



**THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS
2015**

CONSTRUCTION PHASE PLAN



**M&G
58 Mosley St
Manchester
M2 3HZ**

CONSTRUCTION PHASE PLAN

CONSTRUCTION PHASE PLAN REVISION SCHEDULE						
Version	Date	Description of Review/Revision	Revision/Review carried out by:	Signature	Reviewed By:	Signature

This live document is always to remain on site and be used by the Project Manager (or Operations Director in his absence) who is responsible for authorising changes to this Construction Phase Plan. Construction Phase Plan is to be reviewed on a **monthly basis as a minimum**, all reviews are to be noted in the table above

At project completion please return this plan complete to TSK Compliance for archiving purposes.

HS & E Manager

Nia Meredith

CONSTRUCTION PHASE PLAN

INDEX TO CONTENTS

SECTION 1 INTRODUCTION

SECTION 2 PROJECT DESCRIPTION

SECTION 3 PROJECT DIRECTORY

3.1 Project Team

3.2 Duty Holders

3.3 Emergency Contact

SECTION 4 EXISTING INFORMATION

SECTION 5 HEALTH AND SAFETY OBJECTIVES AND GOALS

5.1 – Safety Goals and Arrangements for Monitoring and Review of Performance

5.2 – Health & Safety Policy Arrangement

SECTION 6 MONITORING PROCEDURES

SECTION 7 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

SECTION 8 ARRANGEMENTS FOR THE CDM HEALTH & SAFETY FILE

8.1 – Layout and Format

8.2 – Arrangements for the collection, gathering & storage of information

SECTION 9 ARRANGEMENTS FOR ENVIRONMENTAL MANAGEMENT

SECTION 10 Construction Management Plan/Metrolink Hazard Zone

CONSTRUCTION PHASE PLAN

Section 1 - Introduction

This document forms the Construction Phase Plan for the fit-out and refurbishment works for M&G at 58 Mosley Street, in compliance with Regulation 13 of the Construction (Design & Management) Regulations 2015.

The project will be carried out in accordance with the Construction (Design & Management) Regulations 2015, Approved Codes of Practice, Guidance Notes, and all other relevant Regulations under the Health & Safety at Work Act 1974.

It is our aim that the project should be carried out to avoid or control all foreseeable risks to the health & safety of those involved in construction work, third parties who may be affected (including members of the public) by such work, the users of the facilities of which the work forms a part and those who may carry out maintenance, cleaning or future construction work or demolition on the finished building or infrastructure.

This construction phase plan is a live document and is owned by the Project Manager and will be reviewed by the TSK project and Compliance Teams as works progress and will be revised, if necessary, to reflect changes which occur on site. The plan will be reviewed a competent member of the TSK Compliance Team prior to Site Set Up.

The Purpose of this Document is to:

- Identify and communicate the business planned arrangements for realizing customer, regulatory and the business' own requirements and objectives
- Assist the Site Manager in mobilizing and managing the project
- Inform, internal and external parties of the resources and processes employed
- Enable checks to be undertaken to confirm that the processes operated are suitable, adequate, and effective

CONSTRUCTION PHASE PLAN

Section 2 – Project Description

Location of Project (full site address)	58, Mosley Street, Manchester, M2 3HZ			
Description of the Building	8-storey building located on Mosley Street in Manchester City Centre, near St Peter's Square. Trams operate on Mosley Street which are powered by overhead electric lines. The building is partially occupied with floors 1 and 2 still in operation, and for which access will need to be maintained. Planned works are to take place from the 3rd to 7th floors, reception area, basement area, roof and plant area and also a section of pavement on Booth Street.			
Description of the Scope of Works	- Strip Out Levels 3 to 7 complete (all floors, toilets and lift lobbies) - Strip Out Ground Floor Reception & Lift Lobby (Office floor plate part of DWP Demise) - Strip Out part of Basement - New Roof Terrace on L8 including steel/glass extension, paving, wall cladding, new roof coverings - Lift shaft extension to L8 to serve new terrace area - Structural floor knock through from Reception to Basement inc erection of new staircase - Relocation of Entrance from Mosley Street to Booth Street (curtain walling works) - Creation of hard landscaping in place of current parking bays to the front of Booth Street - Façade cleaning programme to all 4 sides of the Building - CAT A refurbishment of L's 3 to 7 office plates (RAF to remain, sprayed out ceilings new M&E, decorations) - All Toilets & Lift Lobbies (Ground to L7) fully refurbished - Reception fully refurbished - Basement to be converted into a Business lounge and Health and Wellbeing area consisting of new toilets/showers, gym, yoga studio, business lounge area, bike storage			
Project Dates:	Site setup:	22/01/2024 – 5/02/2024	Duration	2 weeks
	Construction:	05/02/2024 – 14/10/2024	Duration	39 weeks
Site Working Hours	Site working hours: 07:00 am – 17.00pm Mon – Thurs 07:00 am – 16:00pm – Friday 07:30 am – 16:00pm Weekend working as needed			
Restrictions <i>Local authority, Client, Landlord, Building Management</i>	External build clean with Manchester city council, 1 st and 2 nd floors fully occupied			
Local Authority Consents	Planning Consent	Required for rooftop terrace installation		
	Heritage	N/A		

CONSTRUCTION PHASE PLAN

	Scaffolding	N/A – all internal
	Advertising	N/A
	Other	N/A
	Lifting Operations	Crane lift to be organised sited from West Mosely Street. These to be carried out of hours with consent from local authority.
Highway Authority Consents	Skip	Located within site compound
	Temporary Road Closures	Licence required for lane closure for crane lifts
	Hoardings	Hoarding surrounding site compound located across existing parking bay on Booth Street.

SECTION 3 – Project Directory

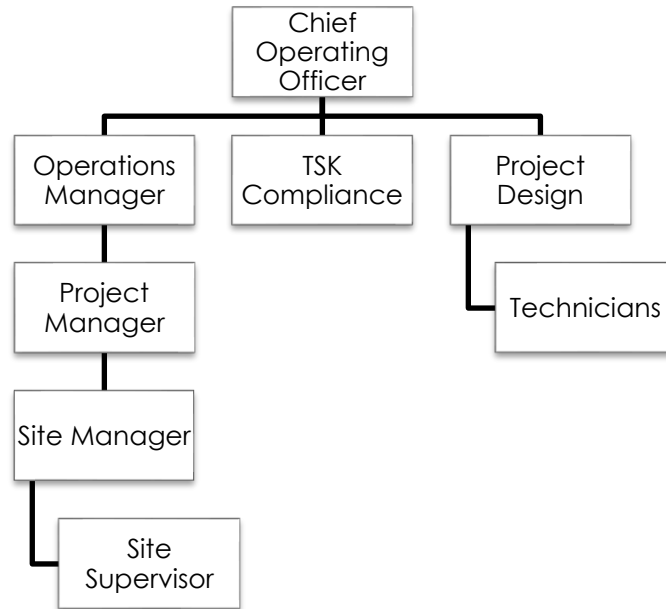
3.1 Project Directory – Project Team

The organization chart details the functional and operational lines of responsibility for the health and safety of all site management and site-based personnel. Everyone's responsibilities are to be entered in the table below. The table must include delegated responsibilities in the event of holidays, absence etc.

Title	Contact Details (name of person and contact details)	Relevant onsite Safety, Health & Environmental Duties
Chief Operating Officer:	Phil Hannis Phil.Hannis@tskgroup.co.uk 07812 119837	Escalation point for all delivery projects.
Operations Manager	Scott Langshaw Scott.Langshaw@tskgroup.co.uk 07500841212	Overseeing Delivery Teams and resource and escalation point for delivery teams.
Health & Safety Management:	Nia Meredith (Safety, Health and Environmental Manager) Nia.Meredith@tskgroup.co.uk 07437051349	Ensuring Temporary Works Co-ordination appointments, safety management & resource provision, site audit & compliance reporting
Project Manager:	Ronan Hopkins Ronan.Hopkins@tskgroup.co.uk 07736690405	Project management, CPP development, programme delivery, change management & project reporting, Temporary Works Co-ordination
Site Manager:	Andy Chorley Andy.Chorley@tskgroup.co.uk 07368913773 Chris Cocking Chris.Cocking@tskgroup.co.uk 07973742729	SMSTS, First Aider, Fire Warden, site induction, site safety/rules/CPP compliance, TBT's, permit Issuer, first responder, daily site inspection, evaluation and authorisation of all sub-contractor and project related RAMS & plans

CONSTRUCTION PHASE PLAN

TSK Project Management Structure:



3.2 Project Directory – Duty Holders

Duty Holder	Duty Holder Contact Details
Client	M&G plc 10 Fenchurch Avenue, London, EC3M 5AG Contact Name: Email: Contact Number:
Principal Designer	JM Architects 3A, Brunel House, 54 Princess St, M16HS Contact Name: Email: Contact Number:

CONSTRUCTION PHASE PLAN

Principal Contractor	The TSK Group Ltd 30 Metroplex Business Park, Broadway, Salford. M50 2UW Contact: Ronan Hopkins Email: Ronan.Hopkins@tskgroup.co.uk Contact Number: 07736690405
Designer - Architectural	The TSK Group Ltd 30 Metroplex Business Park, Broadway, Salford. M50 2UW Contact: Peter Curmi Email: Peter.Curmi@tskgroup.co.uk Contact Number: 07581079159
Designer - Mechanical Services	EAS Mechanical Contact: Email: Telephone No:
Designer - Electrical Services & Lighting	Performance Electrical
Designer - Fire Detection and Suppression Systems	
Designer - Security	

CONSTRUCTION PHASE PLAN

3.3 Emergency Contact Details

Fire:	Salford Fire and Rescue Station Liverpool St, Salford, M5 4LE Phone: 0161 908 9703 Emergency: 999	Police:	Greater Manchester Police Town Hall, Lloyd Street, Manchester M60 2LA Phone: 0161 856 3129 Non-emergency: 101 Emergency: 999
Local Hospital:	Manchester Royal Infirmary Oxford Road, Manchester, M13 9WL Tel: 0161 276 1234 Emergency: 999	Local Authority:	Manchester City Council Manchester Central Library Manchester M60 2 LA Tel: 0161 234 5000
HSE:	Health & Safety Executive Redgrave Court Merton Road, Bootle, L20 7HS Tel: 0300 003 1747	Building Management	CRBE Sarah Ballantine-Gray Regional Facilities Manager 07518 298933

CONSTRUCTION PHASE PLAN

Section 4 – Existing Information/Services

Type	Available			Party Requested From & Date	Any Relevant Actions Required
	Y	N	N/A		
Building Manual / H&S File	√				Fit out guide and Pre-construction pack received from the Principal Designer
Asbestos Information • Register • Survey • Report			√		Building constructed in 2007
Below Ground Services (power, fluids, telecoms)			√		Underground services information required from Manchester City Council / utility companies prior to ground works and crane lifts.
Dilapidation Reports (inc. Services): • Electricity • Gas • Water • Lift • Access routes			√		Most services are being replaced. Dilapidation report and/or validation inspection to be carried out on any retained services prior to commencement.
Structural Information (if not within H&S file)	√				Some structural information has been provided. TSK have engaged with structural engineer to review design for structural works and temporary design review

CONSTRUCTION PHASE PLAN

SECTION 5 – Health and Safety Objectives And Goals

SECTION 5.1 – Safety Goals And Arrangements for Monitoring and Review of Performance

Project Team Objectives	Req		Relevant Comments
	Y	N	
Project will be registered to the Considerate Constructors Scheme	☒	☐	
Create an incident and injury free workplace Reduce accident/incident rate through near miss reporting	☒	☐	Accident details, however trivial they may appear to be, will always be recorded by means of the internal reporting procedure. All accidents will be recorded into the accident book by the Site Manager at the time of the accident. Dangerous incidents and near misses are to be reported using the iAuditor app or email to the TSK Compliance Team. The Site Manager is required to report all injury accidents or dangerous occurrences to TSK Compliance by telephone immediately and the accident report form together with details of action taken will be completed. TSK Compliance will investigate all accidents and incidents. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), require specified injury accidents, dangerous occurrences, diseases and conditions to be reported to the relevant enforcing authority. Any such incidents or accidents will be reported by the Health & Safety Manager. All occurrences of accidents, incidents and near miss incidents reported will communicated to the Principal Designer including the TSK investigation, root cause, actions taken and any identified preventive action countermeasures.
Internal Health & Safety inspections to be undertaken on this project.	☒	☐	Bi-weekly compliance site audits to be completed by the TSK Compliance Team
Site progression photos	☒	☐	Weekly site progress photos to be recorded including concealed areas
Director tours to be undertaken on this project.	☒	☐	Director tours to be completed by visiting TSK Directors. 1 minimum per project
All external audits to receive a good scoring rate	☒	☐	Copies of all external audits to be sent to compliance@tskgroup.co.uk
Weekly site management inspections to be undertaken	☒	☐	Weekly Inspections to be completed by Site Manager

CONSTRUCTION PHASE PLAN

Ensure the Health & Safety File (O+M) delivery is to the correct format and within specified timescales	☒	☐	The Principal Contractor portions of the H&S file will be compiled to include all the relevant information required under CDM 2015 Regulation 12 and issued to the Principal Designer prior to the end of the project. Format as per TSK standard template.
Minimum of 1 toolbox talk to be delivered on a weekly basis (TSK/Contractor)	☒	☐	Weekly to be delivered by Site Manager / Contractors on a relevant subject
H&S included on weekly Contractor meetings	☒	☐	To be presented by Site Manager
Alerts/briefings are effectively communicated to all parties at site	☒	☐	Daily brief between TSK Site Manager and contractors' foremen each morning. Site notice board to include relevant (live) site matters. TBT sessions will be instigated at regular intervals to which H&S alerts/briefings will be part of the topics covered. Site diaries to be completed by TSK Site Manager

SECTION 5.2 – HEALTH AND SAFETY POLICY STATEMENT

The TSK group Ltd will control its activities to avoid causing unnecessary or unacceptable risk to the safety and health of all employees, visitors, agents, and the general public.

Implementation of the company Health & Safety Policy ranks alongside business objectives with respect to priority and carries full backing from our Company Directors. All necessary resources will be made available to ensure that this policy can be effectively implemented.

The objectives of this policy are:

To promote standards of health, safety and welfare which complies with the requirements of The Health and Safety at Work Act 1974, The Management of Health and safety at Work Regulations 1999 and all supporting statutory provisions, regulation and approved codes of practice applicable to the company's operations and work activities.

To provide safe systems of work and to take every practicable action available to prevent injury and ill health by controlling the risk that arises from our operations and work activities.

To develop health and safety awareness and individual responsibility for health and safety matters. This responsibility extends to our sub-contractors when operating on a TSK worksite.

To provide all the necessary equipment, information, training, supervision, and management support needed to work safely and effectively.

To maintain a healthy and safe working environment for employees with adequate facilities and arrangements for their welfare on all TSK worksites.

To consult with employees and agents in matters affecting health and safety and promote feedback from personnel.

To review this policy and supporting procedures, systems and appendices on a regular basis and incorporate revisions, improvements, and changes into our operations as they arise.

SECTION 6 – MONITORING PROCEDURES

Monitoring procedures for the project will be controlled by TSK. Statutory inspection regimes identified to be undertaken on this project will be carried out by competent, trained persons and the results recorded. Sub-Contractors will maintain records where they have direct control of the plant/equipment and make those records available for inspection when requested.

TASK	REQ'D		UNDERTAKEN BY	AGREED TIMELINES	REVIEWED BY	COMMENT
	Y	N				
Statutory Inspections						
Tower scaffolds	☒	☐	Sub-contractor	Daily/ weekly	SM/ Compliance Team	7-day inspection - Scaff tag Daily pre-use inspection
Ladders/ Podiums Steps	☒	☐	Sub-contractor	Daily	SM/ Compliance Team	Records to be on site available for inspection
PAT	☒	☐	TSK – Site equipment Contractors – own equipment	As required	SM/ Compliance Team	Records to be on site available for inspection
External Audits (Clients Consultants, Contractor inspections)	☒	☐	Keelagher Okey Klein	As required	HS & E Manager Nia Meredith	Copies of all inspections to be forwarded to Nia.meredith@tskgroup.co.uk
PAV's MEWPS	☒	☐	Sub-contractors	Pre-use	SM/ Compliance Team	Recorded inspections for pre-use checks 6-month certificate of thorough examination
Scaffolding structures	☒	☐	Sub-contractor	Daily / Weekly and following any high-winds etc	Site Manager/Compliance Team	7-day statutory inspection
Hoist	☒	☐	Sub-contractor	Daily/ weekly	Site Manager/Compliance Team	Certificate of thorough examination (6 monthly) Pre-use checks
Hoarding	☒	☐	Sub-contractor / TSK	Weekly	Site Manager/Compliance Team	Inspection following installation

CONSTRUCTION PHASE PLAN

Does the project require any of the following arrangements?	Req'd		If yes, outline the planned controls measures to be implemented on this project			
	Y	N				
Managing communication on site	☒	☐	Project meetings will be carried out throughout the course of the project with health, safety, and welfare a fixed item on the agenda. Health, Safety and Welfare issues are to be contained in the minutes of the meetings. TSK will attend regular co-ordination meetings with the Client, Principal Designer and Designers to discuss the works, progress, agree interface issues and keep them apprised of forthcoming works that may affect the building or the surrounding areas. All required Statutory Signage will be displayed at the site entrance and/or within the designated site set-up. General site signage will be displayed at all access points to site (where permitted) and in areas where building users and the general public are near work areas. Weekly work activity plan communicated to client and building management, for the following week's planned activity. Specific direct communication will also take place with relevant neighbouring tenants that could be impacted by the site arrangements, changes and as required. Other formal means of communication: ▪ Management commitment to H&S, project information, site information, site rules and arrangements in place for site management, individual responsibility for health & safety, first aid, welfare, accident & incident reporting, briefing workers on an ongoing basis, consultation in H&S matters for everyone that requires access to site to perform their work via the site induction process. ▪ TSK internal weekly project meeting – outputs communicated to site & project team (DRS updates, agreed changes, construction drawing issues & other relevant matters arising). ▪ Compliance audit findings including agreed action plans. ▪ Any action or additional requirements resulting from any incidents, requests or near miss events that may change site arrangements, rules & procedures.			

CONSTRUCTION PHASE PLAN

		▪ Formal responses to enquiries and/or matters raised by the client representative. ▪ TSK H&S dashboard updates and any other relevant business H&S and compliance communications. ▪ Note: all reports/information relating to an accident, near miss or complaint occurrence on site will be communicated to the client.
--	--	---

CONSTRUCTION PHASE PLAN

Means of Consultation with workforce	☒	☐	Measures will be put in place to promote a positive health & safety culture on site. Active arrangements for worker participation and consultation are in place on site and is predominant from induction and the arrangements in place are displayed on site to include (reporting improvement suggestions, concerns, etc.). No barriers or obstructions will be put in place to prevent any worker from raising any issue. Weekly progress meetings will take place between the TSK Project Team and sub-contractors. Informal daily on-site meetings with sub-contractors will be held to identify any health and safety issues arising from ongoing operations. Continuous workforce engagement through employer consultation in site safety arrangements, information, policies, and safe systems of work. Safety alert briefings and updates where relevant. Weekly toolbox talks will be undertaken on relevant topics and updates from weekly progress meetings will be discussed by the TSK SM/PM /H&S and presented to all operatives on site. A record of attendance and understanding will be signed by all attendees on completion. Email correspondence and regular telephone conversations with sub-contractor's management and administrative teams to coordinate planned site activity, personnel, access equipment, methods of work etc. Current relevant site information is maintained on the site notice board with any specific briefing requirements recorded during induction to site, toolbox talks and/or task briefing records.
Handling design changes	☒	☐	Any substantial design changes shall be examined by the Designer(s) for health and safety implications. Any significant hazards will be identified, risks will be assessed, and consideration will be given to avoiding, minimising, or controlling risks in accordance with the Construction (Design & Management) Regulations 2015 and associated Guidance. Details of substantial design changes must be submitted to the Principal Designer to ensure compliance with the CDM Regulations. The design risk analysis process will be monitored and reviewed as required by the Health & Safety Advisor to ensure compliance with the Regulations.

CONSTRUCTION PHASE PLAN

			Risk control measures to be implemented are to be recorded as well as all information relayed via Health, Safety and Welfare meetings.
--	--	--	--

CONSTRUCTION PHASE PLAN

Contractor selection and control	☒	☐	All Sub-contractors employed by TSK are assessed against established criteria and in line with CDM Regulations. The assessment includes a review of their H&S systems, previous 5 years performance and general competence / resource capabilities to undertake the role as required prior to their selection.
Site security	☒	☐	A secure worksite will always be maintained with site access controlled and access to the general public prevented. The TSK project team will adhere to all required security arrangements for the building, although these will need to be adapted during the construction phase. Changes in these arrangements will be agreed and documented in advance, where needed. The TSK Site Manager will open-up the worksite at the start of the shift. The TSK Site Manager will be responsible for controlling site workers in/out of the worksite. A TSK Site Manager will secure the site entrance at the end of the shift. The site entrance will be located within the car park site compound at the rear of the building and include a secure turnstile for site access. An internal hoarding will be located within the lift lobby area of each floor plate and within the reception area whilst work is being carried out to prevent other building users/visitors entering the work area.
Site Induction, competencies & Training	☒	☐	All operatives that intend to work on site are required to undergo the full MSite online site induction and pass the induction test to demonstrate understanding of the site and building rules. Site orientation will be completed on arrival by the Site Manager. Operatives that pass the induction test will be issued a yellow TSK hi-vis to denote completion of the induction. All operatives that are required to carry out works on site must demonstrate competency by holding a valid CSCS card or equivalent competency card (ECS, etc.) along with additional valid cards where required to carry out training required tasks (SMSTS, SSSTS, PASMA, IPAF, etc.). All cards must be checked on induction and copies taken for the site records.

CONSTRUCTION PHASE PLAN

			Site visitors are required to undergo a visitor induction and will be briefed in the site rules for visitors. All site visitors are required to wear an orange TSK hi-vis and must always be accompanied by a site manager or authorised guide. On site toolbox talks will be undertaken on site at regular intervals by a member of the project team from TSK and Subcontractors. Any contractor using foreign speaking operatives must ensure that their safety arrangements is available in the language of their employee / resource. In addition to this the contractor is to ensure that a fluent translator is always available.
Welfare Facilities & First aid	☒	☐	Site canteen and toilets will be located on the 6th floor Site office will be located on the 3rd floor with dedicated meeting spaces. First aid equipment will be located on each floor plate as well as the site office. The TSK Site Managers are the appointed first aid personnel.

Risk Assessment & Safe system of work (RAMS, Permits, etc)	☒	☐	TSK will maintain the Construction Phase Plan on site which will be updated throughout the project. The Project Manager will manage the updating of this file throughout the works. All operations will require a documented risk assessment, method statement and quality plan prior to works commencing on site. The Site Manager will perform a detailed review of the information provided and evaluate suitability against a checklist. The Site Manager will escalate the evaluation of RAMS to the Project Manager or TSK Compliance if in any doubt (e.g. non-routine/high risk works). Any RAMS information that is considered to be insufficient or otherwise unsuitable will not be accepted.
---	-------------------------------------	--------------------------	---

CONSTRUCTION PHASE PLAN

		Once the proposed method of works is considered to be suitable, the works are authorised to proceed, and the information will be retained and integrated into the Construction Phase Plan. All personnel involved in the task must be familiar with the method statements along with the elements of risk involved and the associated control measures. It is the responsibility of the sub-contractor to induct, brief and instruct their workers to their RAMS and provide adequate supervision to manage their works in accordance with CDM Regulation 15. Permit to Work systems will be required for a significant number of operations, these include: - Hot works - Electrical isolations - Confined space - Step ladder/hop up use - Service isolations (water/gas) - Permits to load/strike - Roof permit None of the above works can begin in any part of the building without each relevant contractor obtaining a Permit to Work. The function of this permit is for Health and Safety purpose to ensure that the Building Management team are aware of works being carried out in the building at all times. Before issuing / obtaining a permit, the appointed issuer will check the requesting contractors risk assessments and method statement against the works to be carried out under the permit. On completion of works under the permit, an inspection of the permit area/ activity will be conducted by a 'competent' person and declared safe. All copies will be returned to the site office and cancelled. Permits must be signed off by the issuer or controller and one copy retained on file.
--	--	--

CONSTRUCTION PHASE PLAN

Site Rules	☒	☐	• All individuals must register their arrival on site and their departure via the turnstiles located on West Mosley Street • All site workers are required to wear the specified PPE and a yellow TSK logo whilst on the worksite and removed when leaving the worksite. • Safety signs and instructions must always be complied with. • All accidents and/or significant near miss incidents must be reported to a Site Manager. All such incidents must be recorded on the Report Form. Persons requiring first aid treatment will be attended to by the site manager (first aid facilities are kept in the site office and on the floorplate. • Operatives must only undertake tasks for which they are competent and properly trained. • Plant and machinery may only be operated by trained and competent operators. Plant operators must provide evidence of training before they will be permitted to commence work. • No operative may alter, adapt, or otherwise interfere with any scaffold including towers unless authorised by a TSK Site Manager and is competent to do so. Unauthorised interference with scaffolding will result in immediate exclusion from site. • Operatives must be aware of and have read risk assessments and method statements for their works before commencing their tasks. • No alcohol or drugs are permitted on site. Those considered to be under the influence of drink or drugs will be excluded from site. TSK maintain the right to conduct random D&A testing. • Persons using prescribed drugs whilst on site should inform the TSK Site Manager before starting work. • Food and drink may only be consumed in the welfare areas provided. • Individuals are required to respect the welfare facilities provided. Anybody found abusing the facilities will be excluded from site and any costs incurred deducted from the employer. • Work in areas which are accessible to the public or others not part of the project will require specific authorisation from the Site Manager. • Only 110 volt or battery powered electrical equipment will be permitted on site.
-------------------	-------------------------------------	--------------------------	--

CONSTRUCTION PHASE PLAN

		• There will be areas of the site that include live 240v services / supplies such as the existing lighting. These will be communicated via induction / signage. • All portable electrical equipment must be logged into the site electrical register and have current test certificates on delivery to site and/or identified to PAT testing status and have arrangements in place for maintenance and periodic testing. • All scaffolds, towers and access platforms must be erected in accordance with statutory and manufacturer's requirements. Ladders must always be tied or footed and should not be used as working platforms unless totally unavoidable. The TSK work at height protocol must always be followed and the Spirit of the Work at Height Policy adhered to. • Permits to work must be obtained for all hot works, confined space works or prior to any work on electrical services/service isolations, roof work and use of steps/hop-up. • Any works, however minor, including inspections/surveys required within the building but outside of the worksite zone can only be done by prior arrangement and under direct supervision of building security. Anyone that enters the live building area without pre-arrangement and security supervision will be removed from site immediately. • Operatives are required to ensure that materials for, or waste arising from their works, are cleared away or left in a safe and tidy manner so as not to pose a hazard to others. • Designated emergency exits, and escape routes must always be maintained. Operatives must not interfere with or misuse extinguishers or any other emergency equipment. • Foul and abusive language or behaviour will not be tolerated either on site or outside of the worksite. • Individuals must immediately comply with any instruction given to ensure the health, safety and welfare of themselves or others in relation to the works. • Smoking and vaping are not permitted in the confines of the site or building. A dedicated smoking/vaping area will be set up on the 6th floor balcony area. • All material deliveries to the building via the rear entrance.
--	--	--

CONSTRUCTION PHASE PLAN

		• No pipework or ductwork to be left 'open' at any point during the works. • All pipework off cuts and threaded rod to be cleared immediately by the subcontractor. • Weekly internal briefing to be issued on Friday morning for the week ahead regarding deliveries, Permit required etc. • All shared equipment must be cleaned between uses and all contractors submit cleaning regime for their equipment.
--	--	---

CONSTRUCTION PHASE PLAN

Fire and Emergency procedures.	☒	☐	The worksite is within an occupied building. Some heat detection heads will remain live throughout the works, with local isolations where required. Manual call points will remain live and the next stage of works has Fire extinguisher points will be located at every emergency exit within the working areas. There will be one located near each fire exit and The Site Manager / supervisor are the named fire wardens for the building. The emergency muster point is at St Peter's Square A fire emergency plan and a health and safety emergency plan will also be on display on site, which includes compliance with the buildings current Emergency Procedures. The fire emergency plan will be complied with throughout the duration of the project and is also displayed on site. There will be foam and CO² extinguishers at each fire point. In the event of a fire, the person detecting the fire is responsible for sounding the site fire alarm. The Site Manager or Fire Marshal will immediately notify building security and call emergency services. Upon hearing the alarm all personnel must evacuate the building via the nearest safe emergency exit route and report to the designated assembly / muster point in Callaghan Square at the front of the building. Lifts must not be used in the event of a fire. The responsible person as regards fire and emergency procedures is the TSK Site Manager. In the event of an evacuation the Site Managers will carry out a roll call to check that all those who have signed in are present. The on-site emergency fire plan also includes the means of notifying the Emergency Services and activation of the building fire alarm.
---------------------------------------	-------------------------------------	--------------------------	---

CONSTRUCTION PHASE PLAN

		Fire-fighting equipment should only be used by those personnel who are appropriately trained. The site emergency plan is reviewed for continuing suitability and will be revised as required to reflect changes in arrangements that are necessary. All site personnel will be briefed as to the change in emergency plan by a Site Manager during induction. Fire prevention - All site personnel must always comply with the site fire plan. Regular fire checks will be carried out by the Site Managers or a nominated representative. These inspections will include a check on: • The build-up of combustible materials • Location and readiness of the fire points • The maintenance of escape routes Materials may be stored in the designated areas only. Storage of combustible materials inside the building will be restricted to reduce the fire loading. There may be a requirement to store substances such as floor covering adhesive, gloss paint and small amounts of thinners on site, however, the storage of these materials will be in designated areas only. A secure container must be provided by the relevant trade contractors for these items. Bins will be provided for rubbish disposal, and these will be exchanged regularly (exchanges to be arranged by the TSK Site Manager or demolition contractor and in accordance with the Site Waste Plan). Each contractor must clear debris on an hourly basis. Rubbish must not be allowed to accumulate. The fit-out sequence, where reasonably practicable, will allow installation of compartment walls, fire breaks, smoke-vents, as early as possible. Reducing ignition sources and containing any metal cutting operations to a designated cutting area with hot works provision. No smoking is allowed on the site and/or in the building, including doorways. Bonfires are not allowed on site. The use of oxy-fuel equipment and LPG is only to be used under a permit issued by TSK prior to commencement and must only be used by trained personnel. Oxy-fuel and LPG must not be stored off-site daily or in a
--	--	--

CONSTRUCTION PHASE PLAN

		dedicated cage within the site compound, as far from the building as possible. Hot works permits will be issued by the Site Manager on an individual task basis. All hot works permits issued will incorporate the requirement for a fire check 1 hour after works have been completed to ensure there is no risk of fire resulting from hot works previously carried out. Permits will be signed off by the site manager once the 1-hour fire check has been made. TSK Site Management will provide a fire watch during site working hours only.
--	--	---

CONSTRUCTION PHASE PLAN

Personal Protective Equipment	☒	☐	Mandatory PPE – TSK hi-visibility vests, safety footwear, head protection and cut level C gloves. Task specific PPE as stated in the contractors and/or TSK RAMS.
Are there any Client Specific rules/requirements	☒	☐	Respect the building rules and landlord facilities. Noise restrictions during office working hours.

SECTION 7 - ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

Key Project Risks	Req'd		If yes, outline the control measures to be implemented
	Y	N	
Access & Egress (including deliveries)	☒	☐	Parking is not available on site. Local car parks are available in Manchester City Centre and close to major transport links (train/tram) The TSK Site Manager will enter and exit the building daily via the rear dedicated site entrance. Contractor and visitor access will be via the MSite unit on West Mosley St. Contractors will take the goods lift up to the 6th floor to the welfare/changing areas. Visitors will continue to the lift lobby and be escorted to the 3rd floor office area to be issued with induction and PPE. Use of lifts for material movements – including a goods hoist to the 3rd and 4th floors from the site compound.
Traffic Routes & Segregation	☒	☐	One way system in place on Booth Street Delivery vehicles to be park in compound area which will not disrupt traffic. Hoarding installation and barriers to be used to segregate construction works within the compound from pedestrians and traffic. All site traffic controlled via a banksman

CONSTRUCTION PHASE PLAN

Electrical Works and Isolations PDF TSK Safe Isolation Standard.pdf	☒	☐	Name of Appointed Persons for Site: Paul All electrical works must be completed in accordance with the Electricity at Work Regulations 1989. All electrical isolations are to be conducted in line with TSK's Safe Isolation Procedure (Appendix F) using the TSK Permit to Work. The Appointed Person on site is responsible for the site electrical isolations and issuing of permits to work. All permits must be issued with the acknowledgement of the TSK Site Manager and all lock-off keys kept in the Site Office in the key box which is to be locked away by the TSK Site Manager requiring both the AP and TSK Site Manager for re-energisation. Any works which may encounter live electrics such as mechanical, data, demolition works must be issued by permit by the Authorised Person. Any individual working on a dead circuit must witness the circuit being tested for dead before the commencement of works. TSK Site Manager is to review the risk assessments of the electrical contractor and escalate to the project's Technical Services Manager or Safety, Health and Environmental Manager where support is required. Where isolations are required in the landlord's demise, electrical contractor is to comply with the landlord's procedures and inform TSK Site Management. Where works are being undertaken in areas where existing services run through TSK demise, these are to be isolated where possible. If this cannot be done, live services are to be clearly identified and communicated to site operatives
Storage of Materials & Equipment	☒	☐	Storage of materials on site is restricted to the designated set down areas. These designated areas will be communicated to the workforce at site induction and updated as the project progresses.

CONSTRUCTION PHASE PLAN

Protection of General Public & Clients Employees	☒	☐	No unauthorised personnel will be able to enter the construction area, i.e., the building – this will be managed via clear communication, signage and door access control and physical barriers as appropriate. The construction areas will have the necessary construction and legislative signage being clearly displayed. The TSK site team will liaise with the building management regarding construction area locations & restrictions. The building core areas, lifts, lobbies, staircases, entrance area, WC's, etc. will be adequately protected to minimise damage, where relevant. Internal hoarding to be installed to prevent unauthorised access and protect occupants and noise.
Maintenance of plant & Equipment	☒	☐	Equipment Register / logs to be adhered to for plant, power tools and access equipment by: TSK – for TSK equipment & plant. Contractors – for their equipment & plant with a copy provided to the Site Manager as a record.
Demolition & Dismantling	☒	☐	Demolition work includes plant room/roof space, all office spaces, washrooms/WC's, lift lobbies, lifts and core/general areas of the building. The work will be sequenced and fully segregated from other building occupants. Qualified engineers will isolate and disconnect all services prior to demolition works commencing and any retained services labelled and coordinated with the demolition contractor. The AP for electrical works will demonstrate all circuits to be removed have been isolated prior to works commencing. Any electrical services which need to remain live for temporary power/lighting will be clearly labelled and locked off at the distribution board.

CONSTRUCTION PHASE PLAN

			A full lifting plan will be issued prior to any crane lifts for the removal of redundant roof plant. This will include ground checks prior to the lift proceeding.
Working at Height	☒	☐	Contractor site specific RAMS to be produced that will prevent the risk of operatives falling from height and falling materials. Hierarchy of risk for Work at Height must be applied and evident through the arrangements proposed by the contractors. Where height works cannot be eliminated then the use of the most appropriate equipment will be used to provide safe access and work platforms, i.e. scaffolding, mobile scaffolding tower and podiums. The TSK Work at Height Policy requires a "point of work assessment" to take place by the user that demonstrates why step ladders, or a hop up is the only suitable equipment for the task before this will be permitted. Please refer to Project Risk Assessment for further control measure detail.
Dust	☒	☐	Site specific RAMS to be produced, Wherever possible dust generation will be prevented using "designing in" avoidable cutting. Designated "cutting stations" will be maintained on site and cutting equipment used on site is required to be fitted with dust extraction systems. Dust that cannot be prevented through cutting control, Other areas remain operational adjacent and above the site. Dust transfer to adjacent areas will be a key issue and close liaison with the site manager and the building manager is paramount. Dust should be kept to an absolute minimum with the prevention of the transit of dust to other areas by means of damping down. The worksite will be issued with a vacuum cleaner. Inclusion of dust generation must be identified within individual sub-contractor task specific risk assessment to include COSHH assessment and appropriate control measures – please refer to COSHH below.

CONSTRUCTION PHASE PLAN

HEALTH RISKS INCLUDING:			
Hazardous Substances (use of and/or generation)	☒	☐	Any hazardous substances that are intended to be used or generated during the works will be subject to a COSHH assessment and actioned accordingly. Individual sub-contractor task specific risk assessment must include COSHH assessment and appropriate control measures for the control of potentially dangerous substances and the prevention of exposure to site workers and anyone outside of the worksite. Dust generation – sub-contractor task specific COSHH assessments must apply dust avoidance in their control measures to include: Dust generated by strip out works must be avoided by the technique and detailed in the method statement. Dust will be prevented from escaping from the worksite area by use of “dust-ban” protection. Unavoidable dust must be reduced and contained by damping down. Off-site preparation to reduce on site cutting. All avoidable dry cutting operations to be carried out in the designated cutting booth using equipment with suitable and effective dust extraction (Class M minimum) PPE to be used as specified in the task specific risk and COSHH assessment. FFP3 dust masks to be worn as a minimum requirement
Manual Handling	☒	☐	Manual handling to be eliminated where possible using work equipment/handling aides. If occurring, all heavy materials will be subject to a MH assessment and actioned accordingly.
Reducing Noise and Vibration	☒	☐	Sub-contractors to carry out task specific HAVS assessment and identify suitable control measures including the selection of suitable equipment, appropriate vibration reduction PPE and the labelling of equipment specific maximum usage time limits. Sub-contractors to carry out task specific noise risk assessment and identify suitable control measures including appropriate PPE and the protection of non-task related personnel against high noise levels.

CONSTRUCTION PHASE PLAN

			Noisy works will be required at time throughout the construction period and will be planned to ensure minimum impact on neighbouring buildings and avoiding statutory nuisance. If any works were to cause higher levels a noise monitoring regime will be put in place via a noise meter. Early engagement with the neighbouring occupants will also be adopted which will include "noise testing" to demonstrate the type and duration of noise to be expected.
--	--	--	---

Any Other Significant Safety Risks	☒		
	☐		Confined spaces – not expected to be relevant during the works, however if the situation was to arise - to be assessed by the TSK Site Manager and confined spaces permits issued if applicable. Electrocution – due to the phasing of works, live electrical cabling will remain in the service risers during the demolition phase. These will be clearly highlighted with signage and prior to any works in the area proceeding. The risers will remain locked and require Permit to Work for access. Should any cabling be found which has not been labelled/marked for removal or not be included within the as-built files, work will be stopped in this area whilst the circuits are traced and tested by the Electrical AP. Crane lifts – a lifting plan will be issued and reviewed by all parties prior to the work proceeding. This will include (but not limited to) ground checks, overhead cabling, proximity of the nearby railways, adjacent buildings and highways. A permit to work will be issued following a full review of all procedures and prior to any lifting operations proceeding. Other building occupants – the building will remain occupied throughout the construction period. The work will be sequenced to segregate the works/operatives from other building users. Physical barriers including fencing/hoarding will be installed with clear signage of areas which are not accessible. The existing one-way traffic route will be temporarily altered to separate site traffic from other vehicles. External scaffolding – only qualified personnel will erect, alter or dismantle scaffolding. Daily checks will be completed, and weekly

CONSTRUCTION PHASE PLAN

			inspections carried out by qualified personnel. Additional inspections will be completed following any high winds or where damage could have been caused to the scaffolding. Scaffolding loading/unloading– dedicated area fenced off within site compound for plant (telehandler) to segregate site workers from the lifting area and creates a safe zone around the lifting area. Up-and-over gate to be incorporated within the scaffold design for edge protection. Crane will lift scaffolding via west mosely st so it is not near the tram lines Housekeeping – arrangements are established to ensure that behaviours are maintained to ensure the highest possible housekeeping standards to include: using only agreed set down areas for materials & tools, using designated cutting & mixing areas, continual removal of work generated waste, keeping all access routes and emergency escape routes clear and the regular cleaning of welfare facilities and site WC. Daily inspections are carried out by the Site manager. Individual health issues – special arrangements are established for any operative that has disclosed a personal health issue that would require additional action in the event of an emergency situation (diabetes, etc.). Specific emergency arrangements are established and agreed with the individual involved and all relevant first responders. Loading and unloading Delivery's will be controlled by a banksman and escorted into a secure site compound with hoarding fully separating pedestrians from the unloading and loading of materials and equipment	
Temporary Works	☒	☐	Temporary Works Coordinator:	Ronan Hopkins TSK Project Manager
			Temporary Works Supervisor:	Andy Chorley Chris Cocking TSK Site Management

CONSTRUCTION PHASE PLAN

			All temporary works to be undertaken in line with BS5975:2019 Temporary Works Co-ordinator to be appointed by Designated Person. Temporary Works to be designed by competent persons. Relevant design checks to be undertaken dependent on design complexity. All temporary works to be entered into Temporary Works register and relevant checks undertaken as required. Permit to load to be completed before commencement of any temporary works. Permit to strike to be completed before the removal of any temporary works. Temporary Works to include: Site hoarding and access Scaffolding – edge protection and crash decking Propping to support structural works in reception area Goods hoist
External works – ground works	☒	☐	Ground surveys to be carried out prior to breaking ground, including CAT scanning by competent individuals. Permit to dig to be issued to sub-contractor through TSK Site Management. Any uneven ground to be barriered off to prevent any trips or falls. Plant and equipment to be used in line with sub-contractor RAMS.

SECTION 8 - ARRANGEMENTS FOR THE CDM HEALTH & SAFETY FILE

8.1 – LAYOUT & FORMAT

CONSTRUCTION PHASE PLAN

The end of project health and safety file will be produced by the Principal Designer.

The full and final manual will be issued following practical completion.

Contractors are required to provide:-

- Product information prior to ordering, including details of all recommended spares.
- Certification of services must be made available for client consultant witness and prior to sectional completion / PC
- As fitted drawings prior to consultant commissioning.

8.2 – ARRANGEMENTS FOR THE COLLECTION, GATHERING & STORAGE OF INFORMATION

The completed Principal Contractor portions of Health & Safety File will be given to the Principal Designer upon completion of the project and must be passed onto future owners by the client who must be informed of the nature and purpose of the file. The file should also be made available to leaseholders if applicable.

The file must be kept up-to-date and may be kept in electronic format with suitable backup arrangements, on paper or on any other durable form.

CONSTRUCTION PHASE PLAN

SECTION 9 - ARRANGEMENTS FOR ENVIRONMENTAL MANAGEMENT

Arrangements for Environmental management of significant impacts identified on this project

	REQ'D		COMMENTS
	Y	N	
Are waste management arrangements in place?	☒	☐	In accordance with the TSK Environmental Policy, all waste generated from our works will be segregated and managed in line with a formal site-specific Site Waste Plan. Transfer notes will be retained by the nominated Waste Partner and returned to the compliance team for archiving purposes. In the case of hazardous waste, all fractions will be removed and disposed of in accordance with current Hazardous Waste Regulations, also in line with the Site Waste Plan with all Hazardous Waste Consignment Notes returned to the compliance team. All waste carriers and transfer stations receiving the site waste will have the appropriate permits and will be verified and recorded within the Site Waste Plan. Site waste will be segregated onsite where possible, including plasterboard, metal, general waste and carpets. All materials will be recycled, re-used or re-purposed wherever possible and a waste report will be issued at the end of the project confirming the percentage of each.
Storage and movement of waste: Storage Containers Movement methods	☒	☐	Movement of waste via wheelie bins from the work site, via the passenger lift/goods hoist to either site skips or to the wait and load service as needed. Refer to the Site Waste Plan for specific waste sorting and separation arrangements.

CONSTRUCTION PHASE PLAN

Section 10 Construction Management Plan/Metrolink Hazard Zone

We acknowledge additional hazards when working adjacent to the Metrolink overhead electrical lines. All works will be carried out fully in accordance with the “Working safely near Metrolink” document. Full document contained within Appendix J.

Condition – a) protection of Metrolink equipment generally and specifically the Overhead Line Equipment Building Fixing; - Works are going to be carried via the existing building mansafe and assailing to clean on the metro link side as per the buildings original strategy. There will be no contact with any metrolink equipment.

Works to the main entrance will be done inside the reception whereby the glass and revolving door will be removed by access equipment in the reception

Condition - b) the retention of 24hr unhindered access to the Overhead Line Equipment, trackside equipment cabinets and chambers for the low voltage power, signalling and communications cables for Metrolink both during construction and once operational. We don't have any construction works in these areas, cleaning of the building will be via the mansafe and absailing to clean the metrolink side. 24hr access will be allowed at all times for overhead line equipment and trackside equipment

Works to the roof terrace will be via west mosley st and wont be on the metro link side, we have allowed to shut the road and west mosley st and crane lift will be on this side

Condition – C + D (Pedestrian Management & loading and unloading)

Site logistics – large and regular delivery vehicles and pedestrians	Collision & crush injuries, obstruction to site entrance & car park, reversing operations.	Potential for death & major injury	Building users, site operatives & visitors, public	4	4	16	The drop off point for site deliveries & waste collections is the site compound on Booth Street. Competent banksman to be available to oversee movement of vehicles and segregate from pedestrians using chapter 8 barriers.	1	4	4	Please refer to site logistics plan in CPP. Booth street is part of a one way system. Vehicles are to be reversed into compound
---	--	------------------------------------	--	---	---	----	---	---	---	---	--

CONSTRUCTION PHASE PLAN

						Liaise with local businesses to ensure deliveries by either party have limited impact. All deliveries must also be supervised by the contractor's banksman. Waste collections must be supervised by TSK representative. 48hr notification of deliveries required in order to co-ordinate deliveries with busy periods and limit impact on local businesses. Access to floors for materials/equipment/deliveries will be via the goods hoist located in site compound. There will also be use of the internal lifts which will be designated to TSK exclusively. Unloading and material transfer to the building to be overseen by contractor's supervisor at all times. No materials, plant, equipment or waste bins to be stored or left outside of the building or set down on the any thoroughfares.				guided by a competent banksman.
--	--	--	--	--	--	--	--	--	--	---------------------------------

CONSTRUCTION PHASE PLAN

							Do not block the public footpath during loading and unloading operations – maintain a constant look out at all times. Weekly inspections to be carried out of site compound and surrounding areas to check housekeeping and integrity of hoarding. Footway will be provided at all times for pedestrians and works will be isolated and controlled via chapter 8 barriers so they are not forced onto the tramway				
--	--	--	--	--	--	--	--	--	--	--	--

Condition E

Demolition & Dismantling	☒	☐	Demolition work includes plant room/roof space, all office spaces, washrooms/WC's, lift lobbies, lifts and core/general areas of the building. The work will be sequenced and fully segregated from other building occupants. Qualified engineers will isolate and disconnect all services prior to demolition works commencing and any retained services labelled and coordinated with the demolition contractor. The AP for electrical works will demonstrate all circuits to be removed have been isolated prior to works commencing. Any electrical services which need to remain live for temporary power/lighting will be clearly labelled and locked off at the distribution board. Waste will
-------------------------------------	-------------------------------------	--------------------------	--

CONSTRUCTION PHASE PLAN

			be removed and put into the roll off roll o wagon which is in a secured compound A full lifting plan will be issued prior to any crane lifts for the removal of redundant roof plant. This will include ground checks prior to the lift proceeding.
--	--	--	---

Condition F – there are no scaffolding on the metro link side

Condition G - Hoarding is in line with the building so this is not an issue, there will be no emissions due to internal works being carried out and not external.

Condition H –Traffic Management (1no vehicles a day either dropping off skip and picking up skip and will be controlled with banksman)

Condition I - Swept-path assessment (Not required the compound is being used for the hoist there will be no site traffic in compound

Condition J - Contractor parking provision (In basement)

Condition K - Measures to deal with mud and dust on highway (Internal works only there will be no site traffic it is not a building site)

CONSTRUCTION PHASE PLAN

Condition L - Consideration of ongoing construction works and contractor parking in the locality (we are utilising the car park in china town)

Condition M - Details of an emergency telephone contact number for a person responsible for the site (these will be located on the hoarding)

Condition N - Compound locations where relevant (see in appendix as the back of the document)

Condition O - Location, removal and recycling of construction waste (this is a BREEAM site and this is fully covered)

Traffic Routes & Segregation	☒	☐	One way system in place on Booth Street Delivery vehicles to be park in compound area which will not disrupt traffic. Hoarding installation and barriers to be used to segregate construction works within the compound from pedestrians and traffic. All site traffic controlled via a banksman
---	-------------------------------------	--------------------------	--

CONSTRUCTION PHASE PLAN

APPENDIX A - SITE SPECIFIC PROJECT RISK ASSESSMENT AND Fire Risk Assessment

Attachments to CPP

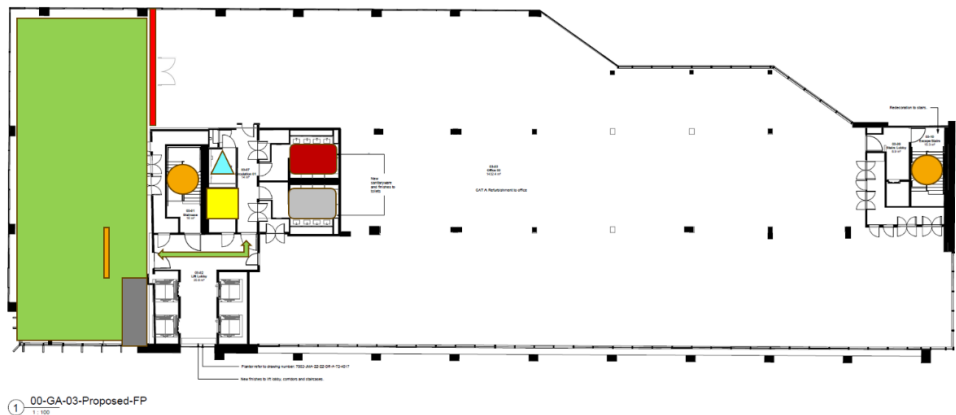
CONSTRUCTION PHASE PLAN

APPENDIX B – WELFARE ACCOMODATION SCHEDULE

WELFARE AND ACCOMMODATION SCHEDULE			
FACILITY	YES	NO	DESCRIPTION/COMMENTS
MALE TOILET/WASHING FACILITIES	√		6 th floor
FEMALE TOILET/WASHING FACILITIES	√		6 th floor
DISABLED TOILET/WASHING FACILITIES	√		??
CHANGING AREA	√		6 th floor
CANTEEN	√		6 th floor
FIRST AID POINT	√		Site office (3 rd floor) and first aid point on
SITE SECURITY POINT	√		Site compound entrance / office
STORE	√		within designated set-down areas on each floor and additional on FF adjacent welfare area
SITE OFFICE	√		3 rd floor
MEETING AREA	√		3 rd floor

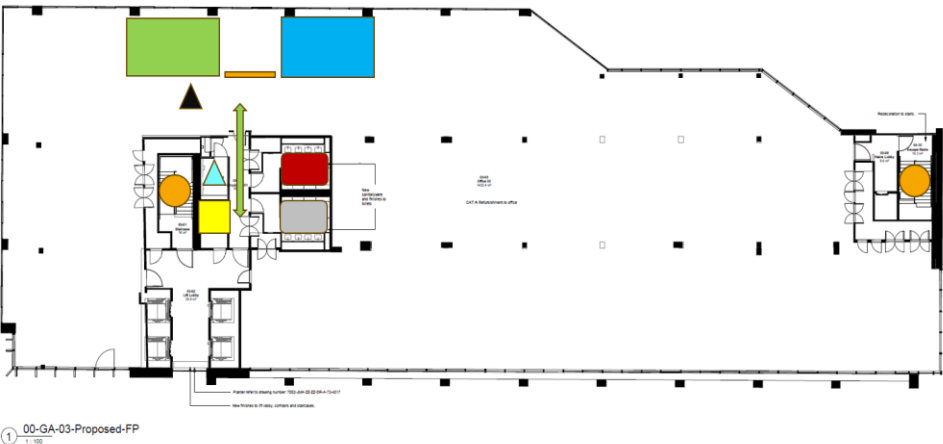
APPENDIX C – SITE LAYOUT

Mosley St – TSK Site set up Level 6



- Goods / TSK passenger lift
- Access / egress route onto main floor
- Welfare area
- H&S information board
- Sink/fridges etc
- Stairs
- Male toilets
- Female toilets
- DDA toilet
- Hoarding with escape doors

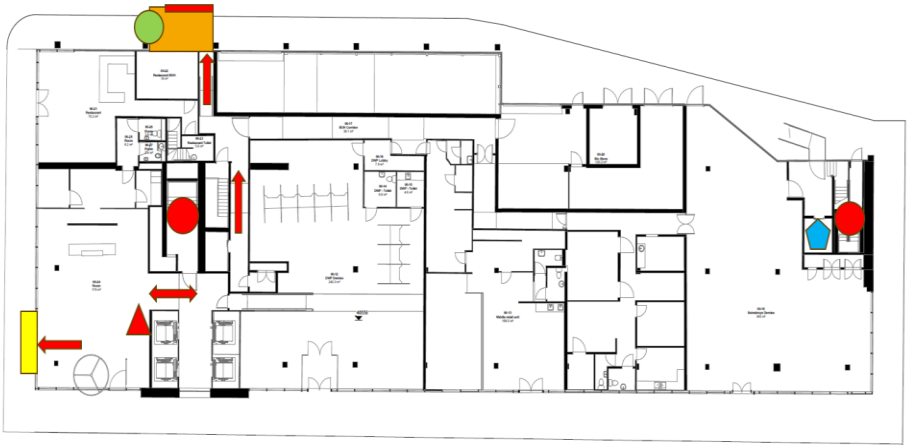
Mosley St – TSK Site set up Level 3



- Goods / TSK passenger lift
- Access / egress route onto main floor
- Project office
- Meeting room
- H&S information board
- Signing in/out book
- Stairs
- Male toilets
- Female toilets
- DDA toilet

APPENDIX D –FIRE EMERGENCY EXIT PLAN

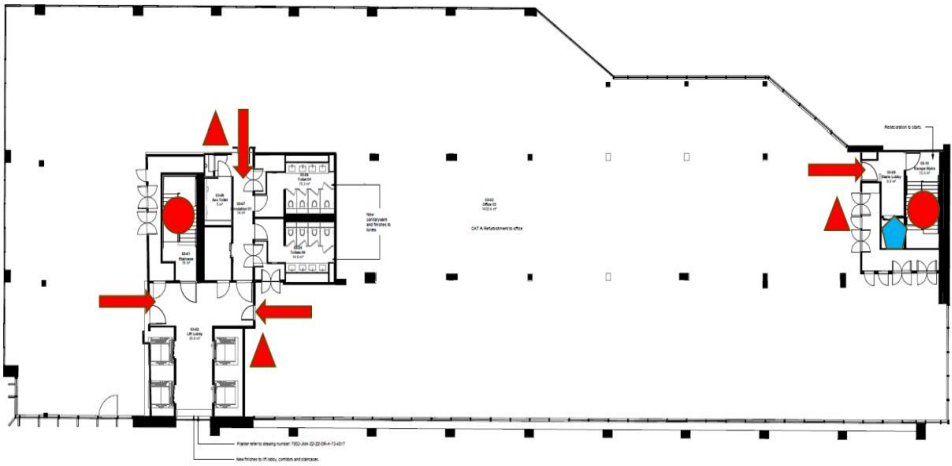
Mosley St – TSK Fire plan ground floor



- ▲ Fire point including extinguishers and fire safety information
- ➔ Escape route
- Escape stair
- ⬠ Fire fighters lift
- New opening in reception
- External hoarding/housing for secure turnstile with fire escape door.

Existing Plan- Level 00
1:100

Mosley St – TSK Fire plan upper floors

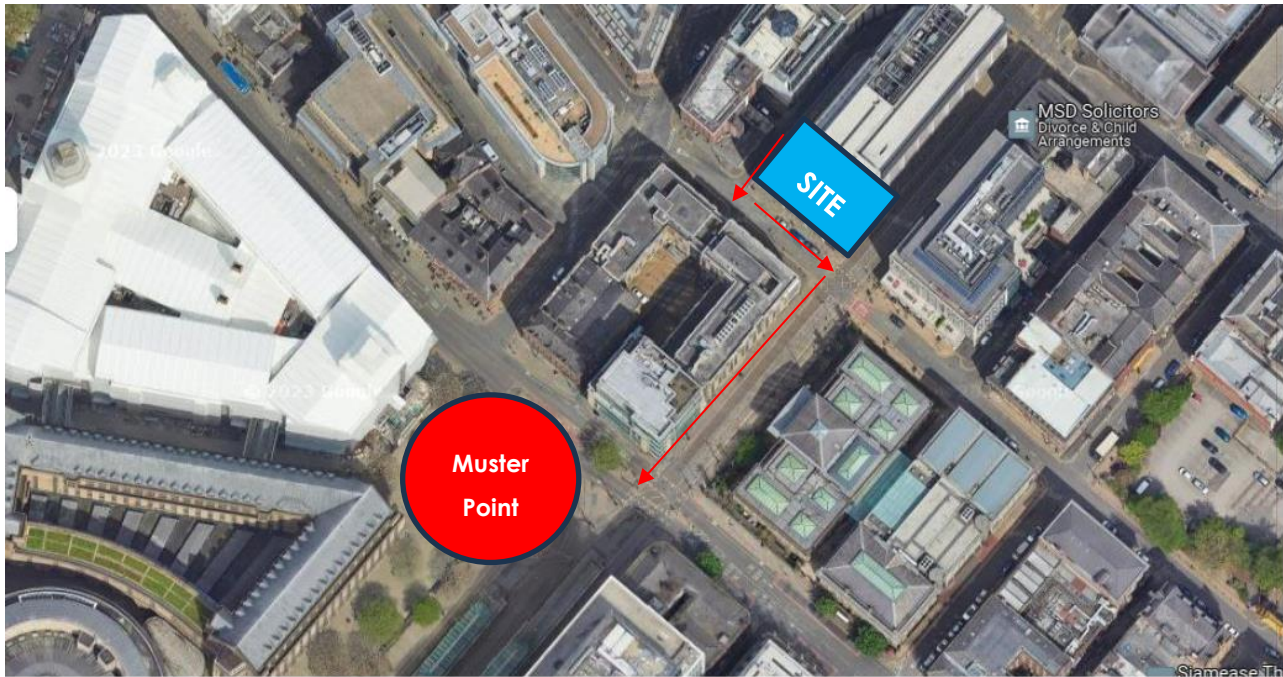


- ▲ Fire point including extinguishers and fire safety information
- ➔ Escape route to staircase
- Escape stair
- ⬠ Fire fighters lift

00-GA-03-Proposed-FP
1:100

Emergency Muster Point:

CONSTRUCTION PHASE PLAN



**MUSTER POINT – ST Peter's
Square**

**FIRE ALARMS TESTED WEEKLY
EVERY TUESDAY**

APPENDIX E – SITE LOGISTICS & TRAFFIC MANAGEMENT PLAN

CONSTRUCTION PHASE PLAN

Mosley St – Waste logistics Booth St



Note:

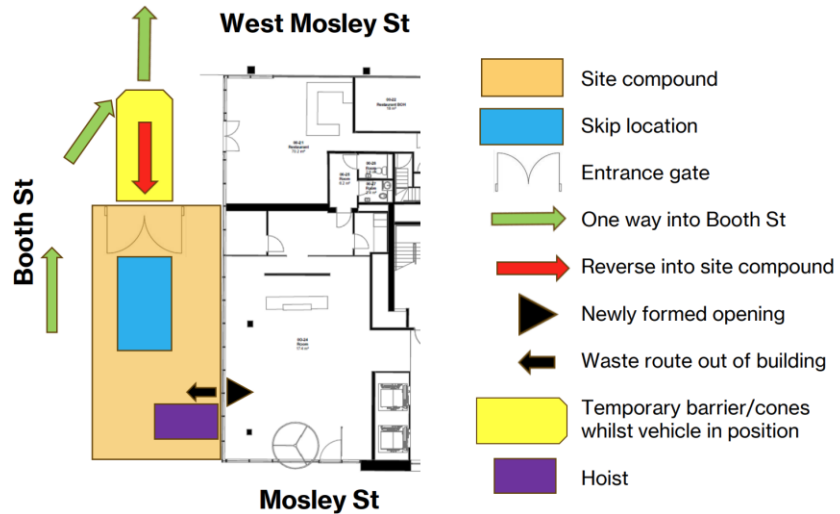
Vehicles to access Booth St from Mosley St

Booth St is one way only

Vehicles to drive past compound and reverse back into compound

Banksman in attendance at all times

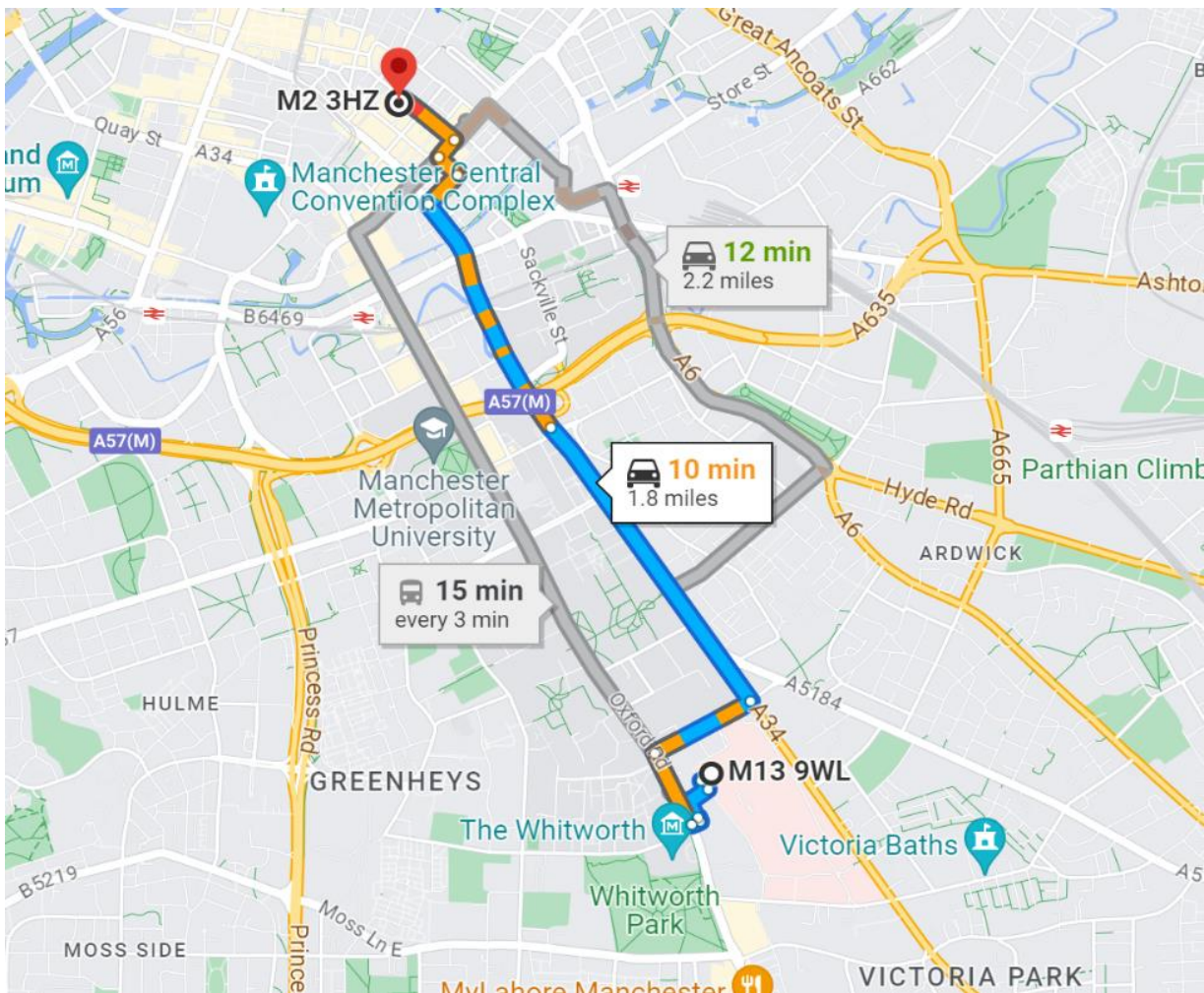
Temporary barriers to be placed around vehicle whilst collecting/dropping skip and/or materials



(Note – see additional site photos at the bottom of the document)

APPENDIX F – HOSPITAL ROUTE

CONSTRUCTION PHASE PLAN

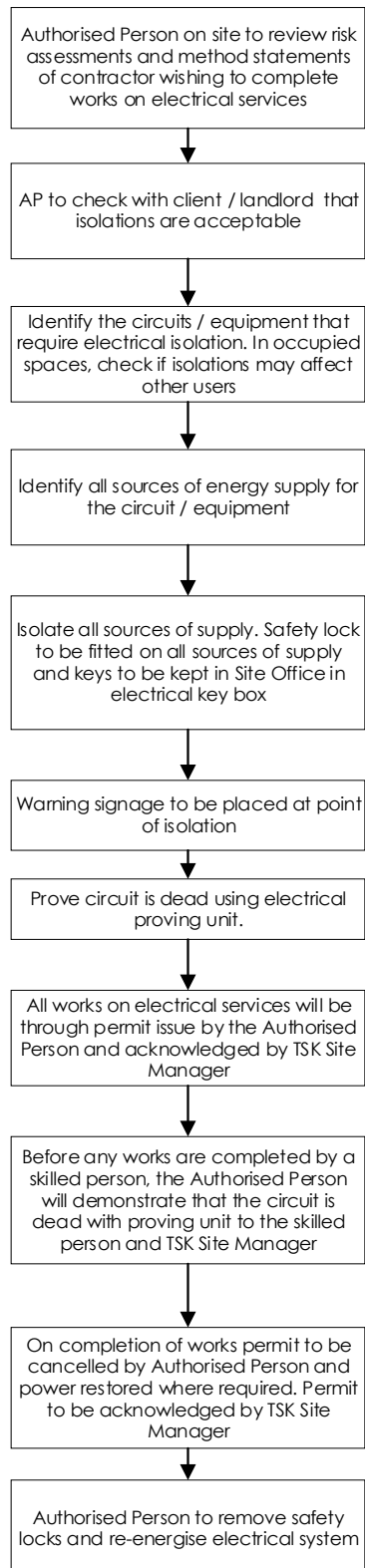


Hospital address – Manchester Royal Infirmary, Oxford Road, M13 9WL

Travel time / distance – 1.8 miles – 10 minutes

APPENDIX G – Electrical Safety

CONSTRUCTION PHASE PLAN



CONSTRUCTION PHASE PLAN

Appendix H – Site Photos

Existing main reception

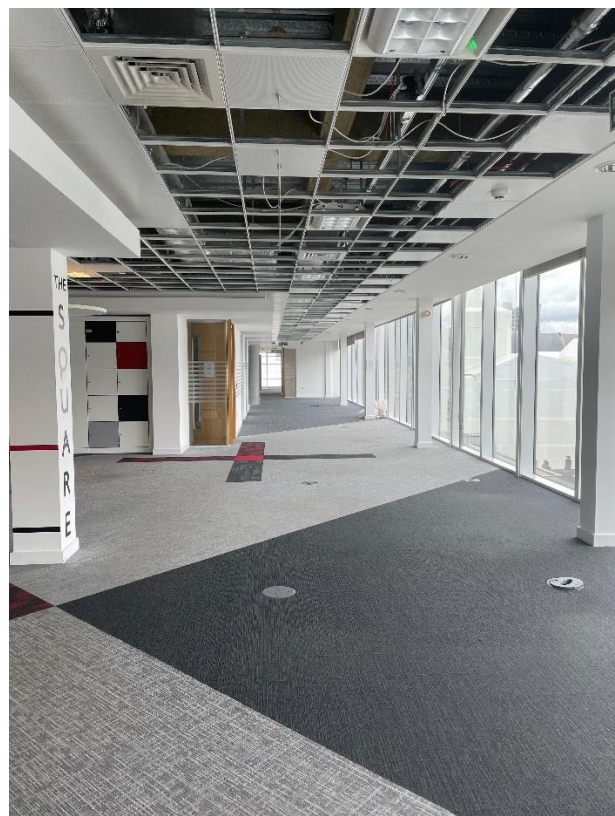


Typical lift lobby

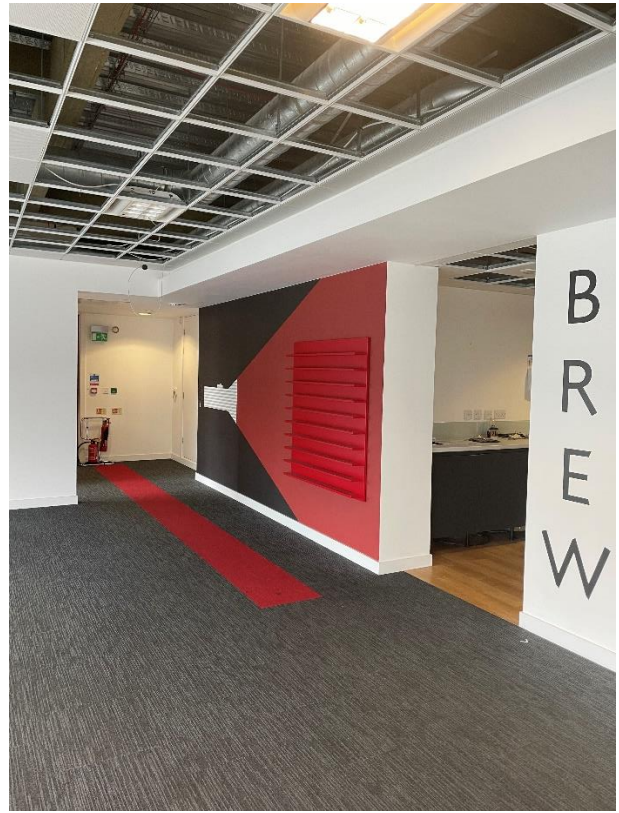
CONSTRUCTION PHASE PLAN



Main floor plate images

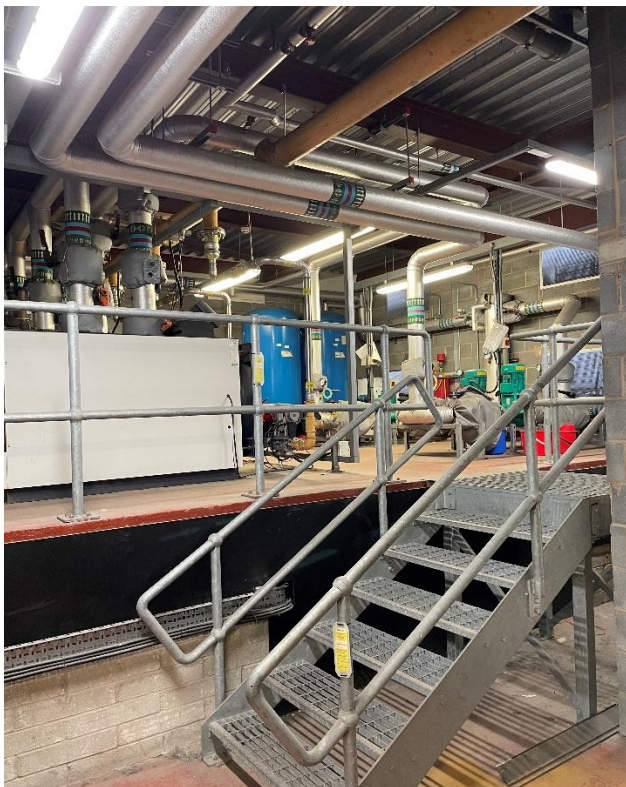


CONSTRUCTION PHASE PLAN



Roof / plant room

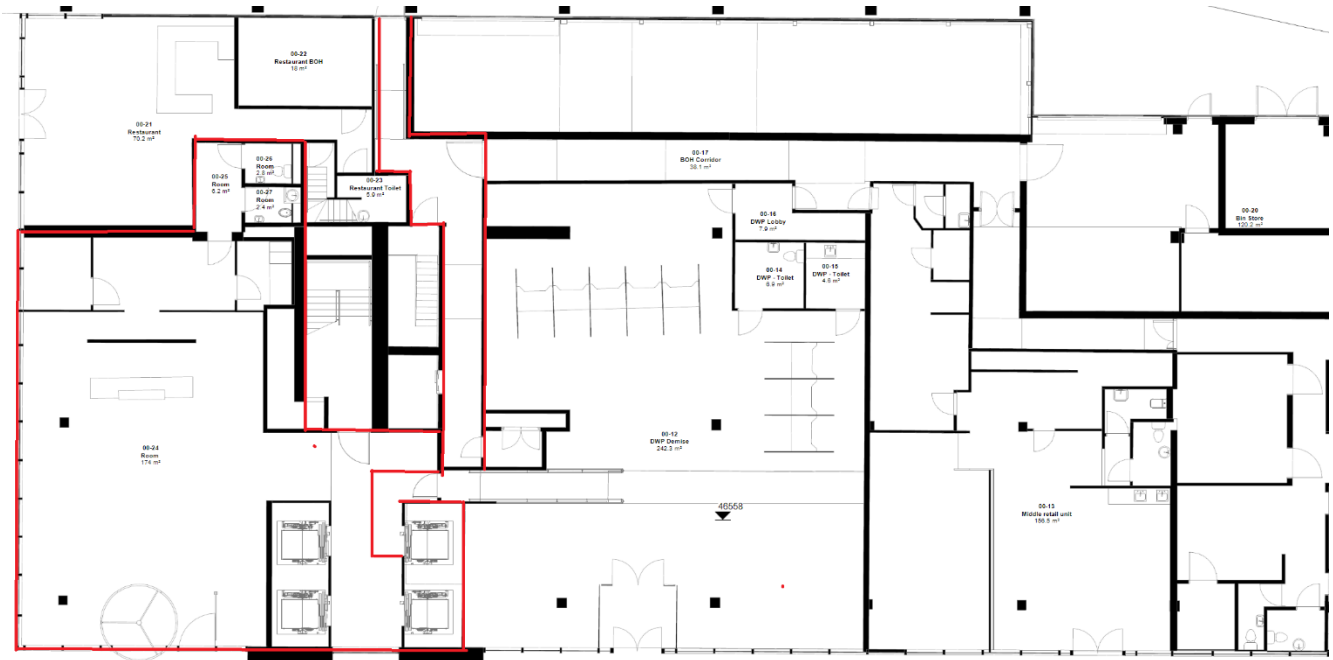
CONSTRUCTION PHASE PLAN



CONSTRUCTION PHASE PLAN

Appendix – I Site Boundaries

Ground Floor



1st and 2nd Floor - Occupied

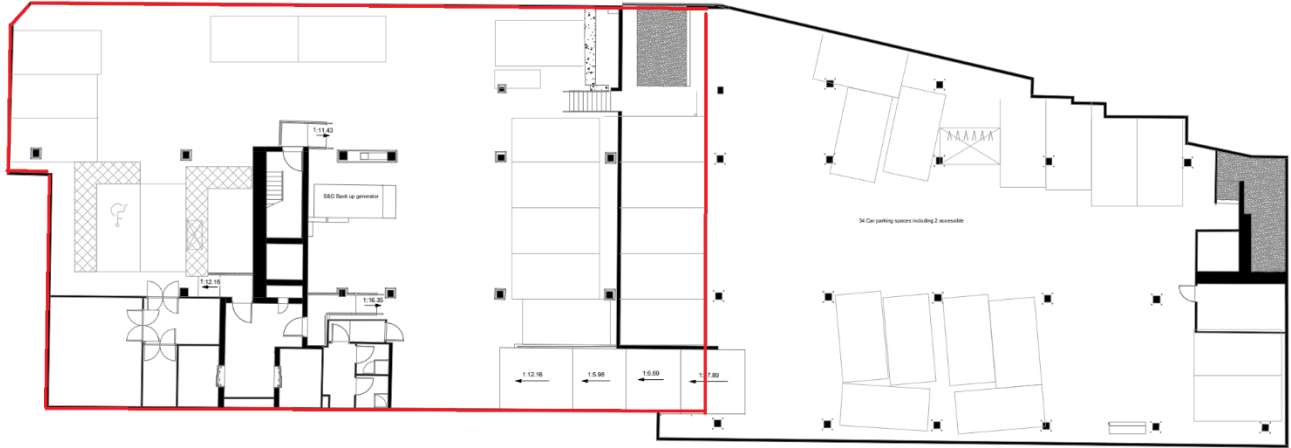
3rd floor – 7th floor



① 00-GA-03-Existing-FP
1:100

CONSTRUCTION PHASE PLAN

Basement



CONSTRUCTION PHASE PLAN

Appendix – J Working safely near Metrolink

Working safely near Metrolink

January 2024

Version 1



Transport for
Greater Manchester

Contents

Introduction	4	New developments next to Metrolink	19
Metrolink Electrical Hazard Zone	6	Advice for developers	20
Diagram M1 – Metrolink Electrical Hazard Zone	7	Diagram M8 – Proposed development adjacent to Metrolink	21
Metrolink Exclusion Zone	8	Using a crane on a site next to Metrolink	22
Street running	8	Minor works within the hazard or exclusion zone without a possession	22
Segregated	8	Erecting hoarding in a street where Metrolink operates ..	23
Diagram M2 – Metrolink Exclusion Zone around overhead line poles	9	Installing ducting below Metrolink	24
Diagram M3 – Metrolink Exclusion Zone	10	Abseiling adjacent to Metrolink	24
Common construction scenarios	11	Authorisation	25
Scaffolding near Metrolink	12	How to get authorisation	28
Diagram M4 – Scaffolding adjacent to Metrolink	13	Accessing the Metrolink Electrical Hazard or Exclusion Zones	30
Excavating near Metrolink	14	Overnight electrical isolation	30
Diagram M5 – Excavation and piling constraints	15	Disruptive possession and the power isolated	31
Working near Metrolink embankments or cuttings ..	16	Emergencies during work	32
Diagram M6 – Working at the top of a Metrolink cutting slope	17	Emergency contact	32
Diagram M7 – Working at the bottom of a Metrolink embankment	18		

Introduction

This document has been produced to provide information to aid the understanding of what and who Metrolink are and what may be expected of you when working or developing near Metrolink.

Metrolink is the light rapid transit or tram network in Greater Manchester that is owned by Transport for Greater Manchester (TfGM) but is operated and maintained by Keolis Amey Metrolink (KAM).

While TfGM remains the asset owner of all Metrolink infrastructure, KAM looks after the network on a day-to-day basis and will need to be engaged when works are planned near lines, stops and depots.

Metrolink operates either in a street running environment or in segregated sections and the requirements and authorisations required for undertaking construction and/or maintenance works will differ depending on which situation applies.

In street running sections you will need to consider the Electrical Hazard Zone and the Metrolink Exclusion Zone around overhead line poles shown in Diagrams **M1** and **M3** respectively.

Where Metrolink operates in segregated sections the Metrolink Exclusion Zone, that also includes the Electrical Hazard Zone, will apply. This is shown in Diagram **M2**.

In addition to the overhead power lines and the trams moving around the network Metrolink has other infrastructure which can be seen above ground, but there is also equipment that is below ground and cannot be seen.

This includes drainage infrastructure and chambers and ducts carrying power and telecommunications. All of these elements need to be considered when developing or working near Metrolink



Common construction scenarios start on page 11. If you have further enquiries please get in touch using the contact details on page 28.

Metrolink Electrical Hazard Zone

The Metrolink tram network is powered by overhead power lines (OLE). These operate at 750 volts (DC) and are generally over 5 metres (around 18 feet) above the tracks.

These do not pose a danger to pedestrians and motorists at ground level or to those living and working in the vicinity of the tramway.

However, when working in the vicinity the potential hazards associated with working close to the overhead power lines needs to be taken seriously. We want you to stay safe near Metrolink.

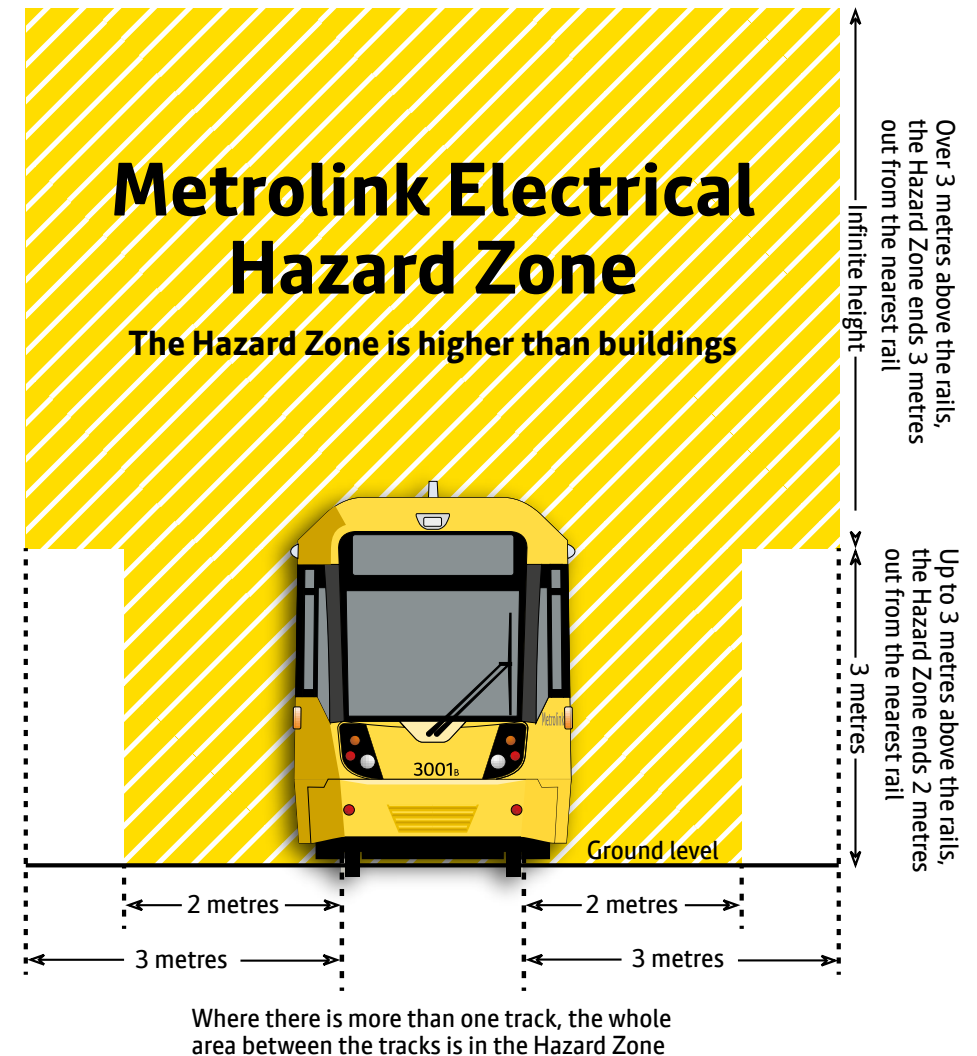
The Metrolink Electrical Hazard Zone, as shown in Diagram M1 on the next page, applies generally to street running sections.



No person shall enter this zone to undertake works or carry or operate any equipment that has potential to enter the zone without authorisation from Metrolink.

Diagram M1 – Metrolink Electrical Hazard Zone

Usually applicable in street running sections



Metrolink Exclusion Zone

In addition to the Electrical Hazard Zone there are other areas that you must not work within unless you have authorisation, in combination these are defined as exclusion zones.

Street running

When trams are operating within a street environment the Metrolink Exclusion Zone includes the Electrical Hazard Zone as shown in Diagram M1 in addition to the individual exclusion zones around overhead line equipment, as shown in Diagram M2. Note: the same 3 metre clearance applies to cables fixed to buildings.

Segregated

Where trams are not operating within a street environment the Metrolink Exclusion Zone is the area between the operational boundaries. This includes the Electrical Hazard Zone as shown in Diagram M3.



You must not enter the Metrolink Exclusion Zone to undertake works, or carry or operate any equipment that has potential to enter the Exclusion Zone, without authorisation from Metrolink.

Diagram M2 –
Metrolink Exclusion Zone around
overhead line poles

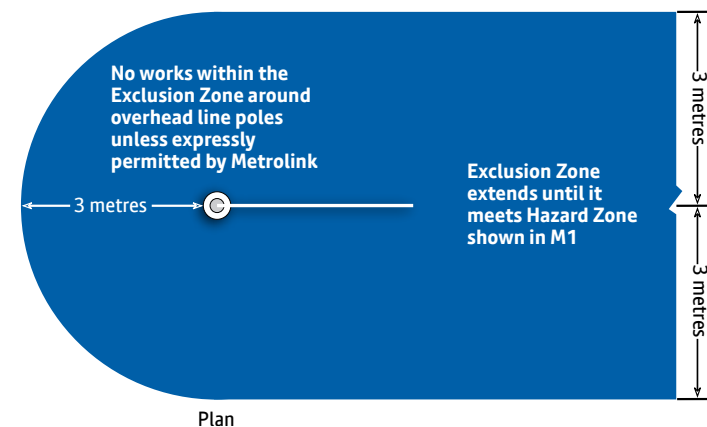
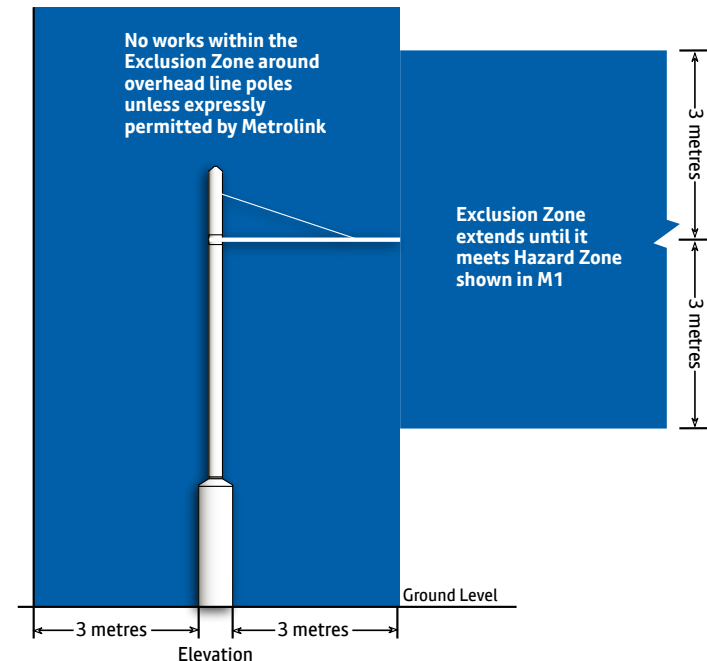
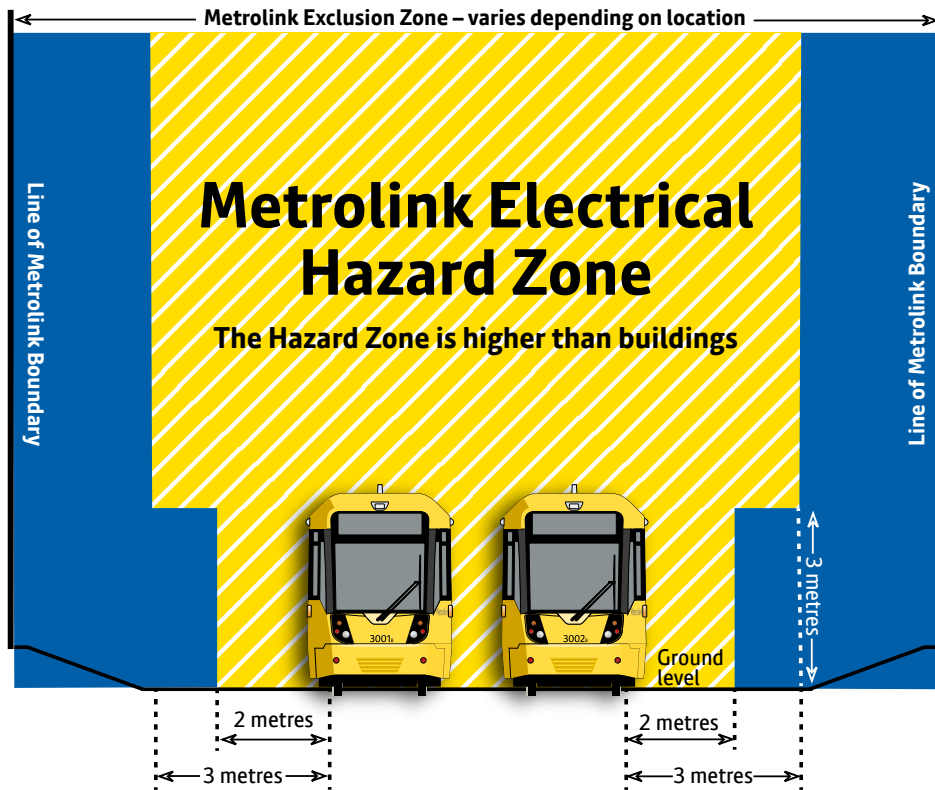


Diagram M3 – Metrolink Exclusion Zone

Area between Metrolink land boundaries and includes the Hazard Zone. Usually most applicable in segregated sections.



Common construction scenarios

Scaffolding near Metrolink

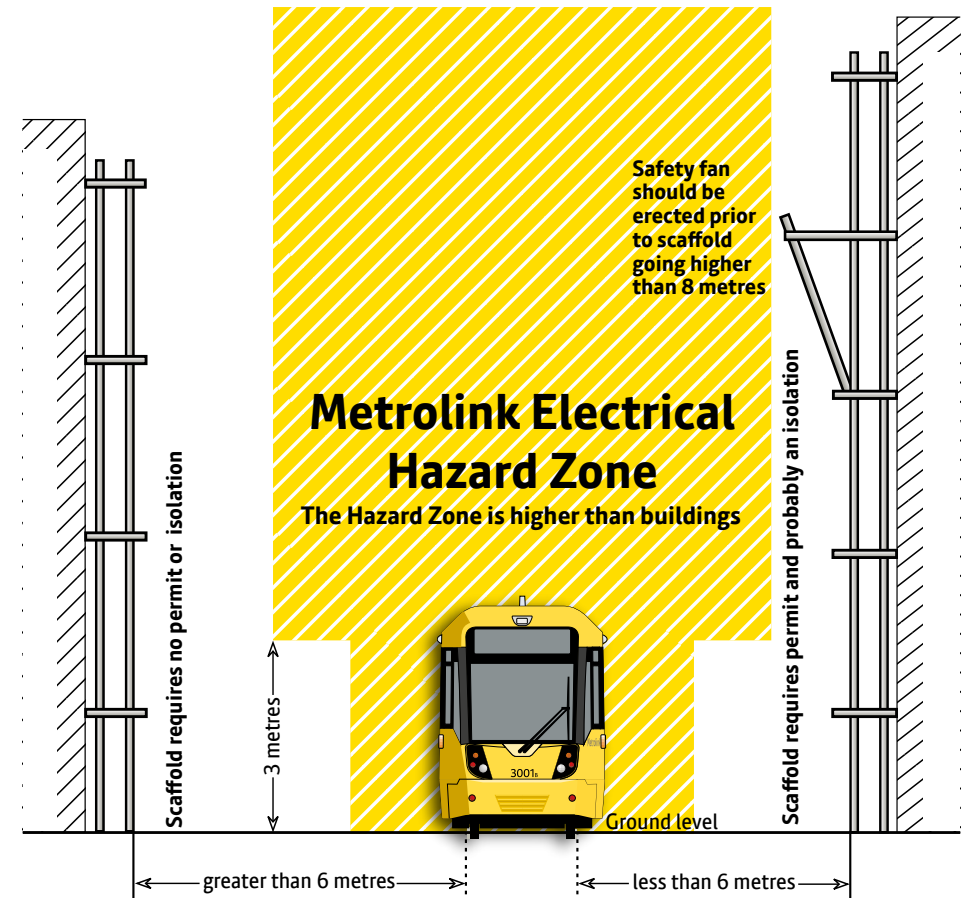
You can erect scaffolding without permission if it is at a distance of greater than 4 metres from the Metrolink Electrical Hazard Zone, i.e. 6 metres from nearest rail or 7 metres horizontally from the OLE.

However, if you are closer than this you will need to apply for a permit and will need to speak with Metrolink about undertaking the work safely.

Each situation is different but for guidance:

- It is likely that an isolation of the overhead power lines will be required. A typical night time isolation period is between 1.30am – 4.30am (actual working time period is approximately between 2am – 4am). You will be advised if there are planned isolations that you could utilise.
- Scaffolding in close proximity to Metrolink will need a fan included at a height of 8 metres prior to erecting scaffold above this height.
- Earthing of the scaffold and the installation of a Voltage Limiting Device may be required.
- A copy of the scaffold design and an independent design certificate will be required.
- If sheeting of the scaffold is proposed the details of the fixings will be required.

Diagram M4 –
Scaffolding adjacent to Metrolink



Excavating near Metrolink

You can excavate adjacent to Metrolink without prior authorisation providing:

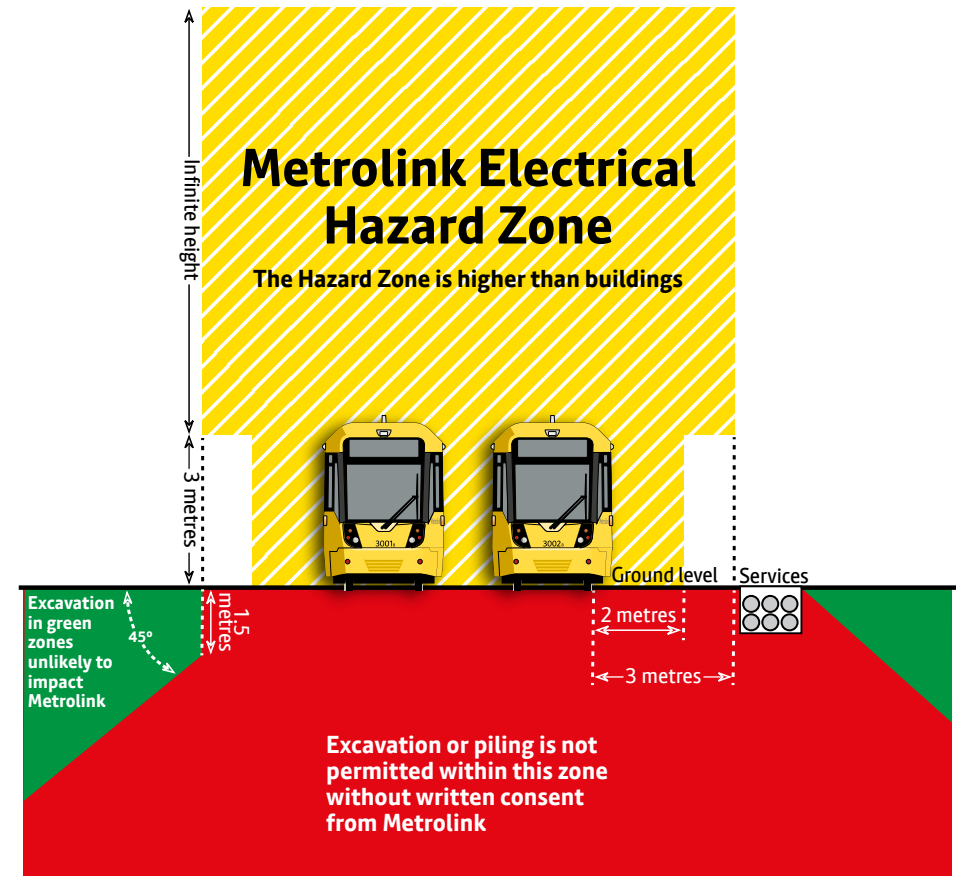
- No excavations or piling works enter the red zone, shown in Diagram M5.
- There is no risk of the equipment being used entering the Metrolink hazard zone, shown in Diagram M5.
- The topple/collapse radius of any excavator or piling rig does not extend into the Metrolink hazard zone; shown in Diagram M5.

You **must not** excavate within 3 metres of any overhead line equipment pole or adjacent to any Metrolink structures without prior approval.

The foundations of structures are not always obvious and often extend further than you think.

Under track crossings will be assessed on a case by case basis and will require authorisation.

Diagram M5 – Excavation and piling constraints



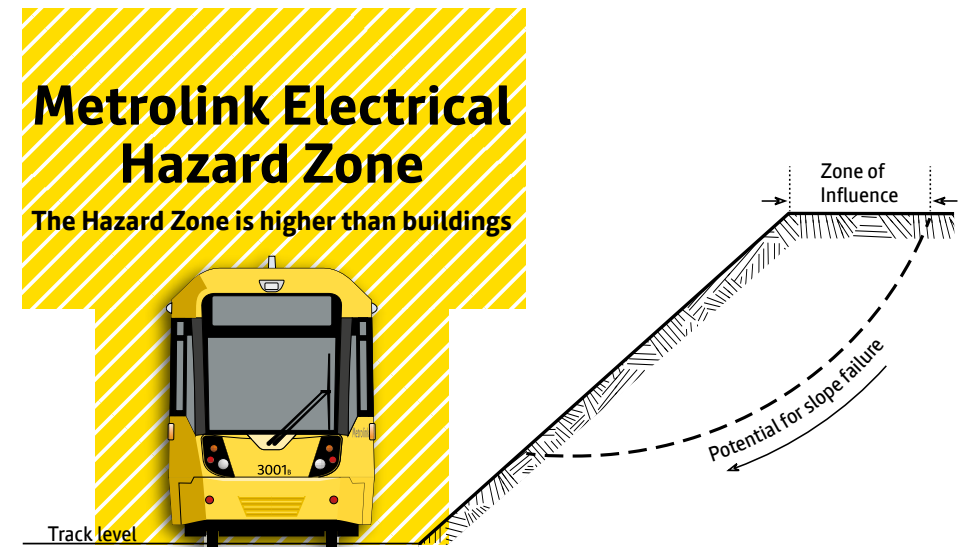
Working near Metrolink embankments or cuttings

You can only work/excavate adjacent to the top of a cutting slope, shown in Diagram **M6**, or at the bottom of an embankment, shown in Diagram **M7**, once you have demonstrated that your works will not adversely affect the stability of the slope.

Each situation is different but for guidance:

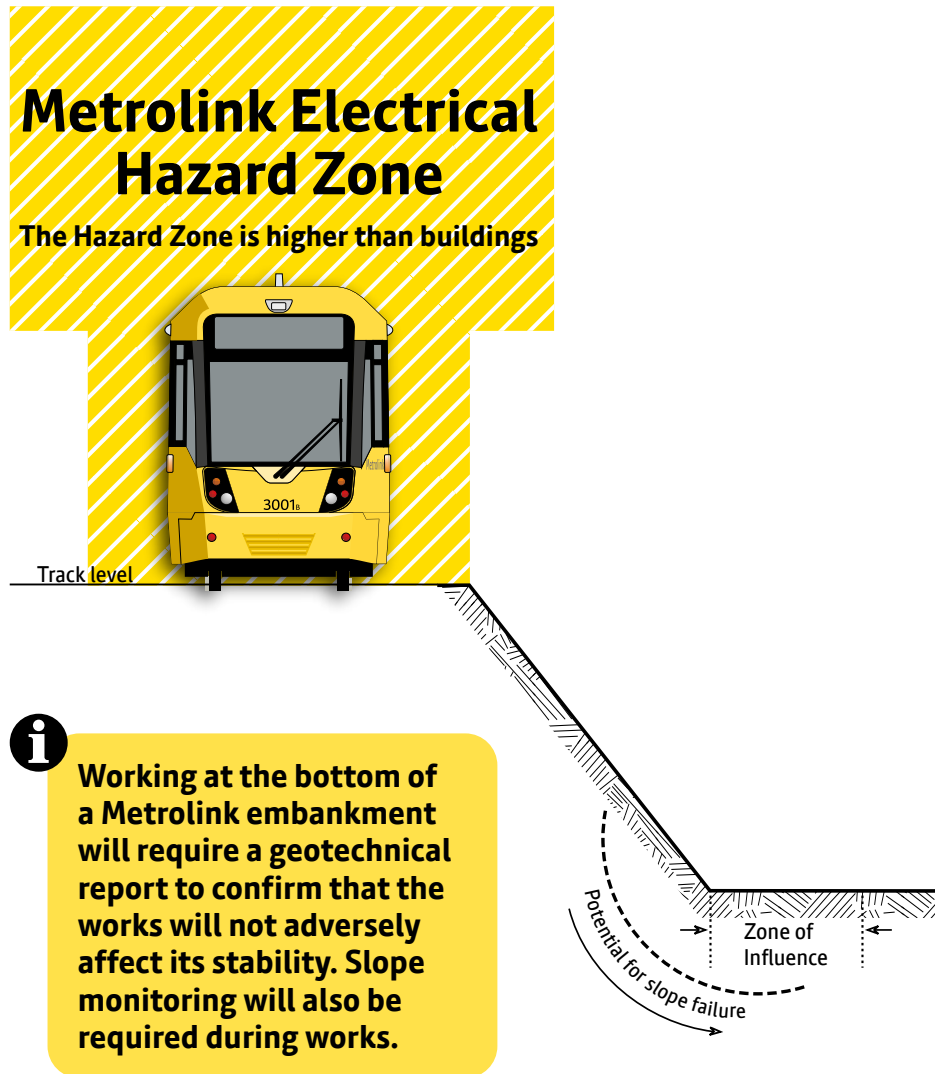
- A geotechnical assessment will need to be undertaken and we may request that slope monitoring and possibly track monitoring is carried out during the works.
- You must demonstrate that there will be no surface water discharge onto a Metrolink cutting slope as this could affect the stability of the slope.
- It is likely that temporary and/or permanent support systems will be required when working at the base of a Metrolink embankment. A design for this will need to be produced.

Diagram M6 –
Working at the top of a Metrolink cutting slope



Working at the top of a cutting slope will require a geotechnical report to confirm that the works will not adversely affect its stability. Slope monitoring will also be required during works.

Diagram M7 – Working at the bottom of a Metrolink embankment



New developments next to Metrolink

Advice for developers

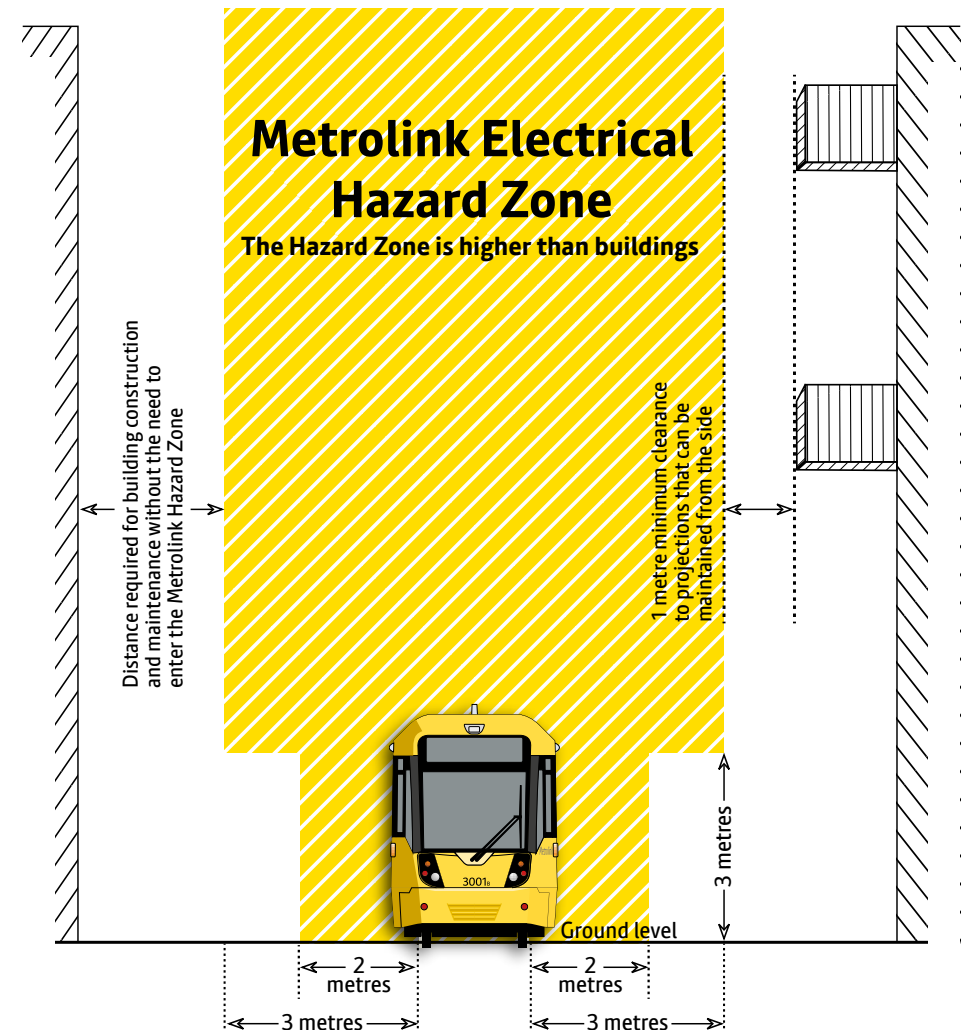
Your development must not enter the Hazard Zone. It should be designed so that it can be built and maintained without the need for any personnel or equipment to enter the Electrical Hazard Zone.

The only exception to a development extending into the Electrical Hazard Zone would be if it fully bridged Metrolink.

Any work in the Electrical Hazard Zone will require isolations and/or disruptive possessions. These incur charges and will need to be planned in. It should be noted that these could be cancelled at short notice if urgent maintenance work on the Metrolink network needs to be undertaken.

The design must also consider and accommodate the needs for the ongoing maintenance and replacement of Metrolink's own infrastructure.

Diagram M8 –
Proposed development adjacent
to Metrolink



Using a crane on a site next to Metrolink

- The use of a crane adjacent to Metrolink is permissible, but the crane must **not** over-sail the tramway. The only exception is when in free-slew during hours of non-operation.
- A plan showing the slew restriction will be required to demonstrate that it will **not** oversail Metrolink infrastructure or the hazard zone.
- If the crane is working within its collapse radius of Metrolink then the crane must only be utilised to 80% of its load capacity.

Minor works within the hazard or exclusion zone without a possession

It may be possible, with the permission of KAM, to undertake minor works in the Electrical Hazard Zone or Exclusion Zones.

Any such applications will need to be reviewed on a case-by-case basis but will likely require the use of a Person In Charge and a Lookout that would be charged out on an hourly basis.

Erecting hoarding in a street where Metrolink operates

Hoarding can be erected within the footway where Metrolink runs in the adjacent carriageway providing the hoarding arrangements:

- If less than 6 metres from the nearest rail, the hoarding should be made of non-conductive material. Alternatively, if metallic hoardings are proposed they will require non-metallic panels to be inserted every 15 metres or they may need to be bonded to the track or earthed; earthing calculations will be required.
- Leave a minimum of 1.8 metre footway to ensure that pedestrians are not forced to walk into the tram swept path envelope. If this cannot be provided then Metrolink must be contacted to discuss options. (If the footway is extremely busy then a width greater than 1.8 metres might be required).
- Can be erected without any equipment entering the hazard zone. If this is not possible then you must contact Metrolink and agree methods of working.
- Do not provide a person with the potential to get closer to the OLE than they would have been at ground level.

Installing ducting below Metrolink

- Ducting below the track is possible, however, this would need to be reviewed on a case-by-case basis. The depth of crossing will vary depending on the location and the intended use of the crossing.
- We expect that all track crossings will cross at 90 degrees to the track and we will require proposed construction methods and materials to be submitted for consideration.
- You are advised to contact Metrolink as soon as possible to discuss the proposals.

Abseiling adjacent to Metrolink

- You can usually abseil adjacent to Metrolink providing you have sufficient distance to undertake the task without personnel or equipment encroaching into the hazard zone or pedestrians being diverted into the hazard zone.



If in doubt please ask.

Authorisation

What needs authorisation?

Authorisation from Metrolink will be needed for any of the following activities:

- Any work where part of the work site, tools, materials, machines, suspended loads or persons could enter the Metrolink Electrical Hazard Zone or Exclusion Zones shown in Diagrams **M1**, **M2** and **M3**.
- Erecting scaffolding within 6 metres of the nearest rail. Refer to Diagram **M4**.
- Any work, including scaffolding or hoarding, which could force pedestrians into the path of a tram.
- Using a crane adjacent to Metrolink.
- Erecting hoarding adjacent to Metrolink.
- Piling or excavating within the zone shaded in red in Diagram **M5**.
- To enter the Metrolink Exclusion Zone on segregated sections.
- Undertaking any excavations at the base of a Metrolink embankment or at the top of a Metrolink cutting slope, within 3 metres of any overhead line pole, or adjacent to any Metrolink structure. Refer to Diagrams **M3**, **M6** and **M7**.

You must never undertake any of the following without an electrical isolation being in place:

- Power wash anything adjacent to Metrolink such that water could come in to contact with the power cables.
- Enter the Electrical Hazard Zone with any materials or equipment.
- Erect scaffolding within 6 metres of the nearest rail.



These lists are only a guide, they are not exhaustive and will be work dependent. Please contact Metrolink using the details on page 28 if you have any queries.

Please remember safety is paramount.

If in doubt please ask.

How to get authorisation

In order to obtain authorisation to work near the tramway you must submit a Metrolink Work Request Form, saying where and when you want to work, and describing the work to be done.



Work Request Forms can be obtained on our website at:

tfgm.com/tram-safety

or by emailing us at:

eplanner@metrolink.co.uk



Once you have agreed a safe method of working with the Metrolink Operator and obtained your authorisation to work. You must do the work in the agreed way. Failure to do so will mean the work will be suspended.

Completed Work Request Forms for minor works must be returned **at least 3 weeks** before you intend to start work. Major works will require more notice and will be dependent on the nature of the works. Early liaison is therefore advised.

For major works, in addition to demonstrating a suitable level of insurance, it is likely that you will be required to enter into an Asset Protection Agreement.

If you have prepared a method statement, you should send it with your Work Request Form. Also include any information that you have submitted to the Highway Authority under the New Roads and Street Works Act.

We may need to telephone you or meet with you to find out more about the work. If no precautions are necessary, we will tell you in writing.

If you need to take precautions in order to work safely, we will tell you about them in writing. We will try to find ways in which your work can be done safely during normal working hours. However, some activities may need to take place at night when trams are not running and when power to the overhead lines can be isolated.

There is a fee for isolating the OLE, which must be paid in advance, prior to it being programmed in. If there is an opportunity for you to work during isolations that are already planned in we will advise you accordingly.

If you need to carry out work urgently to protect people or property, you must, for your own safety, still contact us at the address shown and obtain agreement to carry out the work before you start. We will come to the site if necessary but may charge you to cover the costs for this.



Unauthorised work can be dangerous and is against the law.

Accessing the Metrolink Electrical Hazard or Exclusion Zones

Overnight electrical isolation

- A minimum of six weeks notice is required for the application.
- You will usually be notified within a week of receipt of your application if the proposal is acceptable.
- If the associated Risk Assessments and Method Statements (RAMS) for your works are not too complex these can often be submitted around two weeks before the isolation. However, this is dependent on the nature of the works and staff availability so submitting early is recommended.
- A cost is payable to secure an isolation and this will be required in advance of the isolation being planned in.

It should be noted that the time for working can often be as little as two hours between 2am – 4am.

Disruptive possession and the power isolated

(i.e. tram operations being suspended)

- Disruptive possessions are only granted where absolutely necessary and where the works cannot feasibly or safely be carried out using overnight isolations.
- A minimum of 13 weeks notice is required for a disruptive possession to be considered.
- There are some periods when planned events require that there are no service disruptions, consequently, you will need to be flexible with when the works requiring a disruptive possession are undertaken.
- Disruptive possessions incur substantial costs for bus replacement services.
- There may be the opportunity to utilise existing possessions that have already been scheduled in by the operator for maintenance purposes and these will be offered where possible.



Please note: If Metrolink needs to undertake emergency repairs, it may be necessary to cancel planned isolations or possessions at short notice.

We will give no recompense for any such cancellations, but we will provide a replacement date as soon as it is possible.

Emergencies during work

If work obstructs the track unexpectedly, if anyone or anything comes into contact with the overhead wires, or if tramway equipment is damaged, please inform the Metrolink control room immediately.



Emergency contact

The control room can be contacted **at any time** by:

- Using the emergency help point at any tram stop.
- By telephoning **0161 203 5619** (emergencies only).
- Contacting a Metrolink representative.
- You can also contact the emergency services (if needed) using **999**.

You must tell the control room that there is an emergency. The controller will ask you for details of the emergency. Please answer the questions as quickly as possible.

Questions the control room will ask in an emergency:

- **Who** are you and where are you?
- **What** has happened?
- Is anyone or anything touching the overhead lines?
- Is the track obstructed?
- Which emergency services are needed (if any)?



Please ensure you follow any instructions given by the controller.

If an approaching tram must be stopped, signal to the driver by holding both arms above your head.

You should stand where the driver can see you, but not in the path of the tram.

For more information on safe working
procedures contact:

Engineering Planner

Metrolink House

Queens Road

Manchester

M8 0RY

0161 205 2000

eplanner@metrolink.co.uk

Or visit: **tfgm.com/tram-safety**



Transport for
Greater Manchester