



CONSTRUCTION PHASE PLAN

Charlotte Street Refurbishment

Issue No: 1

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Project Manager:	Phil Swift
Site Manager:	TBC

	Construction Phase Plan			Client	Allied London	
				Date of works:	01/06/2024	
Site Address	Lindencourt House 34 Charlotte Street Manchester M1 4EE				Date of Issue	02/07/2024
Review status	Date:	Version Number:	Changes:	Job Reference:		
	02/07/2024	1	First Issue	3452		
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NOTE:	This Construction Phase Plan (CPP) should be read in conjunction with any relevant TJM Risk Assessments, SSOW, Method Statement, COSHH Assessments and Manufacturer's instructions.					
Document Issue:	This record confirms all relevant documents included or referred to within the construction phase plan. All recipients should ensure the relevant information is reviewed continually and updated information reviewed as current works proceed. Any discrepancies (such as the above revised information) should be notified to the principal designer who will ensure information is re-issued to the relevant party as required.					
Document Title	Reference	Applicable	Prepared By	Date of Issue	Issued to / by Comments	
PCI Document	PCI	Yes	OBI	Jan-23		

Asbestos Reports	AR	Yes	Angel Environmental Ltd	Nov-22	
Contamination Survey	CS	N/A			
Schedule and Specification	Spec	Yes	OBI	Jan-23	
Design Risk Register	DRR	Yes	OBI	Jan-23	
Emergency Procedures	EMP	Yes	TJM	Jul-24	
Project Drawings	DWG	Yes	OBI	Jan-23	
Site Waste Plan	N/A	N/A	N/A	N/A	No current legal requirement
Fire Risk Assessment	FRA	Yes	TJM	Jul-24	
Site Rules	SR	Yes	TJM	Jul-24	
Layout Plans	LP	N/A			
Traffic Management	TMP	Yes	TJM	Jul-24	
Introduction: This construction phase plan has been prepared in compliance with the duties laid out in Regulation 12 of the Construction (Design and Management) Regulations 2015 (CDM 2015) and the guidance in appendix 3 to the regulations. The information contained within this plan is proportionate to the risks involved with the proposed works and are being communicated to all who may be affected by the risks highlighted within. The information contained within this plan is subject to regular review by the site and project management team to ensure all current risks are identified and that safe systems of work are in place for the work activities. All relevant documentation is made available to operatives and contractors (held on site both electronically and in hardcopy) and all key risks highlighted to ensure effective communication to the workforce prior to activities being carried out. TJM utilise many sources of information and guidance to ensure the validity and relevance of the CPP is maintained, including publications such as the CIP Blue Book and CITB GE 700/21, full use of the HSE's online resources and competent internal and external H+S support. Description of the works: Externally the planned works consist of erection of temporary access scaffold to permiter of building to facilitate repairs to the roof and the replacement of existing windows and frames. The external brickwork is to be cleaned using a DOFF system, existing paint to be removed sympathetically to expose the brickwork and the brickwork repointed, the mortar will be mixed to match the existing using Lime and pigments. Any holes created in the building structure from the tying in of the scaffold structure will be sealed using colour appropriate plastic plugs to allow future use. The external windows are to be changed by a contractor outside of TJM's control appointed by the client. Windows and Frames are to be replaced by a client appointed contractor. Internally the works consist of strip out of existing non heritage features, removal of asbestos and environmental clean to remove pigeon waste. CAT A & CAT B fit out including minor structural alterations to facilitate the new layout. Levelling of existing floors, installation of new staircase and platform lift. Internal partitions, ceiling, wall lings. Sand blasting and repointing of existing brick work. Fire protection measures including sprinkler system and fire door & frames. Electrical & mechanical works. Decoration & flooring.					

Programme of the works:	
Date planned for the start of the construction phase:	Jun-24
Mobilisation / preparation period:	4 weeks
Planned duration of the construction phase:	TBC
Anticipated man days to be worked:	TBC

Site history and current conditions on site	
34 Charlotte Street is Grade II listed Historic England Listing Number: 1208396. 34 Charlotte Street was built by Edward Walters in 1855 as a warehouse for Manchester Associated Mills. The building has two elaborate entrances. The one on Charlotte Street is placed asymmetrically in bay 4.	
Management structure and responsibilities	
TM Real Estate are the client for these works and OBI are the contract administrator and have been appointed as principal designer with Park Designed acting as architect. M+E designers being Watt Consultancy. TJM Projects Ltd have been appointed as principal contractor. A TJM company organogram is included within the CPP file for reference. Names and contact numbers are listed in the project directory in section 2 above. Further information on the roles and responsibilities of the project and site management team are detailed in section 2 of our 2021-22 H+S policy (electronic copy available for inspection and reference). The list of TJM individuals with specific responsibilities on this project currently are:	
Tony McCabe	Contract manager
Phil Swift	Project manager
James Smith	CPP / H+S monitoring and inspection
TBC	TJM site manager / supervisor
James Smith	Temporary works coordinator (if TW's become significant to BS5975)
Brandon Wright	Project QS
Health and safety goals for the project	
To have no accidents or significant near misses on or adjacent to the works during the construction period at 34 Charlotte Street. To ensure all risks are highlighted at the right time and the right people are informed in the right way. To work in collaboration with the H+S teams from the client, principal designer or any other relevant stakeholder as required. To have no case(s) of occupational ill health arising from activities required for the project works at 34 Charlotte Street. To ensure that no environmental damage occurs on or near to the works. To ensure disruptions to stakeholders and the general public are being kept to a minimum during the construction period at 34 Charlotte Street. To exclude all unauthorised persons from the site. To follow the correct guidance for work involving hazardous materials or processes. To ensure any residual risks are minimised and highlighted to the relevant stakeholders where appropriate.	

Liaison and communication

As principal contractor we are committed to ensuring all appropriate resources are allocated to the project and to ensure risks associated with the project are successfully controlled and managed. Protecting the health and safety of all persons working on or visiting the site is of equal importance as the need to complete the overall project to the required quality standard and timescales issued.

All stakeholders involved are committed to providing a safe and healthy workplace for all persons working on or visiting the site, thereby contributing to the overall success of the project.

The TJM project team encourages all persons involved in the preparation of, working on or visiting the site to participate in accident prevention and occupational health related activities to ensure high standards of health and safety on each site is achieved. Feedback and comment from all site staff and visitors is welcomed and taken in full confidence.

All the relevant PCI and construction phase H+S documentation (such as asbestos and contamination surveys, CPP, RAMS and technical files) are held on TJM's server. RAMS are submitted and reviewed in advance of any works starting and all documents are uploaded to allow real-time inspection remotely for comment. TJM's project and site managers have access to allow prompt inspection of submitted contractor documents and the printing of site hard copies for distribution and signing where required.

Our standard procedures may include: site induction, toolbox talks (TBT's), near miss and potential hazard reporting (can be anonymous), morning briefings between contractors, H+S meetings between contractor supervisors, programmed client progress meetings and any H+S meetings with the client or their advisors. Accidents and cases of ill health are avoidable and by recognising and encouraging safe behaviour and correcting mistakes we will continue to improve our health and safety performance.

TJM will establish site signage at the start of the project including site contact details and emergency contact details. These will be posted at the site entrance.

With Site Workers
Health and safety site specific induction including consultation with the workforce Daily contact on site Tool box talks and associated feedback Risk Assessments & Method statements Designated safety notice board Signs and posters TJM Projects Limited operate an open door policy
With Other Contractors Working on Site
It is not anticipated that there will be any other contractors not under TJM Control on site during the planned works.
Arrangements for Monitoring and Reviewing
The following guidance will be used for monitoring compliance: Legal Requirements The Health and Safety site rules contained within this Plan The procedures for contractor selection and management of trades Special requirements for public interfaces Routine Inspections The site will be inspected periodically throughout the duration of the works, inspections may include site managers, Project Managers, Health & safety Managers and by our external H&S Consultants as necessary. A formal weekly inspection will also be carried out by the site manager this will be used to record the observations made and any remedial actions to be taken. Issues will be raised at weekly progress meeting to ensure safety messages are effectively communicated to all parties. Further Inspections When on site, project managers will carry out informal inspections and report any findings back to the site manager/supervisor for corrective action to be taken. TJM Projects Health & Safety Manager will make regular unannounced site visits to carry out site inspections. All such inspections will be formally recorded and adverse findings will be communicated to all those involved including at Director level within TJM Projects and management level within sub contractors where their operatives may be involved. Compliance Monitoring Compliance monitoring will be carried out to verify that agreed procedures and methods are being implemented and are producing the required results. Compliance monitoring will be carried out by the Site Manager / Supervisor. Visiting personnel, including Project Manager, Safety Manager & Project Director Observations and actions arising from monitoring will be tabled at the weekly meetings.
Selection and control of contractors
Sub-contractors are selected by an established TJM PQQ process. Direct site controls are administered via the submission, (prior to commencement of any contractor works) of site-specific RAMS. This includes the requirement for all sub-contractors to have assessed site and if required undertaken a relevant on-site survey for their works. Once works have commenced a programme of site inductions and TBT's is implemented and recorded. Each sub-contractor has a named manager working alongside TJM's management staff. If any element of the project is to be carried out by a (client) nominated sub-contractor, then they will either undergo the PQQ process, or alternatively TJM may seek written assurances from the nominating party to verify the contractor prior to on-site commencement.
TJM staff training information
TJM maintain staff training records of all direct TJM personnel on the sites and copies of relevant training or qualifications can be made available on request. TJM apply the principles of SKET (skills, knowledge experience and training). All allocated staff are deemed to be competent for the tasks they are required to undertake.
Where applicable, DBS checks have been conducted on all TJM staff and will be made available as required with regards to any operatives or managers who may, for whatever reason, need to work, check or inspect items in the immediate vicinity of young person's whilst unaccompanied.

Contractor training information
TJM sub-contractors are required to present training records and information upon request, as part of the PQQ process. Any client-nominated sub-contractors will also be required to provide the above information on request, to ensure all persons are suitably qualified to undertake their designated tasks. Copies of such are retained by TJM for access and inspection by any relevant party and to aid onsite audit.
This will include DBS checks (as above) for any contractor staff working near young persons for any relevant enabling, installation, commissioning and testing works.
Induction and on-site training
All site staff (including TJM and client-nominated sub-contractors) and regular site visitors will receive a site induction suitable and sufficient for the proposed works prior to starting on site at 34 Charlotte Street. These are signed and filed with the project manager. The induction form contains sections specific to the works, potential hazards and on-site conditions that may be encountered whilst the project is active. A copy of the asbestos survey will be held on site and will be shown to operatives during the site induction. The operatives will sign an asbestos register to record that they have read and understood the survey contents. All contractors and TJM operatives are assessed to be fully competent for their relevant tasks and there has been no identified need for any further onsite training (over and above standard TBT's).
Coordinating ongoing design
The contract administrator will be informed of any significant design alterations prior to the related works being undertaken. The Principal Designer will be informed of any design changes so that they can be reviewed to ensure that there isn't a negative effect on H&S. These will include any unforeseen eventuality that results in a significant design change over and above the accepted norms for such a project and which may have a detrimental effect on the overall allocated resources. Regular on-site meetings are scheduled throughout the contract period with all relevant parties.
General site security and lighting
As the buildings existing windows and doors are to be changed and altered these will need to be removed and replaced as necessary therefore, temporary hoards to the openings will be required to ensure that the site remain secure. The site manager will ensure at the end of the working day that the site is secure. Internal natural lighting will be supplemented by 110v LED task lighting as required on each site.

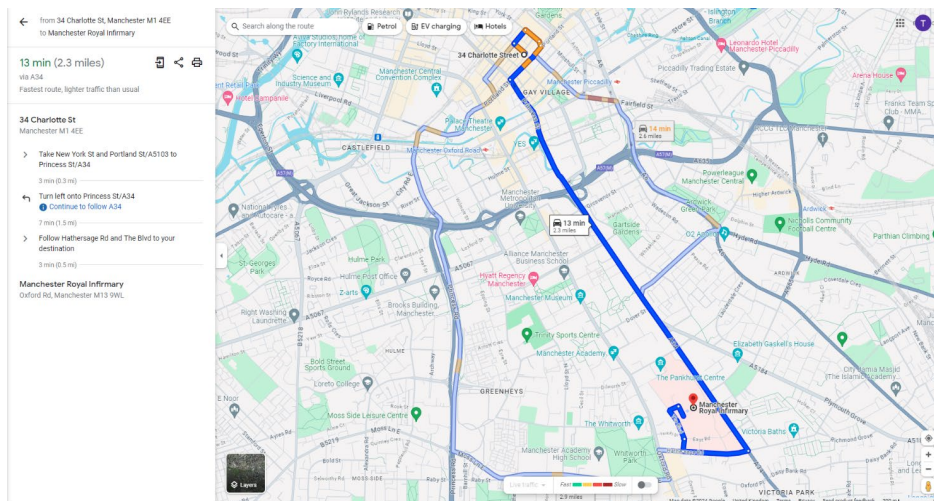
Welfare, first aid and PPE

TJM will establish an area within the works for designation of welfare there will be access on site to fridge microwave, kettle, toilet facilities and running water.

There will be at least one trained first aider on site at all times along with a BS8599-1 first aid kit (medium) and eye wash station, situated in the welfare area. Any additional first aiders that may be present will be identified in the site induction.

Nearest hospital with accident and emergency facilities to the site is:

Manchester Royal Infirmary
Oxford Road
Manchester
Greater Manchester
M13 9WL
Tel: 0161 276 1234



The use and provision of PPE is addressed in our H+S policy - section 55, and the minimum requirement for all sites will be hard hat, safety footwear and high-visibility at all times. All other PPE will be issued and used as per the relevant risk assessments for the particular works being undertaken or as directed by the TJM's project management team.

Incident reporting and investigation

Incident report and investigation forms are available from the TJM site manager's manual. The site induction has a section on both the principles and reporting of incidents (near-misses), potential hazards and relevant site-specific H+S issues that may affect the project.

All accidents, incidents and near misses are to be reported to TJM health and safety manager using the online reporting system via the QR code displayed on the site noticeboards, as detailed in the site induction.

Should any incident investigations be required, these will be carried out by TJM's senior management team and our external H+S consultants (Socotec) as appropriate. Any incident occurring which falls under the RIDDOR Regulations (2013) will be reported via the online HSE portal by the relevant employer with an electronic copy issued to TJM.

Please note that under the current RIDDOR definitions any possible Covid outbreak will not be RIDDOR reportable.

Issue of permit to works

All works that require permits are detailed and issued by the project team and copies held in the site manager files to aid inspection and monitoring. Electrical permits are not generally issued by TJM for works to electrical systems under 1000 volts (as per HSG85). TJM issue permits to cover the following high-risk activities: Excavations, Use of ladders/ step ladders, Confined space, hot works, roof works, asbestos and live electrical working.

The issued daily permits detail any specific control measures and where applicable fire watch requirements for the safe conduct of the works. Permits are cancelled daily and new issued the following working day as required.

Site rules

Site rules form an integral part of the site induction for site. Site Rules can be found in Appendix A of the CPP. The site rules include sections on language and behaviour given the (potential) proximity of residents, local business and the general public.

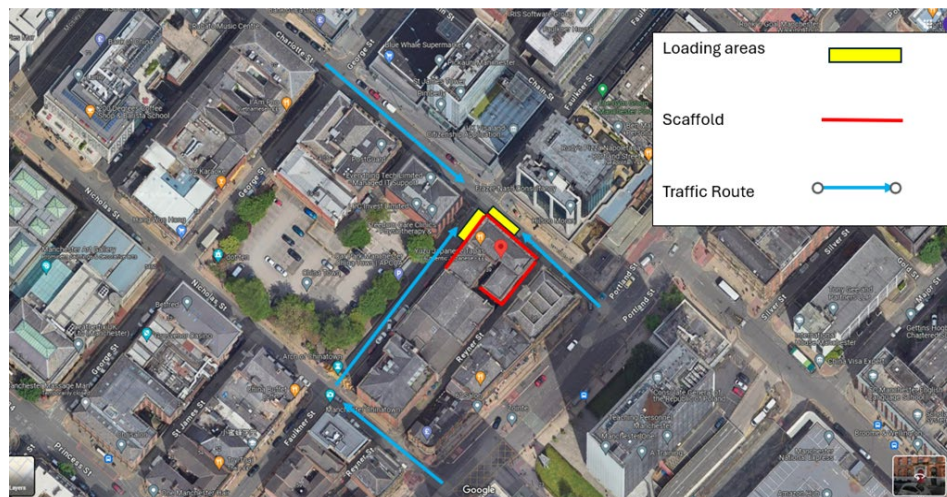
Smoking is not permitted on site and only permitted in the designated smoking area highlighted at the TJM Induction. Vaping and the use of e-cigarettes is classed as smoking and subject to the same restrictions.

For general site conduct TJM operate a 'three strikes' principle as opposed to the yellow / red card system, which TJM considers to magnify any minor lapses from individuals and does not allow for improvement. Strikes are recorded in the discipline register held securely by the project manager.

Site layout

The site plan showing entry and exit points, compound layout, welfare and first aid points is referenced in the site induction.

The site plan showing entry and exit points welfare and first aid points is referenced in the site induction.



Parking arrangements

There is no parking on site available however, there is local pay & display parking available.

Accommodating adjacent land users

The adjacent land users comprises of residential properties and other local businesses. The work at 34 Charlotte Street and should not impact on the adjacent land users. However deliveries and vehicle movements will be coordinated to avoid peak times between 8.30am and 10.30am and 4.00pm and 5.00pm.

Fire and emergency procedures

All relevant site emergency procedures are discussed in the site induction and included in the general CPP files for reference. The existing fire alarm to the work area is to be stripped out and replaced. The fire alarm system will be isolated from the main system. Fire points will be established on each floor with claxons, air horns available to raise the alarm in the event of a fire.

TJM issued fire extinguishers will be provided to cover the general work areas, high risk activities such as hot works and the welfare facilities and the general site as required.

On finding a fire or other emergency situation site personnel are to use the building's existing fire alarm system, where available, to ensure all building occupants (site operatives and existing building users) are alerted to the emergency immediately. They should then contact the TJM Projects Limited's Site Manager / Supervisor whose contact details are given during the site induction and are posted at various key site areas, and inform him of the situation and then make their way from the building to the assembly point via the nearest available safe exit

The Site Manager / Supervisor will call the Emergency Services if necessary and will collect the site daily sign in register as he leaves the building and a roll call will be taken once personnel are gathered at the Assembly point.

Once the emergency services arrive the Site Manager will inform them of the situation giving as much accurate information as he can regarding location of the emergency and any hazards that are to be found on site. He will also inform them of the results of the roll call.

No TJM Projects Limited personnel or contractors will re enter the building until told it is safe to do so by the emergency services

Risk Assessments, Method Statements, SSoW

A Safe System of Work (SSoW) is a formal procedure resulting from the examination of a task. In order that all hazards can be identified and the risks assessed, safe methods of work will be established to ensure that those hazards are eliminated or, the remaining risks are minimised and/or controlled.

The company will carry out Risk Assessments of its work activities. Where a Risk Assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated a method of work will be developed that minimises that risk or enables it to be controlled.

Where a task requires specific control procedures such as a Permit to Work system this will be established and implemented.

The contents of the Safe System of Work document will be formally communicated to everyone involved in the task. Records demonstrating the receipt of this information will be retained by us. This may take the form of an individual assessment or a number of assessments linked to the Construction Phase Plan.

Where sub contractors are being used to undertake tasks, they will be asked to submit RAMS for approval ahead of the works taking place. The RAMS will be reviewed by either the Contracts Manager or the Health & Safety Manager and a review sheet will be issued.

Temporary works

Only minor temporary works are required for the planned works at 34 Charlotte Street, and these are of a basic and standard type (pre-designed scaffold, site fencing etc.). As such they have been categorised currently as Level 0-1 to BS5975. All basic designs will follow the issued guidance sheets, manufacturer's instructions or structural engineers drawings / instructions for loading.

The inspection and recording of the basic temporary works will fall under the general site manager duties and will be recorded in the relevant on section sheets in the site manager's manual. Scaffolding on any site will be erected and dismantled by a competent contractor, who will issue NASC (or equivalent) compliance sheets prior to erection. The same contractor will also undertake the statutory 7-day inspections and complete the inspection register on site.

ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

Contamination

As the property was constructed pre year 2000 an asbestos refurbishment/ demolition survey is required for the works. The survey will be held on site and operatives briefed on the contents of the survey.

A refurbishment survey has been carried out by Angel Environmental Ltd and has identified asbestos products within the building. Asbestos where it will impact the planned works will be removed under controlled conditions by an licensed asbestos removal contractor.

Appendix 1 - Asbestos Register



Building	Floor	Location /Room	S,P,SP,AS Sample No	Product Type	Condition	Surface Treatment	Asbestos Type	Quantity	Accessibility	Material Score	Recommendation	Additional Comments
34 Charlotte Street	1st Floor	Lift 108, Inaccessible	P	N/A	N/A	N/A	N/A	N/A	N/A	N/A	E - Inspect Prior to Disturbance	N/A
34 Charlotte Street	3rd Floor	Room 1 302, Woven flashguards With Bill electrics	P	Asbestos Textiles/Paper	Low Damage	Surface Sealed	Chrysotile	1no.	Occasionally likely to be disturbed	5	A - Urgent Removal	N/A
34 Charlotte Street	3rd Floor	Room 1 302, Cement Lift motor brakes	P	Asbestos Cement	Low Damage	Surface Sealed	Chrysotile	2no.	Occasionally likely to be disturbed	4	A - Urgent Removal	Limited access.
34 Charlotte Street	4th Floor	Stairs and landing, 401L Insulating board Panel to door.	S CC000549	Asbestos Insulating Board	Medium Damage	Unsealed	Chrysotile + Amosite	2m ²	Occasionally likely to be disturbed	8	A - Urgent Removal	N/A
34 Charlotte Street	2nd Floor	Room 1 202, Insulating board Panel to door	S CC000550	Asbestos Insulating Board	Medium Damage	Unsealed	Chrysotile + Amosite	2m ²	Occasionally likely to be disturbed	8	A - Urgent Removal	N/A

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

If any suspect materials are identified whilst working on site, all works will stop and an asbestos consultant will be asked to attend site, carry out samples and advise. The client and PD will be advised and kept up to date.

To date TJM have not been made aware of (nor are aware of) of any significant contamination issues that affect these works. The site appears to have not been used for the production, handling of processing of any significantly hazardous substances or materials.

Demolition and dismantling
The works will require the soft strip of existing fixtures & fittings. Works will be undertaken in a systematic approach working from the top down, safely removing non structural partitions and ceilings in a controlled manner. The arising waste and debris will be cleared as the works progress to ensure access & egress is safe throughout.
Waste management
Waste is addressed in accordance with all current applicable legislation, and to assist legal compliance waste guidance notes are available in the site manager's documents pack. TJM are registered waste carriers for any materials transferred back to our office or any other designated site for disposal or recycling. Copies of external waste carrier licences are available for inspection upon request. Where waste disposal is part of any sub-contract element, TJM require the relevant contractors meet all legal obligations.
The use of wait and load waste away services will be used on this project due to there being no space to safely site skips. Waste will be stored in the designated area within the work area until it is to be removed. Then it will be transported to the waiting vehicle and placed into TJM vehicles for disposal at TJM's yard. Segregation is being performed off-site by the waste carrier / processor. Recycling reports are available electronically for inspection and filing if required.
For these works TJM's SIC code is 41201, and unless otherwise notified all skips will be classed EWC 17.09.04.
Excavations
Not applicable to these works
Foundations
Not applicable to these works
Services
All relevant disconnections will be undertaken by competent trained operatives, with isolation and connection certificates issued as required. Electrical isolations not under permit will follow a standard 'lock out and tag' format as specified in the electrical contractor RAMS.
Temporary installations (such as site cabin power) will have an electrical installation certificate issued by the relevant onsite electricians.
Control of contract and / or complex lifting operations
Any minor manual lifting operations will be addressed via issue of our standard RA42 (manual lifting operations) which TJM consider suitable to be considered as a lifting plan to the requirements of LOLER 1998 Section 8.
Structural Works
There are minor internal structural works required to facilitate the planned works. These works will be carried out in accordance with the structural engineers drawings and calculations and with the guidance of the heritage officer to minimise disturbance to the building due to its listing status.
Working at height
All scaffolds fall under temporary works and will be monitored by the site manager (allocated TWS) on site. Scaffolds are inspected weekly (or after severe weather / impact) by a competent person and the inspection register / Scaffoldtag maintained. The scaffold itself will be fully compliant with Working at Height Regulations 2005 and will have all the necessary guard rails, toe boards and safety netting required. Existing adjacent structures will be protected where required prior to works commencing, especially with regard to debris and materials falling that could cause damage.
Other height access equipment such as stepladders, ladders (for short duration works) and mobile towers will be inspected weekly, and the details recorded on the relevant inspection sheets. Any mobile towers will be erected and dismantled by PASMA trained operatives only. The use of hop-ups must be pre-authorised by the TJM project management team.

Manual handling
Applied across all site operations is a maximum single person lifting capacity of 25kg for single tasks and 20kg for multiple operations. This is subject to individual's lifting capacity and may, in individual circumstances, be under 25kg. In association with this TJM follow the TILEO (TILE) system from the Manual Handling Operations Regulations (MHOR) 1992. Manual handling is also covered in the site induction and TJM instruct team lifting and the use of lifting aids such as pallet trucks and trolleys. The use of PPE such as suitable gloves is also covered. A simple rule is also issued – if in doubt do not pick it up.
Hot Works
A permit to work system is implemented – issued as required for any hot works, which will also include any internal grinding and cutting. Copies are filed in the site manager files. Permits are issued and cancelled per day as required and the relevant fire watch period adhered to. TJM unless otherwise instructed implement a standard 1-hour fire watch after hot works have concluded. If it is possible TJM will establish an external cutting area on site, well away from any combustible sources, which allows basic cutting and grinding to be conducted on an ad hoc basis without the need for full permit issue. Any such cutting stations will be inspected at the end of each working day that they are in use.
Vibration
These works require the use of vibration producing equipment. This will fall into the Hand Arm Vibration (HAV) category from the use of handheld tooling such as impact drills. HAV monitoring will be managed by TJM for their direct staff, and by the relevant sub-contractor direct for their own operatives. Vibration rates will be known for all HAV producing equipment and manufacturer trigger times will be adhered to. In addition, strategies such as job rotation will be applied.
Noise
We are currently not aware of any official noise restrictions placed upon the site. We are aware that adjacent occupiers are in close proximity to the site boundaries, and noise is suppressed generally to the recommendations of BS 5228-1 Clause 9.3. Any particularly noisy operations will be scheduled for the most suitable time to minimise the inconvenience to the surrounding occupiers.
Management of dust and dusty works
TJM are aware of the risks posed by all types of dust, especially respiratory crystalline silica (RCS). Any works operations that may give rise to the production of dust and debris will be identified prior to commencement. All dust generating equipment will be fitted with the most suitable extraction equipment (manufacturer supplied). Where this is not practicable a damping down procedure will be put in place. Should PPE be identified as the last or most practicable control measure then all masks will be FFP3 rated, of the half face type, and face-fitted by a competent person.
Traffic management and delivery / removal of materials
Every effort will be made to arrange delivery times will be 8.00am – 4.30pm, Monday to Friday and where required 8.00am - 1.00pm on a Saturday. Deliveries will be unloaded in the loading bay outside 34 Charlotte Street or in the bays on Faulkner Street. Contact will be made by delivery drivers of larger vehicles before reaching the site to arrange a banksman to meet the driver, control and monitor the movement of the vehicle on and off site. Plant and material deliveries will be carefully planned and closely monitored to minimise nuisance and inconvenience to nearby residents.

Site storage
Materials are requested on a just-in-time basis to prevent over-accumulation on site. All stored materials are securely stacked with any skids and if kept externally are sheeted or banded where required and kept a sufficiently safe distance away from buildings to prevent increased fire risks.
Where it is practical to do so and referencing the just-in-time delivery basis, materials will be transferred upon delivery to their use point to prevent repetitive handling and avoid increased risk of damage.
Fragile Materials
Items that do not require any specialised handling procedures, equipment or bespoke storage requirements, such as standard window glazing, glazed partitions, tiles and sanitaryware, are not classed as fragile materials by TJM.
Maintenance and use of plant and equipment
Cordless and 110v tooling is used on site and the use of battery-operated tools is prioritised over mains powered tools wherever possible. 240v is permitted within designated areas for power tool and phone charging etc. 240v use may also be authorised internally (e.g. for specific or specialist equipment) with suitable risk assessment and the relevant rated power breakers used. All mains operated equipment is inspected daily prior to use, as per the relevant risk assessment for power tool use. Any defective or faulty equipment will be removed from use immediately and taken from the site for repair or renewal. Any heavy plant required (e.g. MEWPS) is supplied with thorough examination certificates (either hardcopy on delivery or issued electronically to the server) and regular inspections recorded on the relevant PUWER / LOLER sheets in the site manager's manual. Any MEWPS on site will be inspected prior to each use, and the weekly inspections recorded on the general PUWER register. The use of step ladders, ladders and towers is covered in the working at height section.
Work involving CDM Schedule 3 Specified Risks
Earthfalls, engulfment and falling from height, aggravated by the work process or environment
Not applicable to this project
Workers at risk from chemical or biological substances
Covid-19 is covered at the end of these Schedule 3 Risks. Aside from standard, well known and well understood construction products, for which TJM maintain a COSHH product database with assessments and MSD sheets, there have been no other identified chemical or biological risk to operatives working on site. Should any new products be required or substitutions due to availability, these will be assessed and the COSHH assessment issued to site prior to their use. We are not aware of any exposure to items listed in Schedule 6 of the COSHH Regulations, nor has there been an identified risk from Legionnaires or Weil's Disease on site.
Ionising radiation
There are no radiation sources (including radon as a NORM) currently known on the site. It is not anticipated that any form of radiography type pipe inspection will be required.
Working near high voltage lines
Not applicable to this project
Drowning risks
Not applicable to this project

Wells, underground earthworks and tunnels
Not applicable to this project
Diving works with compressed air supplies
Not applicable to this project
Caisson works with compressed air atmospheres
Not applicable to this project
Work involving explosives
Not applicable to this project
Heavy prefabricated components
Not applicable to this project
Other Health Risks
Covid-19 still presents a risk to operatives. However, given the removal of almost all restrictions from the 1st April 2022, our revised Covid RA and site procedures have been issued which detail the minimum requirements as assessed currently by TJM. The guidance on Covid isolations is for people to still self isolate however it is no longer a legal requirement. TJM also adopt an active vaccination position and encourage all individuals to be vaccinated. Those who refuse vaccination on non-health specific grounds (this includes all sub-contractors and visitors) may be excluded from the works for the safety of others especially in close working circumstances. There have been to date no other significant health risks identified, over and above the standard risks common to these types of works that any competent contractor would recognise and understand.
THE HEALTH AND SAFETY FILE
Information for the H+S file will be submitted to the principal designer for collation and subsequent issue to the client as soon as it is available to TJM. It is to be noted that TJM do not automatically produce hard copies of information for any of the H+S files. This is to prevent uncontrolled copying and distribution of paper copies, and to reflect environmental considerations. Electronic versions will be issued and can be via e-mail attachment, Dropbox, or memory stick, depending on the specified requirement. TJM no longer issue outdated CD or DVD formats.
APPENDIX A
SITE RULES
In addition to any client's site rules, the following rules must be adhered to by all operatives:
All operatives conducting work on site must be must be inducted prior to commencing work. All accidents must be reported to the site first aider and entered into the site accident book. PPE – It is a minimum requirement that safety footwear, safety hat and a Hi-Viz vest and gloves are worn at all times whilst on site. Other PPE (i.e. safety glasses, dust mask etc) will be dictated in the risk assessment applicable to the works. Operatives must sign to say they have read and understood their risk assessment and method statement prior to commencing works. Personnel must ensure they are familiar with the site layout and emergency routes and exits. Fire points will be located on site as per the site fire plan which is displayed in the site canteen.

In the event of a fire, employees must ensure ALL other personnel in their area of works are aware of the emergency.

Personnel must not interfere with or misuse fire extinguishers.

Smoking is not permitted within the building(s) or any offices on site. Smoking must only take place in the designated smoking area adjacent to the site welfare facilities.

Site canteen and welfare facilities are provided. Personnel are expected to respect the facilities and keep them in a clean and orderly manner, and to report all damage and deficiencies to the site management.

Good housekeeping must be maintained at all times. Personnel must not allow waste materials to accumulate.

All emergency routes are to be kept free from equipment and materials.

Only 110v or battery powered tools may be used on site.

No fires on site.

Only trained and competent personnel are to operate plant and equipment.

Alcohol and drugs is not to be consumed during your working day. Any operative deemed not fit for work due to alcohol or drug intoxication will be removed from site and may have disciplinary action taken against them.

Personnel will ensure adequate measures are taken to prevent and control the possibility of pollution. No waste liquids or COSHH may be poured down any drains.

Personnel must respect the neighbours and local residents when arriving, leaving and working on site.

No food or drink to be taken or consumed on site.

The above stated are in addition to the control measures and procedures as stated in the accompanying RAMS for the works.

Further Actions	(Further control measures that could be implemented to improve safety)			Action by Who & Date
Further Action authorised by:	Name		Position & Signature	