



Construction Phase Plan (CPP) **(Initial – 17th March 2024)**

of

H Cumberbirch & Son Ltd
Unit 6 Fence Avenue Industrial Estate
Macclesfield
Cheshire
SK10 1LT

for work at

Manchester Communications Academy
2 Silchester Drive
Manchester
M40 8NT

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Prepared by Terence A. Ablett, Dip SM, FIIRSM, RSP, OSHCR – Retained Health & Safety Adviser to H Cumberbirch & Son Ltd



Woburn Safety Services
7 Woburn Close
Macclesfield
Cheshire
SK10 3AS

Mobile: 07768 - 333808
E-mail: info@woburnsafety.co.uk

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1 PROJECT DESCRIPTION

1.1 Project Description & Programme Details

1.1.1 The works consist of the construction of a single storey extension to the Manchester Communications Academy, which is a secondary school in Harperhey, Manchester, which is at the corner of Rochdale Road and Queens Road, it was constructed between 2009 and 2010.

1.1.2 The works include the Site Set-up and provision of welfare facilities, site office, toilet, and a laydown area also:

- | | | |
|------------------------|-------------|---------------------------|
| • Groundworks | • Windows | • Dry lining & plastering |
| • Steelwork | • Screeding | • Suspended ceilings |
| • Rain screen cladding | • Flooring | • Joinery |
| • Roofing | • M&E | • Decorating |

1.1.3 The above list should not be construed as exhaustive.

1.1.4 Site opening times are 08.00 – 17.00hrs Monday – Friday, no working will take place outside these hours or on Saturdays, Sundays, or Bank Holidays without prior written agreement of the Contract Administrator and the H Cumberburch & Son Ltd Site Manager

1.1.5 The use of warning tape is not a suitable and sufficient barrier to prevent unauthorised access into areas where construction activities are taking place, or as protection from access to open edges or other hazards, any segregation shall be identified and enclosed by physical barriers, e.g., Heras Fencing, Chapter 8 Barriers or Tube & Fitting barriers dependent upon the associated risk, with relevant warning notices clearly displayed and, where applicable, statutory inspections will be carried out and a record of these kept.

1.2 F10 Notification

1.2.1 The author of this CPP has been advised that no F10 will be required as the works do not require notification to the HSE as this project does not meet or exceed the notification thresholds of continuing over 30 days with more than 20 workers at any one time, or last more than 500 person-days, should this change the works will be notified and F10 submitted, this will be made available to the Site Manager, and a laminated version displayed at the site when received.

1.3 Covid – 19 Policy Arrangements

1.3.1 Covid Rules from 27th January 2022

- The government is no longer asking people to work from home if they can work from home.
- Face coverings, it is no longer a legal requirement to wear a face covering, people are still advised to wear one in crowded and indoor spaces where they may come into contact with people they do not normally meet.
- Venues and events, venues and events will no longer be required by law to check visitors' NHS COVID Pass. However, the NHS COVID Pass can still be used on a voluntary basis.

1.3.2 If you have symptoms or test positive

- The main symptoms of COVID-19 are recent onset of any of the following:
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell.

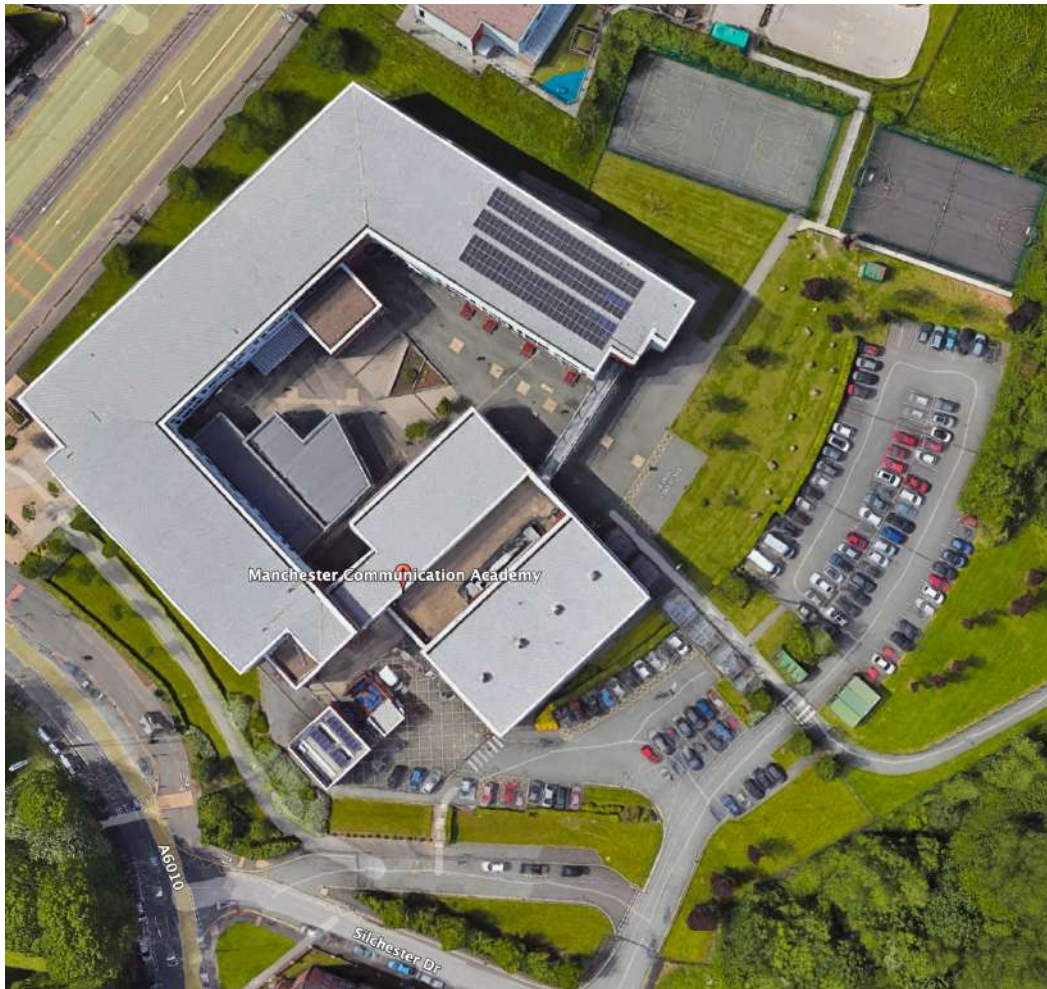
1.3.3 People must self-isolate from the day their symptoms started, or from the day they receive a positive test result if they do not have any symptoms. They can end their self-isolation on the sixth day of self-isolation following 5 full days isolating and 2 negative rapid lateral flow test tests taken on separate days.

1.3.4 Employees of H Cumberburch & Son Ltd will comply with any local Covid arrangements implemented by our client.

1.4 Details of Site & Surrounding Land Use

1.4.1 The works are located at Manchester Communications Academy, 2 Silchester Drive, Manchester M40 8NT.

1.4.2 Manchester Communications Academy is situated an established area of residential properties, educational establishments, and parkland.



Google Earth Image 1 of Manchester Communications Academy



Google Earth Image 2 of Surrounding Area

1.5 Extent & Location of Existing Records & Plans

- 1.5.1 At the time this document was produced the site plans, elevation drawings, floor plans and roof plans were in draft, this document will be updated as necessary during its life and all relevant plans / drawings will be held as readily available hard copies at the site.

1.6 Site Clearance, Ground Conditions, Site Investigation Records & Asbestos, (Refurbishment Survey Report), – (Key Site Risks)

- 1.6.1
- Manchester Communications Academy was constructed between 2009 and 2010 The author of this CPP has been advised there are no Asbestos Containing Materials, (ACMs), in the structure as it was constructed after asbestos containing materials (ACMs) were prohibited.
 - The date of the final ban which made it illegal to buy, sell, import, or export asbestos containing materials in the UK was November 1999, this included White asbestos, (Chrysotile).

1.7 Potential Hazards to Adjacent Areas & Users that may be Created by the Site Works

- 1.7.1 The hazards emanating from the works would be to the personnel working and pedestrians and traffic using the access routes and pathways inside the perimeter also those using the public footpaths and public roadway outside its perimeter, measures will be in place for their protection from harm.
- 1.7.2 All access routes, both vehicular and pedestrian, within the perimeter of the Academy and in the vicinity of the site will be kept accessible and suitably maintained.
- 1.7.3 H Cumberbirch & Son Ltd and their delivery / collection vehicles will access the site for the purpose of unloading and loading.
- 1.7.4 H Cumberbirch & Son Ltd will ensure that the necessary arrangements are made in respect of any specialist lifting equipment necessary to load/unload, materials/equipment.
- 1.7.5 All deliveries/collections from the site shall be carried out under “Just in time” principles which is adopted to keep storage requirements on the laydown area to a minimum.
- 1.7.6 H Cumberbirch & Son Ltd require 24 hours-notice of deliveries and collections from the site.
- 1.7.7 All storage locations must be positioned so as not to obstruct fire escape routes and doors, or the access routes for vehicles and pedestrians within the perimeter of the Academy.
- 1.7.8 A trained **Plant & Vehicle Marshaller** will be readily available to guide vehicles and pedestrians who may be affected when delivery/collection vehicles or plant need move within the vehicle parking area and on to / off of the access road.
- 1.7.9 Internal storage of materials shall be adopted as far as practicable and H Cumberbirch & Son Ltd will ensure that all materials are safely stored and kept clear and inaccessible to persons visiting the site.
- 1.7.10 In the unlikely event that highly flammable substances/mixtures are used in the works, these will only be stored in the smallest amounts and secured within flammable storage cabinets which would be locked out of hours.
- 1.7.11 H Cumberbirch & Son Ltd will ensure that any combustible waste/materials which are stored externally are secure in a locked compound to minimise the risk of arson. The location of any skips shall be subject to agreement with the client.
- 1.7.12 Waste containers shall be located less at least 6m from any building.
- 1.7.13 A continuous dialogue will be maintained between the Management Team of H Cumberbirch & Son Ltd, the Client, other parties that may be affected by the work being carried out and all Contractors and their Operatives working at the site.
- 1.7.14 The operations will involve the appointment by H Cumberbirch & Son Ltd of specialist Contractors to carry out predetermined work packages.
- 1.7.15 H Cumberbirch & Son Ltd will ensure that under no circumstances will access/egress of others in the area be obstructed by the movement or storage of any loads, waste etc. during the work taking place.

1.8 Key Dates

- 1.8.1 Expected Commencement Date 22nd April 2024 - TBC
- 1.8.2 Planned Completion Date 16 Weeks from commencement - TBC
- 1.8.3 Working hours at the site 08.00hrs – 17.00hrs Monday to Friday

Account will be taken of working hours and deliveries/collections arranged such that they do not create a risk or frustrate access to the Employees or Visitors requiring access to the site

1.8.4	Date of Notification to HSE	At the time this CPP was drafted, the date of notification was unknown to the author, all that is known is that it will be obtained by the Principal Designer and passed to H Cumberbirch & Son Ltd.
1.8.5	Project Location	Manchester Communications Academy, 2 Silchester Drive, Manchester M40 8NT
1.9	Construction Programme	
1.9.1	The Construction Programme has not been included in this CPP as an Appendix as at the time of drafting this was not available.	
1.10	Key Members of the Project Team etc.	
1.10.1	Client	Manchester Communications Academy 2 Silchester Drive, Manchester M40 8NT
	Contact Persons	Andrew Woolley
	E-mails	a.woolley@gmatrust.co.uk
	Mobiles	07595 943903
1.10.2	Principal Designer / Project Safety	Lancaster Maloney Martin Equitas House, Unit 6, Station View, Rhino Court, Stockport, SK7 5ER
	Contact Person	Joshua Martin
	E-mails	j.martin@lmm-ltd.co.uk
	Telephone	0161 477 3500
	Mobile	TBC
1.10.3	Architect / Contract Administrator	Lancaster Maloney Martin Equitas House, Unit 6, Station View, Rhino Court, Stockport, SK7 5ER
	Contact Persons	Joshua Martin
	E-mails	j.martin@lmm-ltd.co.uk
	Telephone	0161 477 3500
	Mobile	TBC
1.10.4	Structural Engineer	Jack Hastings Third Floor South, Metropolitan House, Station Road, Cheadle Hulme, Cheshire SK8 7AZ
	Contact Persons	Jack Hastings
	E-mails	j.martin@lmm-ltd.co.uk
	Mobile	07749 493925
1.10.5	Mechanical Engineer	Jules Jones The Tube, 86 North Street, Manchester M8 8RA
	Contact Persons	Jules Jones
	E-mails	jules.jones@iseng.co.uk
	Mobile	07749 493925
1.10.6	Electrical Engineer	Kris Kocsis The Tube, 86 North Street, Manchester M8 8RA
	Contact Persons	Kris Kocsis
	E-mails	kris@iseng.co.uk
	Mobile	07771 691562
1.10.7	Principal Contractor	H Cumberbirch & Son Ltd Unit 6 Fence Avenue Industrial Estate, Macclesfield, Cheshire SK10 1LT
	Contact Person	Christopher Heap - Director
	E-mail	christopher.heap@cumberbirch.com
	Telephone	01625 - 503959
	Mobile	07854 - 200103

1.10.8	Principal Contractors Contracts Manager	Mike Wardle Unit 6 Fence Avenue Industrial Estate, Macclesfield, Cheshire SK10 1LT Contact Person Mike Wardle E-mail mike.wardle@cumberbirch.com Telephone 01625 - 503959 Mobile 07799 697984
1.10.9	Principal Contractors Health & Safety Adviser	Woburn Safety Services 7 Woburn Close, Macclesfield, Cheshire SK10 3AS Contact Person Terence A Ablett – Dip SM, FIIRSM, RSP, OSHCR E-mail terad@woburnsafety.co.uk Mobile 07768 – 333808
1.10.10	Principal Contractors Site Manager	Mike Whalley Unit 6 Fence Avenue Industrial Estate, Macclesfield, Cheshire SK10 1LT Contact Person Mike Whalley E-mail Iain.whitehurst@cumberbirch.com Telephone TBC Mobile 07992 120679
1.10.11	Cleaning & Waste Disposal	TBC TBC Contact Persons TBC E-mail TBC Telephone TBC Mobile TBC
1.10.12	Groundworks	TBC TBC Contact Persons TBC E-mail TBC Telephone TBC Mobile TBC
1.10.13	Steelwork	TBC TBC Contact Persons TBC E-mail TBC Telephone TBC Mobile TBC
1.10.14	Roofing	TBC TBC Contact Persons TBC E-mail TBC Telephone TBC Mobile TBC

1.10.15	Rain Screen Cladding	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.16	Windows	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.17	Screeding	TBC
		TBC
	Contact Persons	TBC
	E-mails	TBC
	Mobile	TBC
1.10.18	Mechanical	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.19	Electrical	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.20	Dry Lining & Plastering	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.21	Suspended Ceilings	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC

1.10.22	Joinery	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.23	Decorating	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.24	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mails	TBC
	Mobile	TBC
1.10.25	M Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.26	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.27	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.28	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC

1.10.29	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.30	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.31	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mails	TBC
1.10.32	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.33	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.34	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC
1.10.35	Contractor	TBC
		TBC
	Contact Persons	TBC
	E-mail	TBC
	Telephone	TBC
	Mobile	TBC

1.10.36	Water/Sewage	United Utilities Haweswater House, Lingley Mere Business Park, Lingley Green Avenue, Great Sankey, Warrington WA5 3LP Any area to be broken out / excavated will be scanned, the available drawings will be checked and local knowledge, where available, will be considered. Contact Person N / A E-mail N / A Telephone 01925 237000 Mobile N / A
1.10.37	Electricity Distribution	Electricity North-West PO Box 218 Warrington WA3 9BY Any area to be broken out / excavated will be scanned, the available drawings will be checked and local knowledge, where available, will be considered. Contact Person N / A Telephone 0800 011 3332 or National Helpline – 105 National Grid Electricity Emergency Number 0800 40 40 90
1.10.38	Gas Distribution	Cadent Ashbrook Court Prologis Park Central Boulevard Coventry CV7 8PE Any area to be broken out / excavated will be scanned, the available drawings will be checked and local knowledge, where available, will be considered. Contact Person N / A Telephone N / A National Gas Emergency Number 0800 111 999
1.10.39	HSE – Head Office	The Health & Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS
1.10.40	HSE – Local Office	The Health & Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS

1.10.41 **RIDDOR – Incident Reporting**

An incident causing an employee to be absent from work for a period greater than 7 days, including Saturdays, Sundays and Bank Holidays, is reportable under RIDDOR, in such instances the enforcing authority must be informed via the on-line address www.riddor.gov.uk within 15 days of the incident occurring.

1.10.42 Telephone

The only types of incidents that can now be reported by telephone are Workplace deaths or major injuries, this is done via Incident Contact Centre (I. C. C.) on 0845 – 300 99 23

The types of circumstances where HSE may need to respond out of hours are:

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work.
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours.
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

Telephone: **0151 – 922 – 9235**

2 **MANAGEMENT OF THE WORK**

2.1 **Introduction**

2.1.1 All construction activities shall be carried out in accordance with the relevant statutory provisions to include the Construction Design & Management Regulations 2015 under the direct control of H Cumberbitch & Son Ltd as Principal Contractor, the Management structure of the H Cumberbitch & Son Ltd project team is included below with the H Cumberbitch & Son Ltd company responsibilities table included as 2.4.

2.1.2	Principal Contractor - Director	Christopher Heap H Cumberbitch & Son Ltd Unit 6 Fence Avenue Industrial Estate, Macclesfield, Cheshire SK10 1LT
2.1.3	Principal Contractors Contracts Manager	Mike Wardle H Cumberbitch & Son Ltd Unit 6 Fence Avenue Industrial Estate, Macclesfield, Cheshire SK10 1LT
2.1.4	Principal Contractors Health & Safety Adviser Contact Person Health & Safety Inspection Frequency by H&S Adviser	Woburn Safety Services 7 Woburn Close, Macclesfield, Cheshire SK10 3AS Terence A Ablett – Dip SM, FIIRSM, RSP, OSHCR At least monthly for the duration of the works
2.1.5	Principal Contractors Site Manager	Mike Whalley Unit 6 Fence Avenue Industrial Estate, Macclesfield, Cheshire SK10 1LT
2.1.6	Principal Contractors Temporary Works Supervisor/First Aider/Fire Coordinator & Fire Marshall	Mike Whalley Unit 6 Fence Avenue Industrial Estate, Macclesfield, Cheshire SK10 1LT

2.2 CDM Standards with Goals & Objectives for Project / Monitoring / Review of H&S Performance

2.2.1 The Goals of H Cumberburch & Son Ltd as Principal Contractor for this project are:

- Promote worker involvement in Health and Safety.
- Monitor our Health and Safety performance to identify foreseeable issues prior to them leading to incidents/accidents and enabling us to take preventative action rather than corrective action following an event.
- Achieve zero fatalities, zero permanent disabilities, zero reportable injuries and keep non-reportable injuries to the lowest level, using Near-Miss Reporting as an aid.

2.2.2 The Objectives of H Cumberburch & Son Ltd as Principal Contractor for this project are:

- Comply with all current Health & Safety Legislation, Approved Codes of Practice and British Standards.
- Use only competent Contractors who will be work to the standards required of our own employees.
- Ensure compliance with the Clients safety requirements and publish these as part of the Project requirements.
- Using sustainable materials where we provide these for the project and advising the Client of such materials when required.
- Providing safe and unimpeded access to the premises directly adjacent to the work site and to all others in the vicinity.
- Segregating the site during construction operations with lockable gates and hoardings to secure the site from unauthorised access during and outside normal working hours.
- Always maintaining access to adjacent properties and ensuring that vehicles servicing the site and operations around these do not create conditions which may have an adverse effect on persons or businesses unconnected to the works.
- Always maintaining pedestrian access to and within the site by ensuring that only the necessary sections are closed off at any one given time and that new sections of work are not closed off until other areas have been completed.
- Providing all necessary barriers and signage together with illumination where necessary.
- Maintaining safe and unimpeded access and egress in and around the works, for emergencies, and minimise the disruption to neighbours and the general public, (both pedestrian & vehicular).
- Identifying and addressing all risks arising from both our own, and our Contractors activities.
- Policing and co-ordinating, through our Site Manager, the use of safe working procedures, tools, plant, equipment, and the appropriate use of the relevant type and standard of Personal Protective Equipment, (PPE).
- Employing the services of a Health and Safety professional to carry out regular formal Health and Safety inspections at intervals stipulated by our Client and keep an on-site record of the outcome of all such inspections.
- Maintaining adequate levels of welfare facilities for the workforce, including the Contractors.
- Assessing the impact of site activities on the environment and manage to minimise this.
- Identifying and providing or arranging for the provision of via Contractors working at the site and as necessary, Health & Safety training and activities, including toolbox talks, to promote awareness of safety of every worker and others who may be affected by his/her activities or inactivity.

2.2.3 The works shall be completed in accordance with the quality standards specified, to programme and budget, as per the agreement made in relation to the Client's instruction

2.2.4 All necessary statutory site signage will be erected in prominent areas to inform the public of the works hazards and to ensure that there is no unauthorised entry into the working area.

2.2.5 The on-site management system is based upon the Principles of Prevention

- Eliminating risks
- Avoiding risks which cannot be eliminated.
- Combating risks at source

2.2 CDM Standards with Goals & Objectives for Project / Monitoring / Review of H&S Performance - continued

- 2.2.5 cont.
- Adapting the work to the individual
 - Adapting to technical progress
 - Replacing the dangerous by the non-dangerous or the less dangerous
 - Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, supervision, social relationships, and the influence of factors relating to the working environment.
 - Giving collective protective measures priority over individual protective measures
 - Giving appropriate instructions to employees
- 2.2.6 To establish systems and sequences of work to prevent exposing construction personnel to danger by the establishment of pre-planning controls, expressed as:
- Risk assessments.
 - Method statements
 - Permit-to-work documents.
 - Temporary works Register and Authority to Proceed Permits
- 2.2.7 To plan and co-ordinate materials deliveries to and from the site so as not to endanger any person or the people involved in the adjacent premises.
- 2.2.8 To ensure that Contractors provide their safety management submissions, expressed as Risk Assessments and Method Statements, (RA/MS), for their respective work packages.
- 2.2.9 To monitor and verify that all RA/MS submitted by Contractors are tested against the H Cumberburch & Son Ltd criteria for approving such submissions, all RA/MS must be submitted for review at least 14 days prior to the intended commencement of work.
- 2.2.10 The submission of RA/MS will be recorded in the H Cumberburch & Son Ltd Safety RA/MS Register and a hard copy of the accepted document(s) provided by the Contractor for inclusion in the Site Safety File
- 2.2.11 Health & Safety monitoring will take account of:
- Access/egress controls and compliance
 - Overlap with the adjacent premises and associated activities.
 - On-site housekeeping and waste management
 - On-site demarcation standards and effectiveness (including pedestrian/vehicle segregation)
 - Demarcation barriers and associated safety signage
 - Segregation of lifting operations together with suitability and integrity of lifting equipment including crane, lifting chains, shackles, methods of work etc., where used.
 - Segregation of working areas with physical barriers e.g., Herris Fencing
 - Control of and protection from temporary works e.g., scaffolding, sheet piling
 - Suitability and integrity of propping, edge protection, trench supports.
 - Access arrangements and controls for the prevention of falls of people and loads
 - Suitability and integrity of access equipment including scaffolding, towers, etc. also of safety netting if / where used.
 - Suitability and integrity of temporary leading-edge protection throughout accessible work areas
 - Use/operation of mobile/static work equipment.
 - Use/operation of hand-held work equipment.
 - Implementation of and compliance with controls for maintaining occupational health standards
 - Fire safety and fire prevention controls and procedures.
 - Wearing and appropriateness of personal protective equipment (PPE)
 - Details of concerns reported by site personnel.
 - Record of forthcoming issues that may compromise the required or planned safety management standards.
- 2.2.12 Regular formal, recorded & 'scored' Health & Safety Inspections will be carried out by our retained Health & Safety Adviser as required.
- 2.2.13 Daily informal Health & Safety Inspections will be carried out by our Site Manager, action taken to ensure compliance as necessary and reasons / methodology for control to be presented at progress meetings.
- 2.2.14 A formal/recorded Safety Management Tour will be carried out by the Site Manager on a weekly basis and will be presented at progress meetings.

2.2 CDM Standards with Goals & Objectives for Project / Monitoring / Review of H&S Performance - continued

- 2.2.15 The H Cumberbirch & Son Ltd Contracts Manager will support the Health & Safety Monitoring regime by undertaking a recorded Health & Safety Tour of the site when he visits, and these will be presented at progress meetings.
- 2.2.16 Contractors' Appointed Safety Adviser/s will carry out formal/recorded Health & Safety Inspections, the frequency and reporting procedures will be as agreed between H Cumberbirch & Son Ltd and the Contractor. Copies of all such reports must be provided electronically to the offices of H Cumberbirch & Son Ltd within 24 hours of the inspection taking place, together with information on actions to be taken where this is shown in the report and those responsible for those actions, to ensure a return to compliance.
- 2.2.17 The finding of all Contractors Health & Safety Inspections must be discussed with the H Cumberbirch & Son Ltd Site Manager, before the visiting Safety Adviser leaves site, enabling any actions that may be required to be carried out.
- 2.2.18 The Health & Safety 'Scored' Report issued by the Retained Health & Safety Adviser of H Cumberbirch & Son Ltd will address ten, (10), Elements with up to forty, (40), sub-elements divided over the record, (these are used where applicable).
- 2.2.19 Each of the ten, (10), Elements can score a maximum of 10 points, making a total of 100 possible points for the complete inspection.
- 2.2.20 All of the 'scores' are expressed as percentages, with recommendations for actions required to ensure a return to compliance where this is not the case at the time of the inspection.
- 2.2.21 Permits-to-Work are a control document of a safe system of work and are used in unusual or high-risk situations. A full suite of permits is kept readily available on site for use as/when required. Any work requiring the issue of a formal Permit-to-Work by the Site Manager, or Nominated Person of H Cumberbirch & Son Ltd, cannot be commenced until the permit has been obtained, permits which may be required include:
- General – i.e., to cover work other than that identified below, but where a Permit-to-Work is required to establish safe working conditions.
 - Hot Work/Ignition Source – i.e., for any work requiring the use of a flame or spark producing tool.
 - Electrical Isolation/Reconnection
 - Work at Height
 - Confined Space Entry
 - Excavating/ Breaking Ground – (Permit-to-Dig)
- 2.2.22 Facilities will be provided for both employer/employee & project team consultation on CDM matters, and information arising which has Health & Safety / Risk implications will be circulated to those who may be affected.

2.3 Storage & Distribution of Materials

- 2.3.1 A small laydown area for materials delivered, or items awaiting collection, will be made available at a place to be identified, all deliveries are to be arranged on a 'Just in Time' basis due to the lack of space.
- 2.3.2 The specific laydown area for the storage of each Contractors materials and equipment will be agreed between the Site Manager of H Cumberbirch & Son Ltd and those organisations requiring storage space.
- 2.3.3 The small footprint of the site agreement will require full compliance and those using the areas will be responsible for the tidiness/cleanliness of those zones.

2.4 Personal Protective Equipment

- 2.4.1 H Cumberbirch & Son Ltd recognise that Personal Protective Equipment is the last resort in the hierarchy of control that provided for the various work and to be used as required is included in the relevant Risk Assessment, and is taken from the list below:
- Hard Hat to EN 397, neither damaged nor time expired
 - High Visibility Vest / Jacket to EN 471 Class 2, with Employers identity applied.
 - Safety footwear to EN 345 SIP or EN 20345 SIP
 - Safety Gloves to EN 388 for mechanical hazards, EN ISO374 2016 for chemical hazards, EN 407 for thermal protection against heat / fire, EN 511 for convective and contact cold,

2.4 Personal Protective Equipment - continued

2.4.1 -
cont

- Safety Gloves to EN 388 for mechanical hazards, EN ISO374 2016 for chemical hazards, EN 407 for thermal protection against heat / fire, EN 511 for convective and contact cold,
- Safety Eyewear to BS EN 1661-F (low impact) as a minimum, BS EN 166 -B (medium impact) – The use of prescription lensed spectacles is NOT Personal Protective Equipment (PPE) and wearers must use either Safety Eyewear with prescription lenses and side protection, or Safety over glasses / goggles at all times when protective eyewear is required.
- Hearing protection - Ear defenders to BS EN 352 – 1: 2002, (Earmuffs), or BS EN 352 – 3: 2002, (Earmuffs attached to an industrial safety helmet),
- Lung Protection - Disposable Respirators to Standard BS EN 149 2001 +A1 2009 FFP3, all persons wearing Respiratory Protective Equipment to be Face Fit Tested and clean shaven at commencement of the working day, alternatively an ori-nasal respirator with P3 filter can be worn.

2.5 Storage & Distribution of Materials

2.5.1 A laydown area for materials delivered, or items awaiting collection, will be made available at a place to be identified.

2.5.2 The specific laydown area for the storage of each Contractors materials and equipment will be agreed between the Site Manager of H Cumberburch & Son Ltd and those organisations requiring storage space.

2.5.3 The small footprint of the site agreement will require full compliance and those using the areas will be responsible for the tidiness/cleanliness of those zones.

3 SITE RULES

3.1 Introduction

3.1.1 These Rules are put in place by H Cumberbirch & Son Ltd for the protection of any person who may be affected by our works. They must be complied with by all persons working at the site, failure to do so may mean that the person(s) concerned could be prohibited from entering the site.

THE SMOKING, OF TOBACCO PRODUCTS INCLUDING ELECTRONIC CIGARETTES, IS NOT PERMITTED IN ANY AREA OF THE SITE.

ALCOHOL & DRUGS, (WITH THE EXCEPTION OF PRESCRIPTION MEDICINES), ARE NOT PERMITTED ON SITE. OPERATIVES SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS SHALL NOT BE PERMITTED TO WORK.

OPERATIVES SHALL NOT BE PERMITTED TO WORK HAVING CONSUMED ALCOHOL.

THE WEARING OF SHORTS ON SITE IS NOT GENERALLY ACCEPTABLE, THE PROHIBITION OF DOING SO HAS BEEN REVIEWED AND, ALTHOUGH H CUMBERBIRCH & SON LTD RECOMMEND IN THE STRONGEST TERMS THAT EVERYBODY SHOULD WEAR LONG TROUSERS AT ALL TIMES, THE PROHIBITION HAS BEEN RELAXED AT EMPLOYEES REQUEST AND A COMPROMISE OFFERED WHICH IS THAT THEY CAN BE WORN AT TIMES OF HOT WEATHER, THIS IS DETERMINED AS BEING WHEN THE TEMPERATURE REACHES 20 DEGREES C, (68 DEGREES F), ON THE BBC WEATHER APP, AND EVEN THEN, THERE ARE STILL SITUATIONS WHERE THIS SHALL NOT BE APPROPRIATE. THIS IS BECAUSE SHORTS PROVIDE INADEQUATE PROTECTION, NOT ONLY FROM SUBSTANCES and/or MIXTURES SUCH AS WET CONCRETE, CEMENT AND GYPSUM PLASTER, BUT FROM CUTS & ABRASIONS, WHICH CAN BECOME INFECTED ON A CONSTRUCTION SITE. A SPECIFIC PROCEDURE HAS BEEN DRAFTED AND EVERY PERSON WHO WISHES TO WEAR SHORTS IN COMPLIANCE WITH THAT PROCEDURE MUST OBTAIN & SIGN THIS DOCUMENT & RETURN IT TO THE HEAD OFFICE OF H CUMBERBIRCH & SON LTD

SUB-CONTRACTORS WORKING WITH H CUMBERBIRCH & SON LTD PROVIDE A COPY OF THEIR RISK ASSESSMENT RELATING TO THE WEARING OF SHORTS AS EVIDENCE OF ACCEPTANCE OF THIS RELAXATION OF OUR RULES

HEAD PROTECTION ON SITE IS HARD HATS BS EN 397:2012+A1:2012

THE WEARING OF BUMP CAPS IS PROHIBITED AS THEY DO NOT OFFER ADEQUATE PROTECTION FROM ITEMS FALLING. TRADES WHOSE OPERATIVES MAY FIND THAT HARD HATS SLIP FROM THE WEARERS HEAD MUST WEAR A CHIN STRAP.

The working hours at the site are:

Monday	08.00 – 17.00
Tuesday	08.00 – 17.00
Wednesday	08.00 – 17.00
Thursday	08.00 – 17.00
Friday	08.00 – 17.00
Saturday	09.00 – 14.00

No working shall take place outside these hours or on Sundays and Bank Holidays without prior written agreement of the Principal Designer with agreement of the H Cumberbirch & Son Ltd Site Manager, First-aid cover must be in place at all times.

Any person attempting to enter the site to work who has a medical condition that could:

- Compromise the Health & Safety of themselves or any other person on site.
- Be made worse by site conditions or the work they are required to carry out must, in the strictest confidence, make the Site Manager aware of the situation to enable him/her to determine any action required to ensure the safety of the person concerned, and any other person who could be affected.
- No person shall enter the construction area unless they have attended and acknowledged an initial H Cumberbirch & Son Ltd Safety Induction. Contractors' workers shall then attend their own safety induction explaining their planned controls, including risk assessments and safety method statements for safe working on site.
- All persons working on site must wear visible identification.
- All workers and visitors are required to sign-in and sign-out on each occasion that they enter or depart the site, even if this is to visit a local supplier or retail outlet.
- Priority is given to maintaining the safe movement of pedestrian and vehicular traffic on or in proximity to the site by means of clearly defined demarcated areas, in accordance with authoritative guidance contained in HSG144.
- All persons entering the construction area shall wear:
 - A safety helmet to BS EN 397:2012+A1:2012
 - Safety footwear to EN 345 SIP or EN 20345 SIP
 - **Yellow** high-visibility vest or coat to EN 471 Class 2 as a minimum for all **Operatives & Visitor**
 - **Orange** high-visibility vest or coat to EN 471 Class 2 as a minimum for **Signallers/Slings**
 - Protective gloves to EN 388 for mechanical hazards or BS EN 374 for chemical hazards
- All other required PPE shall be compliant with the RA/MS, or where there is a mandatory status safety sign displayed on site, on the approach to the site, or on any article for use at work.
- The works area must be kept clean and tidy, with all waste cleared away as soon as practicable and in all cases at the end of each working day, strict compliance with all Statutory duties relating to pollution and the environment, including:

- The Control of Pollution Act 1974, Control of Pollution (Amendment) Act 1989
 - The Environmental Protection Act 1990
 - The Waste Electrical and Electronic Regulations 2013
 - The Hazardous Waste (England and Wales) Regulations 2005
- The above list should not be construed as exhaustive.
- Ensure that no contaminants are discharged into the surface water, sewage system or allowed to penetrate subsoil.
- Where it is necessary to transfer liquids, make adequate provision to deal with spillages of all types / sizes, including having spill kits readily available as necessary.
- Report anything you consider to be unsafe to your immediate Supervisor and/or the Site Manager for remedial action.
- Any injury, ill-health or damage incident **MUST BE REPORTED WITHOUT DELAY** to the resident H Cumberburch & Son Ltd Site Manager/Supervisor
- No individual may carry out or work at any task, operation or process for which they are not trained or authorised.
- No Contractors employees shall enter site without permission from the Project Manager / Site Manager, unless they are attending work
- Any hot-work operation (involving welding, burning, grinding, use of spark producing tools and hot-air equipment, etc.) is subject to a Hot-work Permit issued by the resident H Cumberburch & Son Ltd Permit-to-Work Issuer
- The H Cumberburch & Son Ltd Fire Safety Coordinator must be notified if there is a need to store compressed gas cylinders/air on site and the organisation requiring this will be responsible for the provision of the necessary storage facility where applicable.
- Controls for safe storage referred to above will be authorised by the organisation requiring this and detailed in their RA/MS
- No substances or material classified as:
 - Highly flammable
 - Extremely flammable
 - Corrosive
 - Explosive
- May be taken on to the site unless previously authorised by the H Cumberburch & Son Ltd Site Manager
- The following must not be left on site overnight without the express permission of the H Cumberburch & Son Ltd Site Manager, and then only when they are stored safely in a locked cage:
- No substances or material classified as:
 - Cylinders of Compressed Gas
 - Cylinders of Oxygen
- These may be used for cutting/welding etc. during the contract, all Contractors shall make the necessary arrangements for compliance with this requirement.
- Additionally, the storage of Petroleum Spirit on site is prohibited.
- All portable/transportable electrical equipment shall be Battery powered or down rated to 110V CTE or where down rated equipment is not produced, protected by an RCD.
- All mains powered portable / transportable electrical equipment shall be subject to a documented Portable Appliance Test, (PAT), regime, and evidence of up-to-date testing be readily available for inspection, this may be a certificate provided by the tester because it is recognised that on tool labels become illegible very quickly on construction sites.
- All trailing leads shall be routed safely so that they do not create a tripping hazard.
- Powered plant and work equipment must be isolated when not in use or left unattended.
- All plant and equipment must be logged into the Site Plant / Equipment Register, which is held by the Site Manager
- All waste arising and surplus materials must be cleared-up and transferred to the assigned holding areas by those creating it and as their work is progressed and cleared from their workplace daily.
- WILFUL disregard for ANY safe working procedure will result in the offending individual not being allowed to continue working on site.
- The use of radios, iPods or similar is prohibited within work areas and/or access/egress routes on site unless the specific permission of the Site Manager has been obtained, and even then, no earphones shall be used.
- Mobile phones may only be used in designated areas.
- All dust, noise and pollution must be kept to a minimum, measures must be taken to suppress dust, additionally FFP3 Respirators shall be worn, and all wearers shall be Face Fit Tested
- No percussion, hammer action or vibration tools or plant may be used on site, without the permission of the Site Manager
- Lone working is not permitted on site without a specific Risk Assessment, and then only with the express permission of the Site Manager
- Abusive language, inappropriate comments, wolf whistling, horseplay, unruly behaviour or the wearing of offensive motifs on clothing is not permitted on site.

4 ARRANGEMENTS FOR COOPERATION, CONSULTATION & EXCHANGE OF INFORMATION

4.1 Regular Liaison Between Parties on Site

4.1.1 Except for monthly main progress meetings and weekly informal meetings between H Cumberburch & Son Ltd, at which the weeks work and the forward plan for the following week will be discussed, all other communications will be through the Principal Designer.

4.1.2 H Cumberburch & Son Ltd shall, during progress meetings (both formal and informal), discuss and draw attention to any activity which the Company's Managers conclude may compromise planned safety management controls for the project.

4.1.3 Sub-contractors will produce RA/MS for the work undertaken by them, these will be provided electronically for review by H Cumberburch & Son Ltd at least 10 days prior to the commencement of their works, and returned to them for updating if necessary, Sub-contractors will provide hard copies of their RA/MS for the site records and these will be signed by their Operatives immediately following their own Employers Induction which will follow the Site Induction provided by H Cumberburch & Son Ltd

4.1.4 The discussions may involve two or more Contractors so as to facilitate and exchange their respective elements of expertise and experience for the purpose of coordinating a safe system of work.

4.1.5 Contractors shall be required to notify the H Cumberburch & Son Ltd Project Manager / Site Manager about any task, process, or activity whereby it is foreseeable the safety of any third party may be compromised.

4.1.6 The H Cumberburch & Son Ltd Project Manager shall arrange and lead safety management review/planning meetings at periods no greater than fourteen, (14), days, with the respective independent (sub) contractors' site-based supervisors.

4.1.7 There shall be daily coordination opportunities to address and synchronise, for instance:

- Mobile plant & delivery / collection vehicle movements & pedestrian interface
- Asbestos survey with removal and disposal as/if necessary
- Lifting operations
- Scaffolding installation & inspection
- Work at Height
- Installation of electrical services

The above list should not be construed as exhaustive.

4.2 Managing the Exchange of Design Information & Design Changes

- 4.2.1
- The provision of records of design changes and associated communications shall be maintained by the Project Manager (or his appointee, i.e., the Contracts Manager or Site Manager).

Handling design changes during the project will be achieved by:

- A new design instruction being issued.
 - A revised design instruction being issued.
 - Action taken when an approved design element or component presents an unforeseen risk to workers or users of the structure.
 - Action taken when any design necessitates a significant variation to the planned sequence of work.
- 4.2.2
- Design changes will be discussed with and explained to the Supervisors required to address their on-site implications. Where this involves or affects Contractors, formal notification shall be issued to their Contracts Manager without delay.
 - Once an agreed method and sequence of work is agreed to address the changes, the controls shall be recorded as:
 - a. Task specific Risk Assessments; and
 - b. Task specific Method Statement
 - These documents must be provided for review against the H Cumberburch & Son Ltd RA/MS Review Checklist

4.2 Managing the Exchange of Design Information & Design Changes - continued

4.2.3 Where a design is prepared or modified outside Great Britain for use in construction work the which the CDM Regulations apply:

- The person who commissions it, if established within Great Britain; or
- If that person is not so established, the Client for the project, except where that Client is a Domestic Client

Must ensure that the duties of Designers, under Regulation 9 of CDM, is complied with.

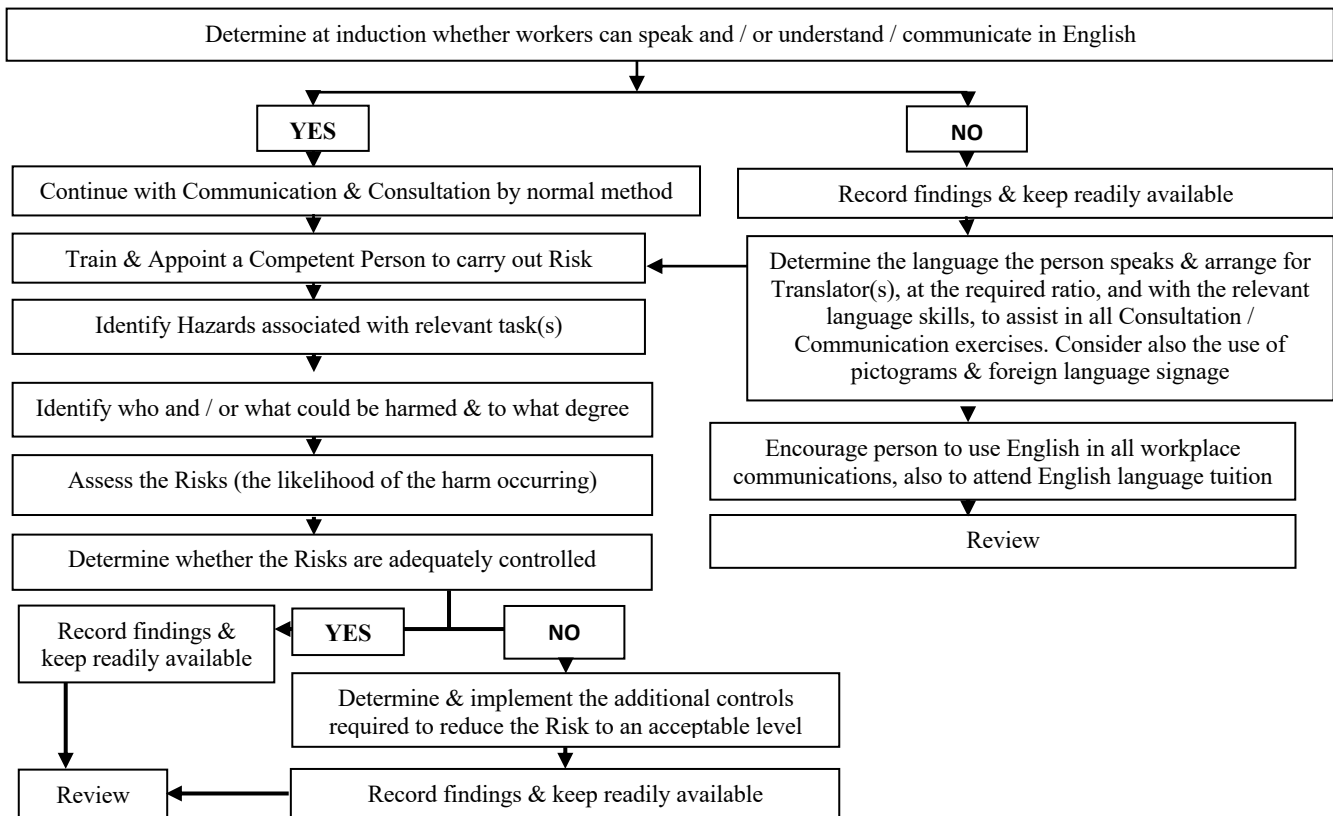
4.2.4 Appraisal of any planned safety management control/s considered being inappropriate or ineffective with H Cumberburch & Son Ltd staff and / or Contractors, as may be relevant.

4.3 Spoken Language

4.3.1 Where Contractors employ individuals whose first language is not English, the Contractor shall confirm arrangements for explaining or interpreting safety instructions to those workers. Should an individual not be able to speak or understand English, the Contractor shall ensure, and be required to demonstrate that there are appropriate arrangements for:

- Complying with the 4.4 below.
- Explaining safety related instructions & arrangements for monitoring compliance
- Ensuring understanding of such instructions
- The provision of signage in compliance with the Health & Safety (Safety Signs & Signals) Regulations, also the requirements of ISO 7010.
- Making sure there is the necessary competency/training to enable any safety related instruction to be implemented by the individual/s

4.4 Communicating & Consulting with Workers Who Do Not Have A Full Command of The English Language



5 SITE SECURITY & SAFEGUARDING

5.1 Procedure & Arrangements

5.1.1 The premises are locked up at the completion of each working day, the site will be segregated from the school by means of double clipped Herris fencing.

5.1.2 A small area of the area adjacent to the site will be used for waste skips, their position will be agreed with the Client, to prevent the likelihood of arson they will be lidded and locked if left out of hours and any containers will be placed within a double clipped and locked Herris fencing paddock out of hours.

5.1.3 Access to the site will be available at 07.30hrs daily for the commencement of works at 08.00hrs with completion no later than 17.00hrs each day.

5.1.4 The site administration facility will be within the site welfare cabin, as will the First Aid facility, the cabin will be parked in the small area of the area adjacent to the site, in a position agreed with the Client, and provided for that purpose and for rest, toilet and drying facilities.

5.1.5 In compliance with Section 34 – Pre-Construction Information, all persons in the Management Team including the Supervisors shall have and **Enhanced DBS Certificate**

All workers at the site, including Sub-contractors that will have access to the Academy beyond the site hoarding / boundary shall have and **Enhanced DBS Certificate**

All workers at the site shall have and **Enhanced DBS Certificate**

A list of all workers on site shall be kept and be readily available for review by the Academy upon request.

Everyone working beyond the site hoarding/boundary shall comply fully with the Academy's procedures prior to entering the Academy, this may include presenting an original DBS Certificate & Photographic ID.

5.1.6 Contractors and/or Sub-contractors shall not to communicate with pupils/students at any time whilst on site and are to be confined to the site/their working area.

5.1.7 Vehicular and pedestrian access to the site will be via the public highway, and the entry point off Silchester Drive at the times allowed.

5.1.8 No parking is allowed on site, each driver will need to find a parking space in the local area, any vehicles delivering or collecting materials / waste shall be isolated by the removal of keys whenever they are left unattended.

5.1.9 The likelihood of arson being a problem is reduced to a minimum due to the arrangements made for the security of the site out of hours, as above in 5.1.2 and the controls in place during the working day.

5.1.10 No person may bring a visitor to the site unless this has been agreed with the Site Manager, and such persons will be required to attend a Visitors Induction, failure to comply with this instruction may result in the person inviting the Visitor to be prohibited from entry to the site.

5.1.11 Every person entering or leaving site will be required to sign in and out one every occasion that they do so, whilst on site every person will be required to wear the mandatory site Personal Protective Equipment, which includes a Hard Hat and Hi-viz jacket/vest and Safety Footwear.

5.1.12 No person working on the contract may bring animals or children on to the site under any circumstances.

5.1.13 Existing fencing and lockable gates/doors reduce the likelihood of unauthorised entry into the construction site/unit and entries to all access facilities will be closed and locked out of hours with access means to scaffolding prevented by means provided by the scaffolder.

5.2 Safeguarding Policy

5.2.1 H Cumberbirch & Son Ltd is totally committed to the safeguarding of children at times our works are taking place at schools and colleges.

5.2.2 To this end we undertake to comply fully with the legislative requirements of the list below:

- The Children Act 1989
- Education Act 2002
- The Sexual Offences Act 2003

- Children Act 2004
- The Safeguarding Vulnerable Groups Act (SVGA) 2006
- The Equality Act 2010
- The Serious Crime Act 2015
- Children & Social Work Act 2017
- The Voyeurism (Offences) Act 2019
- All subordinate legislation to the above Acts

5.2.3 By working together our compliance will in turn aid schools and colleges at which we work to ensure compliance themselves for the safeguarding and welfare of children for whom they are responsible.

5.2.4 We will take account of the Guidance on Safeguarding relative to us and our operations including:

- **Keeping Children Safe in Education 2022**
- **Working Together to Safeguard Children 2018**

5.2.5 Our Policy includes the provision of a Code of Contact to which those working under our control at school and college premises will be made fully aware of, this is shown below:

5.2.6 **Code of Conduct for Contractors in Schools & Colleges**

Avoid contact with children.

Never be in contact with children without school supervision.

Stay within the agreed work area & Access routes.

Obtain permission if you need to go outside the agreed work area or access routes.

Keep staff informed of where you are & what you are doing.

Do not use inappropriate or profane language.

Dress appropriately – Shirts shall always be worn.

Always observe this Code

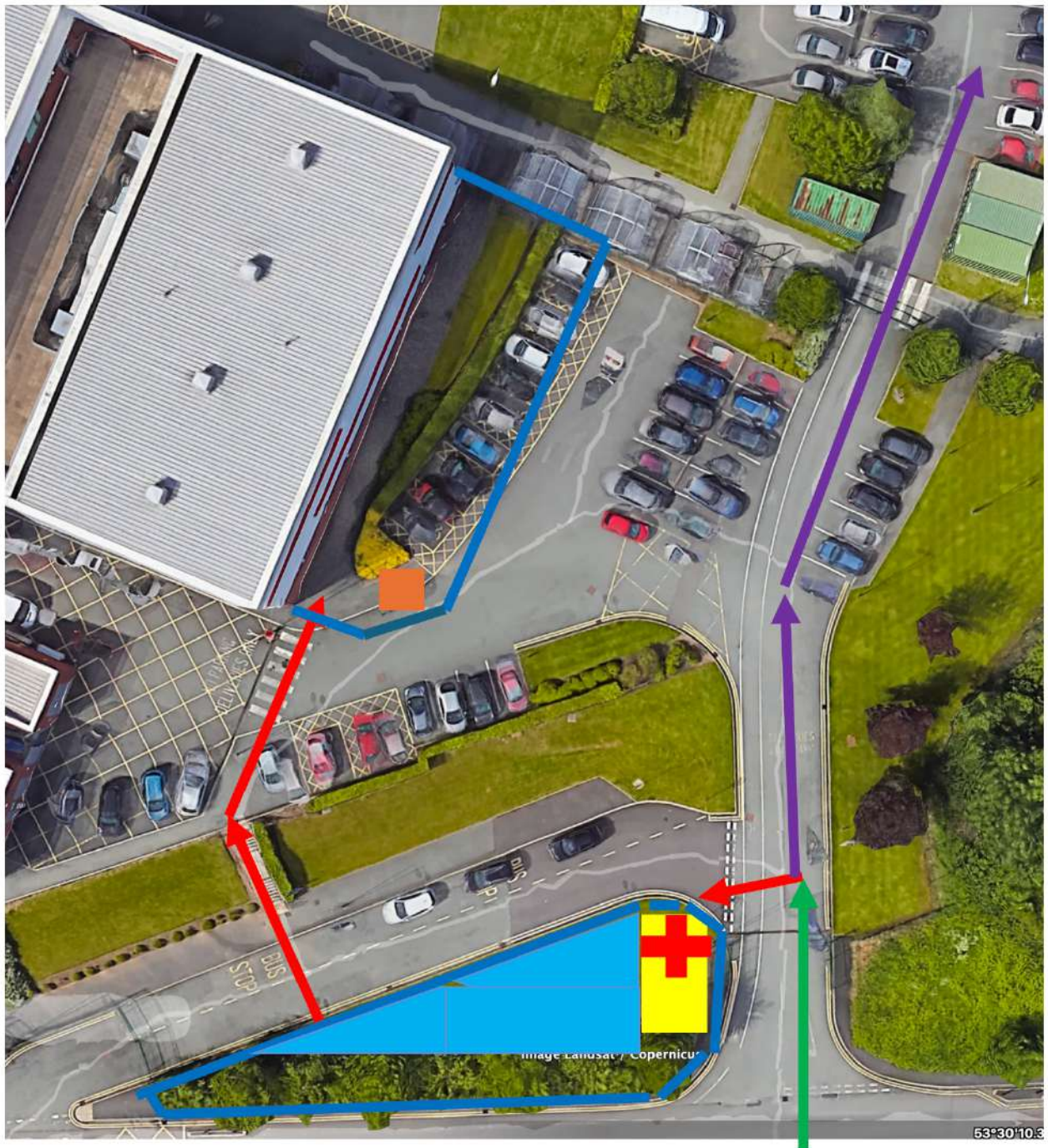
Remember – your actions, no matter how well intentioned, could be misinterpreted.

5.2.7 We will liaise continuously with the School / College Management Team & their Designated Safeguarding Lead (DSL)

5.2.8 This Policy is under constant review and be updated as necessary at periods not greater than 12 months.



Google Earth Image of Manchester Communications Academy



	School Access Route
	Contractors Access Route
	Shared Access Route
	Temporary Heras Fencing
	Welfare Facility, Site Office, Drying Room, First Aid Station
	Waste Container
	Temporary Laydown Area

Site Orientation & Key

H Cumberburch & Son Ltd

Code of Conduct for Contractors in Schools & Colleges

- **Avoid contact with children**
- **Never be in contact with children without school supervision**
- **Stay within the agreed work area & Access routes**
- **Obtain permission if you need to go outside the agreed work area or access routes**
- **Keep staff informed of where you are & what you are doing**
- **Do not use inappropriate or profane language**
- **Dress appropriately – Shirts to be worn at all times**
- **Always observe this Code**
- **Remember – your actions, no matter how well intentioned, could be misinterpreted**

7 SITE INDUCTION

7.1 Introduction

7.1.1 Attendance at the H Cumberburch & Son Ltd Site Induction is mandatory for all persons accessing the site to work, this is carried out by contacting the Site Manager and no person is authorised to work at the site unless he / she has undergone the Site Induction. All delegates will be required to show their CSCS / CPCS / CISRS / Gas Safety / IPAF / PASMA etc. card(s), and to sign a register of attendance at an induction and their understanding of it.

7.1.2 All Contractors working at the site will be required to carry out their own site-specific induction for their employees. A record of attendance and understanding must be kept in a register which shall be part of the Contractors Risk Assessment / Method Statement (RA/MS) package, and a copy be provided for the Site Manager.

7.2 Non-English-Speaking Workers

7.2.1 Non-English-speaking workers will have the induction training communicated by an employee of the Contractor for whom they are working using a means that they can understand, e.g. the use of diagrams. The Contractor employing these workers must identify the member of their staff who will act as Interpreter, together with those who are not English speakers, and include this information in their RA/MS.

7.2.2 The requirement for a person to be available to Interpret the Site Induction will also apply to the Contractors induction.

7.2.3 Where a Contractor uses non-English-speaking Workers, they must ensure that they make available at least one named individual who will be able to communicate with non-English speakers in their work team throughout their time on site.

7.2.4 In the event of persons arriving on site who do not speak English, and for whom their Employer has not made the required arrangements regarding Interpreters, those Employees will be denied access to the site on Health & Safety grounds until their Employer makes the necessary arrangements, as they may not understand Emergency calls / alarms and will not understand the Site Rules

8 WELFARE FACILITIES

8.1 Introduction

8.1.1 The Welfare/Administration facilities provided on site by H Cumberburch & Son Ltd will meet the requirements of the Construction (Design & Management) Regulations, Schedule 2, these will be housed in a mobile unit and contain the First Aid station, and the maximum number of persons on site at any time will be 6.

8.1.2 Welfare/Administration facilities will be located within a cabin parked in the area available for this purpose and shown in the site orientation graphic.

8.2 Sanitary Conveniences

8.2.1 The welfare facilities will include:

- Suitable and sufficient sanitary conveniences
- Adequate lighting & ventilation within the sanitary conveniences
- Adequate arrangements for keeping the sanitary conveniences in a clean & orderly condition.
- Separate rooms containing sanitary conveniences for men & women, the doors of which will be capable of being secured from the inside as per paragraph 1(4) of Schedule 2.

8.3 Washing Facilities

8.3.1 Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, must, so far as is reasonably practicable, be provided or made available at readily accessible places.

8.3.2 The washing facilities provided or made available will be:

- In the immediate vicinity of every sanitary convenience, whether or not provided elsewhere.
- In the vicinity of any changing rooms required by paragraph 2(4) of Schedule 2;

- 8.3.3 The washing facilities provided or made available will include:
- A supply of clean hot & cold, or warm, water, (which will be running water so far as is reasonably practicable);
 - Soap or other suitable means of cleaning; and
- Towels or other suitable means of drying
- 8.3.4 Rooms containing washing facilities will be sufficiently ventilated and lit.
- 8.3.5 Washing facilities & the rooms containing them will be kept in a clean & orderly condition.
- 8.3.6 Separate washing facilities will be provided for men & women, except where they are provided in a room the door of which is capable of being secured from the inside & where the facilities in each room are intended to be used by only one person at a time. (This does not apply to facilities which are provided for washing hands, forearms & the face only.
- 8.4 Drinking Water**
- 8.4.1 An adequate supply of wholesome drinking water will be provided or made available at readily accessible & suitable places.
- 8.4.2 Where necessary for reasons of Health & Safety, every supply of drinking water will be conspicuously marked by an appropriate sign.
- 8.4.3 Where a supply of drinking water is provided a sufficient cups or other drinking vessels will be provided, this is unless the drinking water is in the form of a jet from which persons can drink easily.
- 8.5 Clothes Drying Facility, Changing Room & Lockers**
- 8.5.1 Suitable & sufficient facilities will be provided or made available at a readily accessible place to enable persons to dry work clothing that has been adversely affected by inclement weather conditions, the clothes drying/changing area will be separate from the canteen/rest facility, this will be situated within a barn on site the use of which for these purposes has been given by the Client.
- 8.5.2 Suitable & sufficient changing rooms will be provided or made available at readily accessible places if a worker:
- Has to wear special clothing for the purposes of construction work; and
 - Cannot, for reasons of health or propriety, be expected to change elsewhere.
- 8.5.3 Where necessary for reasons of propriety, there will be separate changing rooms, or separate use of rooms by, men & women.
- 8.5.4 Changing rooms will:
- Be provided with seating; and
 - Include, where necessary, facilities to enable a person to dry any special clothing & any personal clothing or effects.
- 8.5.5 Suitable & sufficient facilities will, where necessary, be provided or made available at readily accessible places to enable persons to lock away:
- Any special clothing which is not taken home.
 - Their own clothing which is not worn during working hours; and
 - Their personal effects
- 8.5.6 Suitable & sufficient facilities will, where necessary, be provided for drying clothes:
- 8.6 Rest Areas**
- 8.6.1 Suitable & sufficient rest rooms will be provided or made available at readily accessible places and will be equipped with:
- An adequate number of tables & adequate seating with backs for the number of persons at work likely to use them at any one time.
 - Where necessary, include suitable facilities for any woman at work who is pregnant or who is a nursing mother to rest lying down.
 - Include suitable arrangements to ensure that meals can be prepared & eaten, i.e., microwave oven.
 - Include a means for keeping perishable foods cool, i.e., a refrigerator.
 - Include the means for boiling water; and
- Be maintained at an appropriate temperature.

8.7 Number of Toilets in a Workplace

8.7.1 The number of people at work shown in column 1 of the tables below refers to the maximum number likely to be in the workplace at any one time)

Number of toilets and washbasins for mixed use (or women only)

Number of men at work	Number of toilets	Number of urinals
1 - 15	1	1
16 – 30	2	1
31 – 45	2	2

Welfare Facilities

9 FIRE & EMERGENCY

9.1 Detail

This section includes the information relating to fire emergencies and the route to the nearest Accident & Emergency Department.

The Assembly Point, should an Emergency Evacuation occur during the work, which is outside the Welfare & First Aid Facilities, as shown in this document, and where the Fire Safety Coordinator will carry out the roll call

H Cumberbirch & Son Ltd will work in compliance with The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation 10th Edition

In the event of and Fire Emergency situation the chain of command is as follows:

- Person observing a fire situation will use the nearest Fire Alarm then, if safe to do so, attempt to fight the fire with the aid of one of the Fire Extinguishers available at the Emergency Point.
- If a Fire Extinguishers is used, the person using it will immediately leave the building should they become at risk at any time or if they have not controlled the fire with a single extinguisher.
- Upon hearing the Fire Alarm all persons on site will immediately leave by means of the quickest route to the nearest Emergency Exit
- Upon leaving the building all persons will make directly to the Emergency Assembly Point, which is **THE WELFARE FACILITY & FIRST AID STATION**, where the Fire Safety Coordinator will carry out the roll call.
- The Site Manager / Fire Safety Coordinator will oversee the Emergency and take the roll call ready to report the situation to the Chief Fire Officer upon attendance.
- If the Site Manager / Fire Safety Coordinator is busy when the Emergency Services arrive, he will delegate another person to relay the relevant information the Chief Fire Officer
- At this point the Chief Fire Officer will take charge of the site and decide if / when it is acceptable to re-enter the structure

Project Address – Manchester Communication Academy, 2 Silchester Drive, Manchester

Postcode – M40 8NT

The Key Objectives of This Fire Safety Plan

- a) To prevent death or injury to any person on site due to an outbreak of fire
- b) To prevent damage or disruption due to an outbreak of fire
- c) That, in the event of an outbreak of fire, to reduce the risk of injury to any fire-fighter detailed to attend the incident
- d) To provide and maintain a safe means of escape from the building or any part of the building (permanent or temporary) to a designated place of safety
- e) To provide and maintain fire-fighting arrangements
- f) To provide and maintain fire warning systems
- g) To prepare initial emergency procedures and evacuation plans and to revise those controls when assessed as being necessary
- h) To establish and maintain controls for the storage, segregation and removal of compressed gas cylinders and flammable containers from site
- i) To establish and maintain controls for identified hot-work operations on site
- j) To prevent willful fire setting

9.3 Principal Contractor**H Cumberbirch & Son Ltd****9.4 Principal Contractor's Emergency Co-ordinator, Fire Marshal & First Aider****Mike Whalley – 07856 307889****9.5 Summary of Emergency Arrangements and Procedures**

Arranged, co-ordinated and updated by the Fire Safety Co-ordinator.

In the event of the Fire Alarm sounding, every person will leave the Site and/or Welfare/Administration Facilities and make their way to the Emergency Assembly Point, which is THE WELFARE FACILITY & FIRST AID STATION, where the Fire Safety Coordinator will carry out the roll call.

9.6 Security Arrangements for Deterring Wilful Fire Setting**Security**

The premises will be made inaccessible, so far as reasonably practicable, out of hours by means of the locks and latches which are part of each property.

Combustible Waste

Combustible waste arising within work and open site areas will be cleared as work is progressed and placed within a secure holding area designated by the Principal Contractor, pending transfer from site.

Fuel Storage

The storage of fuel of any description overnight/out of hours, is prohibited this includes:

- Petrol
- Diesel
- Welding gases – (including oxygen)

9.7 Arrangements for Fire Drill Procedures and Frequency

These are arranged & co-ordinated by the Manager.

Fire drills will be determined as the work progresses.

The Fire alarm within the site is tested by the Site Manager, or nominated deputy, this will be carried out every week, on the same day and at the same time, (this reduces confusion between the test, to which there should be no action taken, and real or drill situations), it can be heard by those working on site, who will be instructed to react to every real or drill alarm.

The location of the Assembly Point, to which every person at the site must report should an Emergency Evacuation be necessary, will be communicated to all at the Site Induction

9.8 Principal Contractor's Notification of Restrictions and Limitations in respect of the Storage and Use of Extremely Flammable, Highly Flammable and Extremely Flammable Products

In addition to the items listed in 5 above, (Fuel Storage), no other highly flammable / extremely flammable substances must be left on site overnight / out of hours.

All such substances must be used in strict compliance with the manufacturer's instructions / guidance

9.9 Arrangements for Fire Fighting First Aid and Portable Fire Extinguishers in Welfare & Administration Facilities

Type	Capacity	No.	Locations
Water	9 litres	1	Located at each Emergency Exit & the Welfare & Administration Facilities
CO2	5 kg	1	Located at each Emergency Exit & the Welfare & Administration Facilities

FIRE EXTINGUISHERS MUST NOT BE REMOVED FROM THE EMERGENCY POINTS FOR USE ON SITE, FAILURE TO COMPLY WITH THIS INSTRUCTION WILL BE DEALT WITH AS A DISCIPLINARY MATTER

9.10 Smoking & Hot Work Policy and Controls

The smoking of tobacco products, (including electronic cigarettes), within the boundary of the site is prohibited.

No burning of waste is allowed at the site.

A Hot-Work/Ignition Source Permit is required for any work requiring the use of a flame, i.e., Applying Torch-on Roofing Felt, Welding/Metal cutting, Plumbers making Soldered Joints, and whenever Spark Producing Tools are used, i.e., Cut off Saws/Angle Grinders

9.11 Responsibilities

FIRE SAFETY COORDINATOR

- All people entering and/or working on site are aware of and understand the requirements of the current revision of the Fire Safety Plan
- Hot-work Permit Controls and procedures are fully complied with.
- Fire Safety Inspections are carried out and recorded as specified in the current edition of the Fire Safety Plan
- Discussion and review of the Fire Safety Plan at least weekly with the Project Manager
- Ongoing liaison with the Hot-work Permit Controller, Appointed Fire Wardens and, where appropriate, site security personnel in respect of the Fire Safety and Fire Prevention Measures in force
- Fire Inspection Records, Tests and Examinations and associated documentation are available, accurately entered and maintained up to date.
- Spot-checks and ongoing maintenance of access points for the Fire and Rescue Services
- Compliance with requirements for maintaining emergency evacuation routes unobstructed and properly signed.
- The controls in force for storage, segregation of flammable liquids and products are complied with.

FIRE WARDEN(S) – These responsibilities will be addressed & put in place by the Fire Safety Coordinator prior to the commencement of operations at the site.

- To carry inspections and checks on:
 - Fire alarms, Emergency evacuation routes & Fire safety signage.
 - Hot-work operations
 - Compliance with smoking policy
 - Storage and use of Extremely Flammable Liquids, Highly Flammable Liquids, Flammable products & Compressed gas cylinder stores
 - Availability of and access to Safety Data Sheets (SDS)
 - Security of structure out of hours

9.12 Emergency Escape Instructions

**IN THE EVENT OF THE FIRE ALARM
SOUNDING PLEASE CEASE WORK
IMMEDIATELY & MAKE YOUR WAY
TO THE ASSEMBLY POINT WHICH IS

The Welfare Facility &
First Aid Station

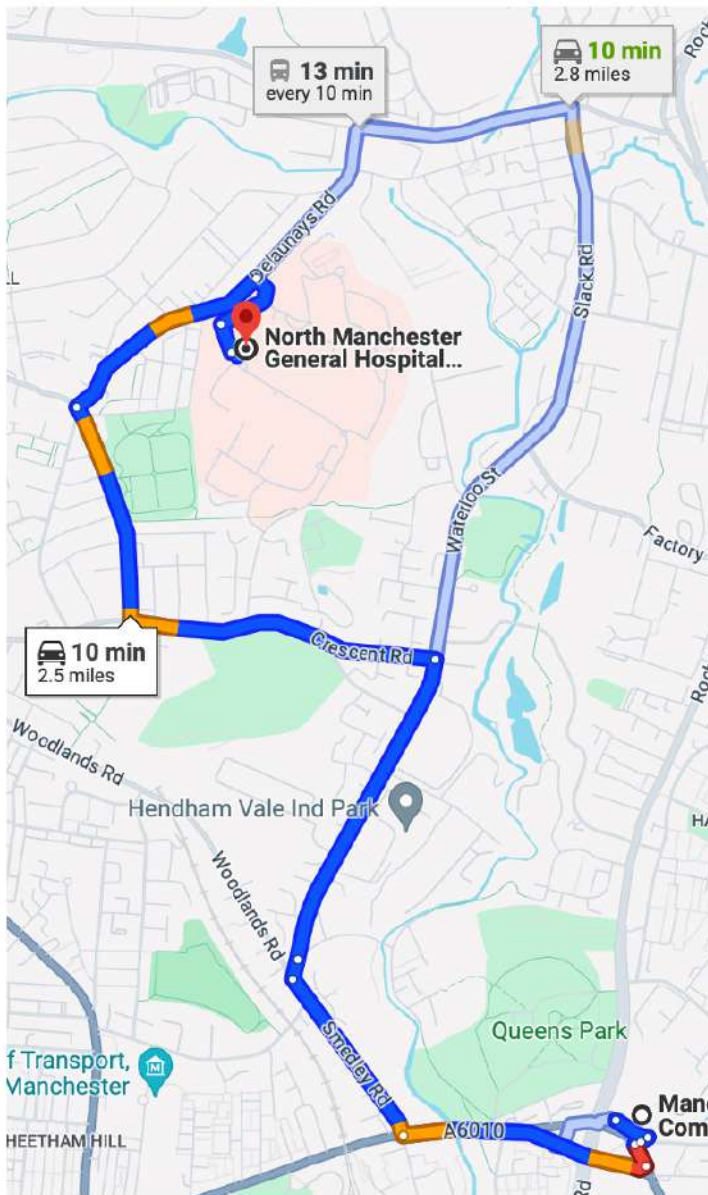
WHERE THE FIRE SAFETY
CO-ORDINATOR WILL CALL THE

ROLL**

9.13 Emergency Assembly Point & First Aid Station



9.14 - Route & Directions to Nearest A&E Department



Manchester Communication Academy
2 Silchester Dr, Manchester M40 8NT

- > Continue to Queens Rd/A6010
34 sec (387 ft)
- > Continue on A6010. Take Smedley Rd, Hazelbottom Rd and Crescent Rd to Ash Tree Rd in Crumpsall
6 min (1.6 mi)
- ➔ Turn right onto Ash Tree Rd
1 min (0.3 mi)
- ➔ Turn right onto Delaunays Rd
1 min (0.3 mi)
- > Continue on Crumpsall Way to your destination in Crumpsall
2 min (0.2 mi)

Address of Nearest A & E Department

North Manchester General Hospital Emergency Room
151 Delaunays Road
Crumpsall
Manchester
M8 5XL

Telephone: 0161 795 4567 - 10 Minutes – 2.8 Miles

10 REPORTING & INVESTIGATION OF ACCIDENTS & INCIDENTS INCLUDING NEAR MISSES

10.1 Introduction

- 10.1.1 The objective of H Cumberbitch & Son Ltd is for there to be no incidents on our sites that result in injury however it is realised that some may still occur and as this is the case we have in place a Near Miss Reporting Scheme, the pro-activity of which we believe will raise awareness and encourage ownership by all persons at the site. In the event of an injury of any type being sustained, no matter how small, these must be reported and an investigation, which should be proportionate to the severity of the incident, carried out by the Contractor organisation involved, a copy of the written report, where applicable, is required by H Cumberbitch & Son Ltd for their records.
- 10.1.2 H Cumberbitch & Son Ltd will ensure that a trained First Aider is available on site and readily available.
- 10.1.3 The name(s) of the First Aider(s) will be displayed on the site notice board and relayed at induction.

11 MANAGEMENT OF TEMPORARY WORKS

11.1 Precautions & Controls

- 11.1.1 A register of all temporary works, as defined in BS 5975:2019, will be kept and updated as the project progresses.
- 11.1.2 All methods of access to work at height including scaffolding, mobile towers, ladders, edge protection will be installed / erected and, where applicable, controlled by competent persons and in accordance with the Work at Height Regulations 2005 and the relevant COPs / Standards, such as BSEN12811-1 & TG20:21 for scaffolding., a TG20 compliance sheet will be provided by the Scaffolder and a hard copy will be kept on site.
- 11.1.3 Where scaffolding is not compliant with TG20:21 a design scaffold will be used, a copy of the design together with relevant calculations will be provided by the Scaffolding organisation and a hard copy will be kept on site.
- 11.1.4 A formal inspection of any scaffolding, tube and fitting edge protection, mobile towers and access ladders will be made by a competent person at periods not greater than seven, (7), days or in instances where weather or other conditions/incidents may have had adverse effects on the scaffold/tower, any remedial action required will be completed prior to access being allowed again, and a record will be made.
- 11.1.5 In all instances, where scaffolding, edge protection or mobile towers are used, a Scaffoldtag will be used for the local record; this is in addition to the site scaffolding register which will be kept in the Administration facility
- 11.1.6 Any scaffolding / mobile tower will be made inaccessible to unauthorised persons at the completion of each working day.
- 11.1.7 Where Hoardings are used these are deemed to be Temporary Works and consideration is given to the Temporary Works forum document TWf2012:01 (revised 2014) together with that included in BS EN 5975:2008+A1:2010 (Code of practice for temporary works procedures and the permissible stress design of falsework) and BS 6180:2011 (Barriers in and about buildings - Code of Practice)
- 11.1.8 The safety of employees of our 'neighbours', and any other persons who visits their premises, or may be affected will, by means of barriers, collision protection, temporary re-routing of pedestrian & vehicular routes and notices.

12 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS

12.1 Identified Risks

12.1.1 Delivery and Removal of Materials (including Waste) and Work Equipment – Traffic Management

- All vehicles servicing the works will follow the directions given them by the Site Manager of H Cumberbitch & Son Ltd and in compliance with the route instructed.
- Where it may be necessary to reverse vehicles on site, or guide traffic, a Vehicle Marshaller or equivalent will be readily available to assist as necessary, each organisation must arrange for their own operations.

- No vehicles are authorised to reverse out of the site, they must be turned on site and assisted in reaching the highway by a trained Vehicle Marshaller.
- On no account is any person working at the site to mount the bed of any vehicle to assist with deliveries/collections unless a Risk Assessment for this task has been submitted to H Cumberburch & Son Ltd & for vetting & the control measures identified as being in place to prevent the fall of persons working on the bed, passed as suitable.
- It is the responsibility of every organisation to ensure the cleanliness/tidiness of the area in which their Operatives are working. This will require them to “clean as they go”, to ensure that there is no build-up of waste, or the unsafe storage of materials, either of which could lead to accidents / injuries to both Operatives of the relevant organisation, or others who may be working at or visiting the site.
- In the event of the cleanliness/tidiness of the site not meeting the required standard, all organisations will be instructed to correct the situation, if this fails to overcome the various hazards H Cumberburch & Son Ltd reserve the right to arrange for labour to be provided to bring the relevant areas up to standard & to charge back the cost of such work to the Contractor organisations working at the site.

12.1.2

Existing Incoming Services

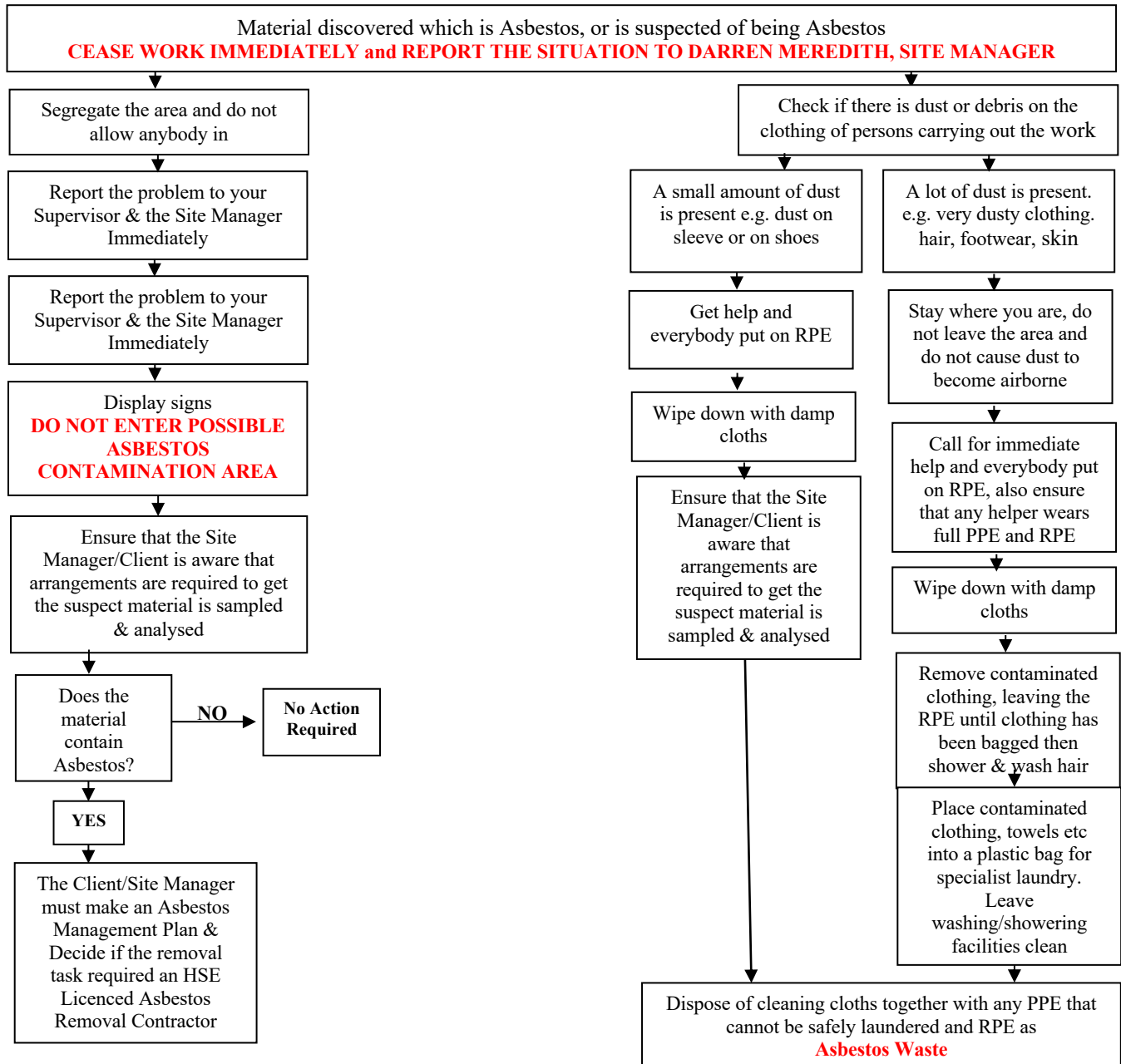
- At the time this Construction Phase Plan was drafted information relating to services had been made available by the Principal Designer / Architect to the author prior to any excavations taking place the ground will be scanned with the aid of a Cable Avoidance Tool (CAT Scanner) and the line of services will be marked with spray paint.
- No pegs of any description will be used to identify the line of services as the insertion of these may damage services.
- Trained and experienced persons will carry out all necessary excavation work in compliance with legislation, training and their RA/MS.
- Trained and experienced persons will carry out all necessary electrical work in compliance with legislation, training and their RA/MS.
- Drainage, water, electricity, and telephone services are known to exist on the site.
- The guidance in HSE publication **Avoiding Danger from Underground Services – HSG47** will be followed where applicable, this is readily available free of charge from HSE Publications website.
- The Academy will be occupied and used by pupils and teachers whilst works are carried out, the site will be segregated from the remainder of the Academy by means of Heras Fencing into which only authorised persons may enter.
- For electrical works occurring during the construction period, the Operatives carrying out such works will be employed by the M&E Contractors and only deal with the supply of services internally.
- Work on the live incoming services before the consumer board would only be undertaken by persons/organisations authorised to carry out such work and with the authorisation of the service providers.
- All work on services would be carried out by Operatives under the direct control of a trained and experienced Supervisor, under a Permit-to-Work and in strict compliance with their own RA/MS, which will include a specific Risk Assessment for the work.

12.1.3

Asbestos

- Manchester Communications Academy was constructed between 2009 and 2010 The author of this CPP has been advised there are no Asbestos Containing Materials, (ACMs), in the structure as it was constructed after asbestos containing materials (ACMs) were prohibited.
- The date of the final ban which made it illegal to buy, sell, import, or export asbestos containing materials in the UK was November 1999, this included White asbestos, (Chrysolite).
- As always during works, Employees and Contractors working for H Cumberburch & Son Ltd, for reasons of the health implications associated with the material, will still be instructed at the Site Induction that should they come across material that they recognise as or believe could be an Asbestos Containing Material, (ACM), they will cease work immediately and, whilst ensuring that no other person enters the area, contact the Site Manager to report the situation and initiate the procedure below.

12.1.4 - Procedure if Asbestos Containing Materials are Identified or Suspected



13.1.5 Working at Height

- At the time this document was drafted the means of access to work at height was not confirmed but it is expected that scaffolding, MEWPs, Mobile Towers and Hop-ups will be used, this will be corrected if / as changes occur.
- Where mobile towers are used, they will only be raised, altered, or dismantled by Operatives who carry a valid and current PASMA card.
- All mobile towers used will be fitted with toeboards and outriggers to ensure that items cannot be kicked off them and that they will not overturn during use due to being exposed to lateral forces during the works.
- A formal inspection of scaffolding and mobile tower will be made by a Competent Person at periods not greater than seven, (7), days or in instances where weather or other conditions/incidents may have had adverse effects on the scaffold/tower, any remedial action required will be completed prior to access being allowed again, and a record will be made.
- A copy of the full inspection record will be handed to the Site Manager within twenty-four, (24), hours from that inspection and kept on site. The records will then be kept at the offices of H Cumberburch & Son Ltd for a period not less than 3 months from the time of issue.

12.1.6 Manual Handling

- The need for Manual Handling at the site will be kept to the minimum, in general materials that may require manual handling will be delivered at a weight that can be comfortably handled, there being no specified maximum weight for lifting.
- Every organisation having tasks involving Manual Handling will provide specific Manual Handling Risk Assessments for such work within their own Risk Assessments and Method Statement, (RA/MS), compliance will be monitored by their own Supervision and the Supervision of the H Cumberburch & Son Ltd.
- Those needing to carry out tasks requiring Manual Handling will have been suitably trained by the Employers, this is backed up by Toolbox Talks carried out by the Site Manager, or Supervisor of the relevant Contractor.
- In the unlikely event that the weight of any load is greater than a person can comfortably manage, (lift/move/support), the use of handling equipment will be hired in and its use employed.
- No heavy items will need to be raised, where materials are required on the scaffolding these will be handed up level by level at each ladder access point, the reverse system will be used for lowering items to ground level, the actual method to be used will be required to be covered in the Contractors RA/MS

12.1.7 Accommodating Adjacent Land Use and Protecting Others who May be Affected by the Works

- The work being carried out by H Cumberburch & Son Ltd is not expected to adversely impact on the above due to the prior planning of the work, the positive actions taken, and the controls put in place to ensure this, the position of the site and the hazards that could cause problems to those who reside and work in the accommodation facility, also the retail units which form part of the structure.
- Members of the general public have been considered with much thought given to the impact of site access / egress by vehicles, noise, and vibration.
- Persons working on the site will be required to attend the Site Induction.
- Access to the site will be controlled and every person will complete their signing in and out in the record book provided for this purpose.
- Agreement has been made between the Client and the H Cumberburch and Son Ltd for the Welfare facilities, and laydown area.
- Prior to any work commencing, where it is foreseeable this could create risks to the health or safety of others, explanations via verbal or written communication will be provided to all who may be adversely affected, and physical barriers will be installed to ensure that unauthorised access into the unsafe area(s) is not achieved.
- The guidance provided in the HSE publication HSG151 – Protecting the Public, “Your next move” will be followed.

12.1.8 Hazardous Substances

- All substances used or created during the work are covered under the Control of Substances Hazardous to Health Regulations, (CoSHH) and these Regulations will be fully complied with.
- Every organisation using, or creating, hazardous substances during their work will provide CoSHH Assessments within their own Risk Assessments and Method Statement, (RA/MS), which will also be fully complied with.
- Dust created during operations will be collected by on tool extraction or be suppressed by means of water, a method to accomplish this shall be included in the RA/MS for any work which creates airborne contamination.
- In addition to the extraction and suppression used to provide protection from harmful dust, those who carry out such work, or others who may be adversely affected by it if they cannot be restricted from the area, will wear respiratory protective equipment to FFP3, in compliance with the CoSHH Regulations

12.1.9 Work Which Puts Workers at Risk from Noise & Vibration

Noise:

- All noisemaking equipment used will have been assessed by the person using it or their Employer, including the expected amount of time it will be used and controls put in place to reduce the associated risk of hearing damage to the minimum, this will include the mandatory use of hearing protection where there is no other reasonably practicable method of control.
- The lower exposure action value, is an average of 80 dB (A weighted), measured over a day or a week. This is what you would get by adding up a continuous noise of level 80 dB, over a period of eight hours daily or 40 hours weekly.
- The upper exposure action value is an average of 85 dB (A weighted). This is what you would get by adding up a continuous noise of level 85 dB, over a period of eight hours daily or 40 hours weekly.
- In areas where noise levels cannot be further reduced and hearing protection is a requirement, the area will be identified as a Hearing Protection Zone and protection will be mandatory.
- The level of noise will comply with the recommendations of BS 5228 -1:2009+A1:2014 Code of practice for noise and vibration control on construction and open sites, in particular Clause 7.3 which states: The hours of working should be used to minimise, as far as is appropriate, the level of noise to which Operators and others in the neighbourhood of site operations will be exposed
- Measures which should be taken include the following.
 - The hours of working should be planned, and account should be taken of the effects of noise upon persons in areas surrounding site operations and upon persons working on that site, considering the nature of land use in the areas concerned, the duration of the work and the likely consequences of any lengthening of work periods.
 - Where reasonably practicable, quiet working methods should be employed, including the use of the most suitable plant, reasonable hours of working for noisy operations, and economy and speed of operations. Site working continuing throughout 24 h of a day should be programmed, when appropriate, so that haulage vehicles will not arrive at or leave site between 19.00 h and 07.00 h. On tunnel sites, for example, it is common practice to provide night-time storage areas for soil and debris.
 - Noise should be controlled at source and the spread of noise should be limited, in accordance with Clause 8.
 - On site noise levels should be monitored regularly, particularly if changes in machinery or project designs are introduced, by a suitably qualified person appointed specifically for the purpose. A method of noise measurement should be agreed prior to commencement of site works. If this is not specified, the method used should be one of those described in Annex G.
 - On those parts of the site where high levels of noise are likely to be a hazard to persons working on the site, prominent warning notices should be displayed and, where necessary, ear protectors should be provided (See Clause 5)
- The upper exposure action value is an average of 85 dB (A weighted). This is what you would get by adding up a continuous noise of level 85 dB, over a period of eight hours daily or 40 hours weekly.
- In areas where noise levels cannot be further reduced and hearing protection is a requirement, the area will be identified as a Hearing Protection Zone and protection will be mandatory.

Vibration – (HAVs):

- All equipment used and tasks to be carried out have been assessed and controls have been put in place to reduce the risk to the minimum.
- Information, training, and monitoring are all provided.
- Hand-held and hand guided equipment is hired in or personally owned by Contractors therefore it is not reasonably practicable to measure the vibration level of each therefore the Vibration Magnitude m/s^2 is determined with the aid of the HSE's on-line Vibration Calculator, or their HAVs Exposure Ready Reckoner, enabling the calculations to be made by one of the organisations nominated persons.
- Where the level of vibration is such that it could cause harm, Operatives are rotated to ensure that no overexposure occurs where this cannot be eliminated, or there is no other reasonably practicable method of carrying out the required task.
- All operatives using vibrating plant and tools will be supervised to ensure that they do not exceed the exposure limit for the tool they are using.
- The HSE Question & Answer on-line publication on Vibration Exposure Monitoring states that there being no legal requirement for continual monitoring and recording of vibration exposure the daily recording of vibration is not generally carried out.
- Arrangements are put in place occasionally to determine the length of time Operatives use equipment in a typical day or week this enables the investigation of whether there are other methods and/or practical steps that can be taken to reduce exposure and risk.
- Mechanical equipment used at the works will be baffled with a silencer and/or noise absorbent cowling to reduce noise to its lowest level such that "neighbours" and others are not adversely affected.
- Operatives will wear ear defenders where the noise level is above the exposure action level of the Control of Noise at Work Regulations 2005, (See Above).

12.1.10**Electrically Powered Tools**

- Wherever possible portable tools used on the site will be powered by means of batteries, i.e., cordless.
- Where this is not possible then the tools will be powered by 110volt CTE tools, using a transformer to step down the mains power.
- Any mains powered electrical tools will be PAT Tested, and evidence of this will be required prior to them being used on site.
- Confirmation that tools that are hired in are PAT Tested, and this will be obtained from the hire company.
- Where extension leads are required to power portable tools, these will be routed safely such that they do not create trip hazards, or where they may be damaged by pedestrian traffic.
- Any electrically powered tools/equipment that requires bench mounting will be secured to that bench in compliance with Regulation 20 of the PUWER Regulations which state, "Every employer shall ensure that work equipment or any part of work equipment is stabilised by clamping or otherwise where necessary for purposes of health or safety".
- All tools/equipment will be visually inspected by the Operative using them prior to the commencement of work each day and in the event of damage being found, will be withdrawn from service, and not returned for use until they have been repaired by a Competent Person, or replace by an item that is compliant and safe to use.

12.1.11**Hot Works, Using Cutting Tools, Including Spark Producing Tools**

- All cutting tools will be adequately guarded and visually inspected by the Operative using them prior to the commencement of work each day and in the event of damage being found, will be withdrawn from service, and not returned for use until they have been repaired by a Competent Person, or replace by an item that is compliant and safe to use.
- Any tools that create sparks during their use will only be used under a Hot Work/Ignition Source Permit-to-Work issued by the Site Manager, and only live for the shortest amount of time required, which will not exceed a single working day.
- Any Hot Works that take place will cease at least 2 hours prior to the end of the working day to enable an inspection to be made by the person(s) working under the permit just prior to them leaving site.

- A Fire Extinguisher suitable for the combustible items that could smoulder/burn should sparks reach them, will be readily at hand for use by a person trained in the use of Fire extinguishers.
- In the event of a fire occurring the Fire Alarm system will be activated and everybody will leave the structure and form up at the Emergency Assembly Point outside where they will report to the H Cumberbirch & Son Ltd Fire Safety Co-ordinator, who will then arrange for confirmation that everybody in their team has been accounted for.
- All those working on the H Cumberbirch & Son Ltd site will be instructed at induction that they SHALL sign into and out of the site every time they leave site, even if this is to visit a local shop, this being necessary to ensure that in the event of an Emergency Evacuation that no person, probably a member of the Fire and Rescue team are put at risk by entering the structure to search for somebody who didn't bother to sign out
- Only those who have successfully completed Abrasive Wheels Training are authorised to change the wheels of items such as cut-off saws, any person undertaking such work and who has not been trained would be dealt with under the H Cumberbirch & Son Ltd disciplinary procedure, which could result in them being instructed to leave site and not return during the current project

12.1.12

Moving Vehicles

- All deliveries/collections to/from the site must be arranged at least 24 hours prior to arrival and the organisation shall provide their intended arrival time.
- Access to/from the site via the entry point will be assisted by a trained and authorised signaller/banksman as access is tight and unlikely that there will be adequate room to turn vehicles therefore, they will need to reverse in
- The number of vehicles on site at any one time will be strictly limited, hence the need to provide intended arrival times.
- Pedestrian access routes will be identified, and physical barriers provided.
- The laydown area will be restricted therefore organisations working at the site will need to agree the amount of space required and restrict their loads accordingly.
- All vehicles entering the site are required to use their hazard indicators at all times during their visits.
- All persons on site shall wear hi-viz clothing at all times.
- A hard copy of HSG144 – The Safe Use of Vehicles on Construction Sites will be readily available on site at all times.
- Notices warning of construction vehicles crossing will be used on Hatton Road to warn other road users

12.1.13

Work with or Near Fragile Materials

- All fragile materials used in the construction work will be handled in the manner shown in the relevant Risk Assessment/Method Statement and all control measures indicated will be complied with to ensure the safety not only of those carrying out the work, but that of any person who may be affected by the operations.
- Where fragile surfaces are present, e.g., roof lights, the Contractor associated with the work taking place that exposes their Employees to risk, will provide specific Risk Assessments and Method Statements, (RA/MS), to cover this

12.1.14

Work Which Puts Workers at Risk of Burial Under Earth-falls, Engulfment in Swampland or Falling from Height, Where the Risk is Particularly Aggravated by the Nature of the Work or Processes Used, or By the Environment at the Place of Work or Site

- N / A

12.1.15

Work Which Puts Workers from Chemical or Biological Substances Constituting a Particular Danger to the Safety or Health of Workers or Involving a Legal Requirement for Health Monitoring

- N / A

12.1.16

Work with Ionising Radiation Requiring the Designation of Controlled or Supervised Areas Under Regulation 16 of the Ionising Radiations Regulations 1999

- N / A

12.1.17

Work Near High Voltage Power Lines

- N / A

- 12.1.18 **Work Exposing Workers to the Risk of Drowning**
 - N / A
- 12.1.19 **Work on Wells or Underground Earthworks & Tunnels**
 - N / A
- 12.1.20 **Work Carried out by Divers Having a System of Air Supply**
 - N / A
- 12.1.21 **Work Carried out by Workers in Caissons with a Compressed Air Atmosphere**
 - N / A
- 12.1.22 **Work Involving the Use of Explosives**
 - N / A
- 12.1.23 **Work Involving the Assembly or Dismantling of Heavy Prefabricated Components**
 - N / A
- 12.1.24 **Any Other Significant Hazards**
 - None known at the time this Plan was drafted, this will be kept under review and, where necessary, revised by means of risk assessment and/or Safety Method Statement, as may be appropriate.

13 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS

13.1 Introduction

- 13.1.1 The design and construction hazards include:
 - Unauthorised access to site
 - The risk of harm due to failings in the vehicular/pedestrian interface
 - Risk of falls
 - Incoming services
 - Hot working, using cutting tools and hand-held spark producing tools.
 - The creation of dust
 - Manual handling
 - Hazardous substances
 - Asbestos
 - Noise
 - Vibration (HAVs)
 - Covid-19 exposure

Any additional information will be provided by the Principal Designer and included in a separate file.

The construction hazards associated with this project are identified within Section 13 of this Construction Phase Plan.