hearing protection work in accordance with noise and risk assessments.	
Work at height	
All work at height to be under permit to work. All equipment for work at height must be inspected and operated by trained and competent persons only.	
Asbestos	
During examination or maintenance works if any asbestos containing material is suspected or discovered operatives must cease work immediately and report to site manager.	
Ground contamination	
During examination or maintenance works if any contamination is suspected or discovered operatives must cease work immediately and report to site manager.	
Hazardous substances	
Substances must be: • Stored and labelled correctly in a bund or on banded pallets and disposed of correctly. • Empty containers still pose a risk to the environment as residual material may still be present in or within them. • COSHH data is required for all substances used on site.	
Manual handling	

Use mechanical means to move materials/equipment where possible. If manual handling unavoidable ensure trained in correct lifting techniques and undertake assessment of operation – report any issues to your supervisor.

Drug paraphernalia

In the event of suspicious substances or drug paraphernalia discovered all operatives are to cease work and report it to the site manager immediately.

Mobile phones

Mobile phones must not be used on site other than inside the site office, inside a stationary vehicle or at an approved/designated point. Hands free mobile phones must not be used when a vehicle is moving, the vehicle must be parked in a safe place with the park brake applied.