



Pre-Construction Information Pack
Manchester Central/Project Windsor
11 October 2023
Version: A – Initial Issue

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Amendments to the Pre-Construction Information

Date	Issue	Comments	
9 th October 2023	A	Initial Issue	
This document has been issued by the project Client appointed CDM Advisor/Principal Designer for the project, on the Client's behalf, to meet compliance with the CDM Regulations 2015.			
Prepared:	Allan Briscoe	Signature:	
Reviewed:	Karl Tindale	Signature:	
Approved:	Karl Tindale	Signature:	

1. Description of Project

Project description

Project Address	Manchester Central Convention Complex Petersfield Manchester M2 3GX
Site Location Plan	 <p>Location Plan</p>

Scope of works

The project is for a change of use from current flexible office space, into bar/cafe/coffee shop style format with some flexible working space.

The works will generally comprise of:

- Removal of existing partitioning
- New floor, wall and ceiling finishes
- Amendments to M&E installations to suit the new layout
- Installation of fixed FFE fittings
- External works on the existing terrace to provide external seating area
- Adaption of existing doors and ramps to facilitate external area access

Programme

Construction Programme:

RIBA Stage 5-6 commencement: January 2024

Construction programme: 14-16 weeks to be confirmed.

Refer to tender/contract documents for detailed programme as issued by Deacon and Jones.

Working hours are prescribed by the Planning Permission.

Project directory

The following table provides the project-specific roles and necessary contact details for liaison with other CDM duty holders and consultants associated with the project:

Refer to Project Directory issued by Deacon & Jones within **Appendix A**

Role	Company/Address	Contact	Telephone E-Mail
CLIENT	Manchester Central Convention Complex Petersfield Manchester M2 3GX	Shaun Hinds	T: 0161 827 8730 E: s.hinds@manchestercentral.co.uk
PROJECT MANAGER/COST CONSULTANT	Deacon and Jones LLP New Dimension House Britannia Way Bolton BL2 2HH	Mark Lamoury	M: 07966 132 592 E: mark.lamouty@deaconandjones.com
ARCHITECT	Up North Architects Ltd Suite 111 Holyoake House Hanover Street Manchester M4 4AH	Patrick Thomas	T: 0161 237 1871 E: patrick@upnortharchitects.com
PRINCIPAL DESIGNER (RIBA 2-6)	Safer Sphere Victoria House 15 Pocket Nook Street St Helens WA9 1LR	Allan Briscoe	M: 07718 003 527 E: allan.briscoe@safersphere.co.uk
MECHANICAL & ELECTRICAL ENGINEER	Hulley & Kirkwood 2 Commercial Street Manchester M15 4RQ	Mechanical: Andy Moor Electrical: Dan Farrimond	T: 0161 832 2030 E: hk.manchester@hulley.co.uk
FIRE ENGINEER (Planning Stage)	Design Fire Consultants 3A 127 Portland Street Manchester M1 4PZ	Stephen Murphy	M: 07739 363 924 E: stephen@designfireconsultants.co.uk
PRINCIPAL CONTRACTOR	TBC		

Existing records

Record	Number/Reference	Origin	Location
Fire Risk Assessment	Review No. 01	Manchester Central	Appendix H
Emergency Procedures	HSE-PR-30	Manchester Central	Appendix H
Contractor Control Procedure	QSHE-PR-38	Manchester Central	Appendix H
Site Rules, Contractor and General Information	Contractor Site Rule	Manchester Central	Appendix H

2. Client's Considerations and Management Requirements

Planning for and managing the works - Client CDM brief

Project:	Manchester Central – Project Windsor
Project Objectives:	<p>The project is for a change of use from current flexible office space, into bar/cafe/coffee shop style format with some flexible working space.</p> <p>The works will generally comprise of:</p> <ul style="list-style-type: none"> • Removal of existing partitioning • New floor, wall and ceiling finishes • Amendments to M&E installations to suit the new layout • Installation of fixed FFE fittings • External works on the existing terrace to provide external seating area • Adaption of existing doors and ramps to facilitate external area access
Client Representative :	Shaun Hinds
Stakeholders:	N/A
Design Programme:	RIBA Stage 1-4: May 2023 – October 2023
Design Stage Principal Designer:	Safer Sphere – Allan Briscoe
Construction Stage Principal Designer:	Safer Sphere – Allan Briscoe
Designer Compliance:	<p>The client expects that all designers associated with the project comply with the requirements of Regulation 9 of CDM 2015. All designers must cooperate and coordinate with the Principal Designer in ensuring hazard elimination and risk reduction. This may involve the provision of information, CDM Workshops and or design reviews. Where any residual risks are identified in the design these will be highlighted on the consultant drawings with warning triangles and column notes where applicable. The client objective is to meet with industry best practice in relation to providing a project that can be built, used, maintained and ultimately demolished without undue risk to safety or exposure to ill health.</p> <p>The above applies to consultant designers, contractor designs, specialist and any designers as defined in CDM 2015.</p>
Construction Programme:	RIBA Stage 5-6: Commencement Jan 2024, complete in 14-16 weeks to be confirmed

Principal Contractor:	TBC
Principal Contractor Compliance:	<p>The appointed contractor for the project, will for the purposes of the CDM Regulations 2015 be the Principal Contractor as required under this legislation. To this end the contractor will be responsible for planning, managing and monitoring all activities in pursuance of safety and health.</p> <p>The successful delivery of the project is reliant on the management of the aspects relating to health and safety, as well as the normal constraints of cost, programme and quality. Manchester Central put great emphasis on the controls for H&S on site as well as the importance of the projects being compliant with the CDM Regulations 2015.</p> <p>A proactive culture will be encouraged to allow open communication regarding health and safety with all those involved from client to operatives so that the programme is delivered at the highest level of safety standards within the construction industry.</p> <p>The aim of Manchester Central including the specific H&S goals is to comply with all appropriate health and safety legislation and minimum standards. These can be achieved by providing a safe and healthy working environment that will minimise workplace hazards and thereby minimise potential accidents to personnel and others involved directly or indirectly with the work and also minimise the likelihood of harmful incidents.</p> <p>The client will pursue this project to have:</p> <ul style="list-style-type: none"> • No prosecutions or enforcement notices for Health and Safety issues • No reportable injuries, diseases or dangerous occurrences • No falls from height of personnel, materials, plant or equipment • No personnel injured by the movement of plant or vehicles especially during reversing operations • No slips, trips and falls • No fires, environmental incidents or cases of public nuisance • No cases of occupational dermatitis, 'Hand Arm Vibration Syndrome' (HAVS) or occupational 'Noise Induced Hearing Loss' • No cases of occupational injury from manual handling <p>In addition to these Safety Goals the following targets have been set for achievement by the Contractor and Sub-Contractors:</p> <ul style="list-style-type: none"> • Safe working will be a condition of employment in all contractors organisations

	<ul style="list-style-type: none">• They will ensure that no additional fire risk is provided to the property as a consequence of the planned works• They will maintain site security throughout the duration of the construction works.		
Monitoring:	The Client will monitor compliance of the Principal Designer and Principal Contractor delivery. These duty holders must cooperate and communicate with Manchester Central to allow them to undertake these duties in accordance with Regulation 4(6) of CDM 2015. This will involve meetings, document reviews and physical audits as necessary through the design and construction programme.		
Handover:	<p>The project H&S Files and O&M Manuals are required to be issued in draft format at Practical Completion of the works, with final documentation issued within 30 days of PC.</p> <p>The Principal Contractor will be responsible for preparing, collating and issuing the O&M Manuals, for example, in accordance with BISRIA Guidance BG1.</p> <p>The Principal Designer(s) shall, for the stages of their appointment, ensure the H&S File is prepared as a live document and handover to the following Stage Principal Designer, or Principal Contractor where the Principal Designer appointment ceases prior to completion.</p> <p>Confirm as follows:</p> <p>RIBA 1-4 H&S File Responsibility: Safer Sphere RIBA 5 H&S File Responsibility: Safer Sphere RIBA 6 H&S File Responsibility: Safer Sphere</p>		
This document has been prepared by the project client and appointed Principal Designer for the project, on the Client's behalf, to meet compliance with the CDM Regulations 2015.			
Client:	Shaun Hinds	Signature:	
CDM Advisor:	Allan Briscoe	Signature:	

Site security

Securing the construction site is the duty of the Principal Contractor.

The site is within the existing Manchester Central 'Cobden Rooms' and as such security is of primary importance and there must measures in place that secure the site from the public at all times. Manchester Central hosts functions that last into the night and as such may have numerous members of the public in close proximity to the site entrance. All entrances are to be secured on a 24/7 basis.

See **Appendix G** for the initial proposed site Demarcation/Hoarding Plan.

Manchester Central have their own security measures in place, inc CCTV. The contractor is to liaise with the client to ensure that security of the building is maintained, and that the contractors security proposals are acceptable to the Client.

Contractors must ensure that all their personnel sign in and off the site each day.

The Principal Contractor will develop their own site security measures to comply with the requirements of HSE Guidance HSG 151-Protecting the Public your next move. Particular account shall be taken of unauthorised persons straying into work or compound areas while construction activities are taking place.

The contractor is to consider:

- Fencing/hoarding
- Signage
- Site entrance and access arrangements
- CCTV monitoring system linked back to a 24 hour monitoring station.
- Solid hoarding will be erected around the perimeter of the project
- Separate access points for vehicles and pedestrians.
- A gateman/banksman controlling all deliveries.

Under regulation 18 of the Construction Design Management Regulations 2015, Securing the site is the duty of the Principal Contractor. A Contractor must not begin work on the construction site unless reasonable steps have been taken to prevent unauthorised access to the site. Therefore, it is suggested that in addition to the above:

- Any boundary fence should not be less than 2m high,
- The boundary fence should not be capable of being easily climbed.
- It should be either close-boarded or covered with mesh not exceeding 30mm in size,
- The fence should be planned, designed and constructed to ensure that it is stable and will not fall over,
- Access openings should be fitted with gates which must be kept locked at all times when the site is unoccupied,
- The use of a turnstile access control or similar security card system should be considered to control unauthorised access,
- Gates should be clearly signed and positioned with good sight lines, well illuminated and with either security personnel or surveillance of the gates maintained when they are open,
- Pedestrian access gates should be separate for vehicular access gates; particularly where full boarded hoarding is used for fencing that will restrict visibility at site entrances
- Video surveillance equipment and monitoring may be considered, with permission from the Client
- Fencing should be regularly inspected and properly maintained,
- Materials should not be placed or stacked near the fence where they could allow it to be climbed over,
- Suitable signage and warning notices should be fixed to the fence.

Within **Appendix H** is Manchester Central's 'Control of Contractors Procedure' which notes:

'All contractors are to enter MCCC via the Watson Street entrance. They must make themselves known to the Control Room staff, who will complete the relevant checks and

issue the required Manchester Central passes. Security Passes must be worn at all times whilst at Manchester Central. The Contract Manager will be informed when the contractors arrive on site by E-Mail via the booking in on the Sky Visitor System. The Control Room Team will attempt to contact the Host of the visit to inform of the arrival.'

Also consider any temporary works implications with regards to fencing and signage. It should be noted that fencing and signage, as well as trench supports, falsework, etc., are items of Temporary Works which can be subject of unauthorised modification or high winds and must be recorded on any Temporary Works Register, follow BS5975:2019 requirements. .

If there is any chance of harm from any security measures, the police or a reputable security company should be consulted first, written permission must be granted from the Client.

Temporary Works (Scaffolds, Hoarding, etc) & Demolition Management

As a minimum standard, project Temporary Works should comply with, BS5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework. (<https://www.twforum.org.uk/blogs/david-thomas/2019/06/11/bs-5975-2019-new-edition>)

A temporary works coordinator should be appointed by the Principal Contractor and implement a basic safety management system to cover the requirements of BS 5975:2019.

Specific elements on this project relating to temporary works and significant design risks are noted as below:

- External fencing to terrace area
- Internal hoardings
- Penetrations through walls for services

Please refer to Harm Zero for the relevant aspects and control measures for this element of work. See **Appendix B**.

Temporary Works management arrangements must be detailed in the PC's Construction Phase Plan.

Temporary works design must be issued to the principal designer along with design health and safety information.

Welfare facilities

Providing suitable and sufficient welfare facilities is the duty of the Principal Contractor. The type of work will dictate the required facilities in accordance with Schedule 2 of CDM 2015.

The contractor should include within his Construction Phase Plan the proposals for siting and provisions of welfare facilities in accordance with CDM 2015, it is expected this is sited inside the red line boundary.

The Principal Contractor must liaise with other Contractors involved with the project to ensure appropriate welfare facilities are provided. Such liaison should continue for the duration of the construction phase and take account of any changes to the site which

require, in turn, changes to the provision of welfare facilities. Access to all temporary accommodation – offices, welfare facilities, compounds and workshops should include segregated routes for pedestrians.

Existing key utilities are currently present on site and may be available for any connections for the temporary facilities ensuring they are metered when required.

Additional guidance has now been published by the HSE on Schedule 2 of CDM. Copy of this can be found in **Appendix C**.

Site transport and vehicular restrictions

The roads leading into the site are relatively narrow commercial streets with on-street car parking to both sides of the roads, which may impede large delivery lorries.

It is important that public access is maintained to the existing Manchester Central building and adjacent properties.

A suitably developed Traffic Management Plan must be included within the Construction Phase Health and Safety Plan and put in place prior to works starting on site and shall conform to the requirements of Regulations 27 and 28 of CDM 2015

Safe access, egress and good visibility for plant and vehicles entering and leaving the site must be ensured. Trained vehicle marshals should be used on busy highways near public footpaths and elsewhere if reversing is necessary. Suitable warning signs must be posted at entrances and exits. A one-way systems or other means of controlling site transport and avoiding the need to reverse, should be set out.

Where possible, separate site entrances should be provided for pedestrians and vehicles; pedestrians should be excluded from vehicle circulation routes with physical barriers guiding them to crossing points which are clearly identified through signage and/or road markings for both pedestrians and vehicles. Arrangements must be made to provide areas where vehicles and vehicle wheels can be cleaned, and drivers can ensure their loads are secure or loose materials covered before the vehicle leaves site.

Further useful guidance on site traffic management can be found in HSE HSG144 The safe use of vehicles on construction sites: A guide for Clients, Designers, Contractors, managers and workers involved with construction transport, <http://www.hse.gov.uk/pubns/books/hsg144.htm>

Consideration should be placed on any construction traffic entering the site and the adjacent facilities in relation to members of public. Timing should be considered for times where the existing buildings are being served.

Specific consideration should be made accessing through the neighbouring streets and the associated risks of site delivery vehicles.

Client permit to work systems

The Client does have any permit to work systems in place. Refer to the Site Rules, Contractor and General Information Document within **Appendix H**.

A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document which specifies the work

to be done and the precautions to be taken. Permits-to-work form an essential part of safe systems of work for many high-risk activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

The Principal Contractor's Construction Phase Plan should contain details of their Permit to Work System.

The Principal Contractor should consider individual work elements and consideration should be made for implementing specific permits for construction risks such as:

- Works at height
- Hot works
- Works on live services
- Works within occupied buildings
- etc.

The Principal Contractor's Construction Phase Plan should contain details of their Permit to Work System.

The Principal Contractor's Construction Phase Plan should contain details of their Permit to Work System

Fire precautions, emergency procedures and means of escape

See **Appendix H** for the existing Fire Risk Assessment for Manchester Central. The contractor Construction Fire Risk Assessment is to take account of the existing procedures and if the existing FRA is required to be amended for the duration of the works this is to be discussed with the Client and any changes agreed and actioned.

Under the Regulatory Reform (Fire Safety) Order 2005 the Principal Contractor must appoint a 'Responsible Person' who will prepare Fire Risk Assessment for the construction site including welfare facilities, office and storage facilities, and must be included within the Construction Phase H&S Plan.

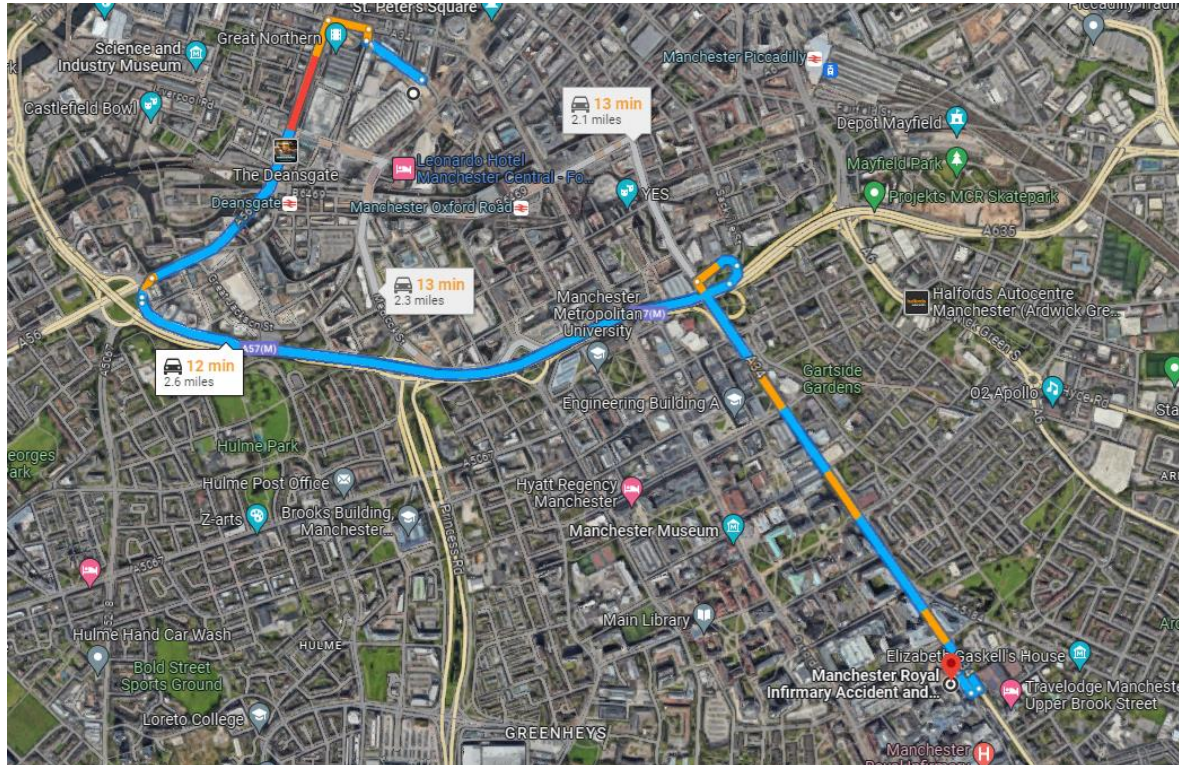
The detailed Fire Risk Assessment and fire controls (Fire Safety Plan) needs to be developed from the outset identifying the stages and activities which give rise to critical risk points and which, therefore, will need highest levels of control. Process fire risks must be considered in conjunction with general fire precautions. The construction FRA must be issued to the client for information PRIOR to the commencement of the works.

For further details on the requirements for the Fire Risk Assessment and Fire Safety Plan refer to:

- HSE Guidance. HSG168 Fire safety in construction.
- HSG168 - Appendix 3 Summary of basic precautions for all sites and additional precautions for higher risk sites.
- CDM Regulations 29 (Prevention of risk from fire...etc), 30 (Emergency procedures), 31 (Emergency routes and exits), and 32 (Fire detection and firefighting)
- The Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation, 10th Edition.

Refer to **Appendix H** for the existing Emergency Procedures for Manchester Central and the requirement for an Induction to be attended by all contractors personnel.

The nearest A& E Hospital is:
Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL



- Take A56 to Deansgate Interchange - 6 min (0.7 mi)
- Drive along Ring Rd./A57(M) and A34 - 5 min (1.9 mi)
- Drive to North Rd - 22 sec (207 ft)
- Manchester Royal Infirmary Accident and Emergency Dept

No-go areas

All works are to be confined to the CDM Area as noted within the contract documents.

Smoking and parking

A no smoking policy must be established and implemented on site, with the exception of designated areas where smoking will be permitted and areas of the site where there is no significant fire risk or quantity of combustible materials. Where smoking areas are permitted, they should be separate from other areas frequented by non-smokers and designated accordingly. "NO SMOKING" signs must be displayed where appropriate.

Segregation between construction vehicles and pedestrians should be maintained, where possible. Temporary parking areas should be planned and designed to accommodate peak requirements. Such car parks should have safe entry and exit routes, set out to provide optimum, logical and safe parking and, constructed with a firm, graded surface, suitable for road-going vehicles. Designated parking areas should be signed as such.

Debris and materials (especially combustible) must not be allowed to accumulate in parking areas and flammable liquid/fuel stores should be sited a safe distance away. Other construction vehicles (mobile plant, trailers, etc.) should be parked in designated areas on site, preferably a safe distance from the site security fence, and immobilised.

Parking and access/egress arrangements, and designated smoking area shall be identified on the Principal Contractor's Site Layout Plan.

Confined spaces

No Confined Spaces have been identified at the time of writing this report, but, if for any reason a confined space needs to be entered then a Permit to Work is required and suitable trained operatives are only to enter and comply with the requirements of HSE Guidance L101.

Restricted spaces need to be considered for works in the construction phase including the plant rooms at roof level, service risers and lift shafts. Appropriate control measures should be adopted within the Construction Phase Plan.

3. Environmental Restrictions and Existing On-site Risks

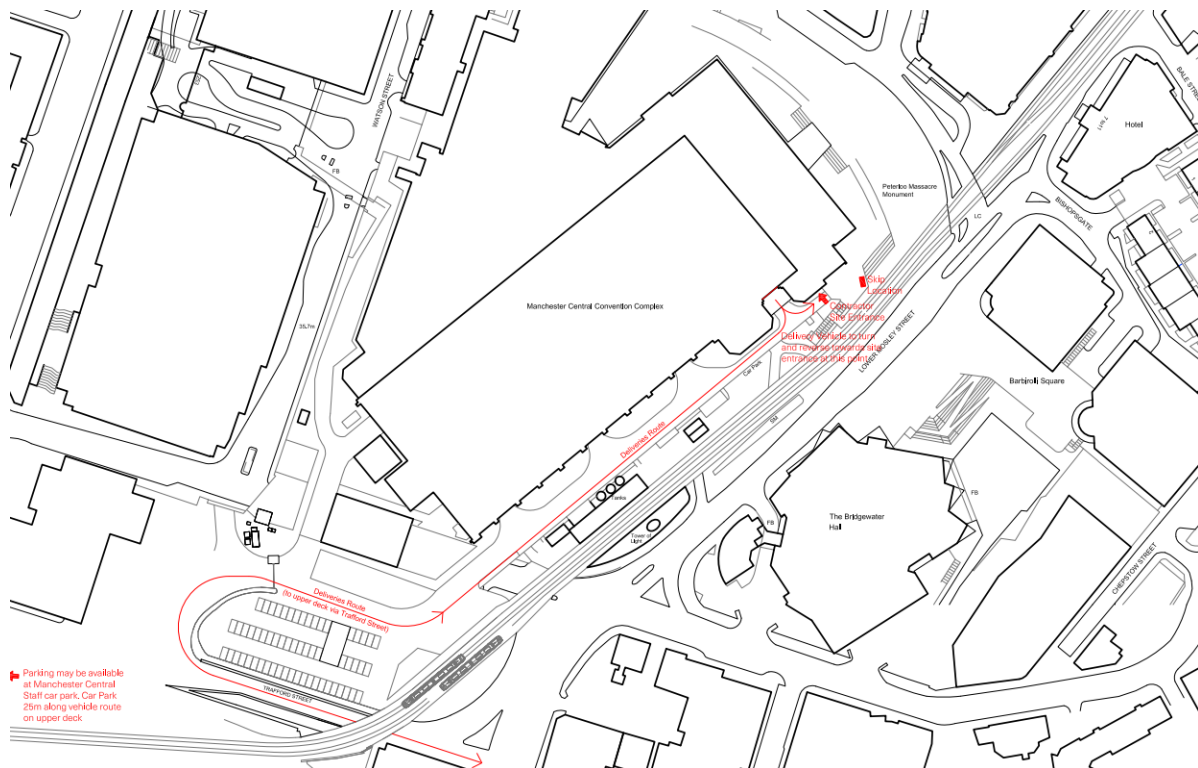
Safety Hazards

Boundaries and access

Due to the location of the site care must be taken to ensure that any deliveries do not disrupt pedestrian or traffic within adjacent roads and Manchester Central. The Contractor must ensure any disruption and inconvenience is kept to a minimum, it would be recommended that deliveries are done at less busier periods through the day such as avoiding rush hour times. The Local Authority may impose an embargo on delivery times.

Site access is to be via the service road that runs parallel to the southeast side of Manchester Central, which can be accessed off Trafford Street and through the controlled gates, see **Appendix F** for the initial Logistics Plan.

All vehicles entering and leaving the site should be guided by 2 No banksmen, 1 to the front and 1 to the rear of the vehicle. The PC to include within the CPP a traffic management plan for the works and control measures to be adopted to ensure safety of the general public and construction workers.

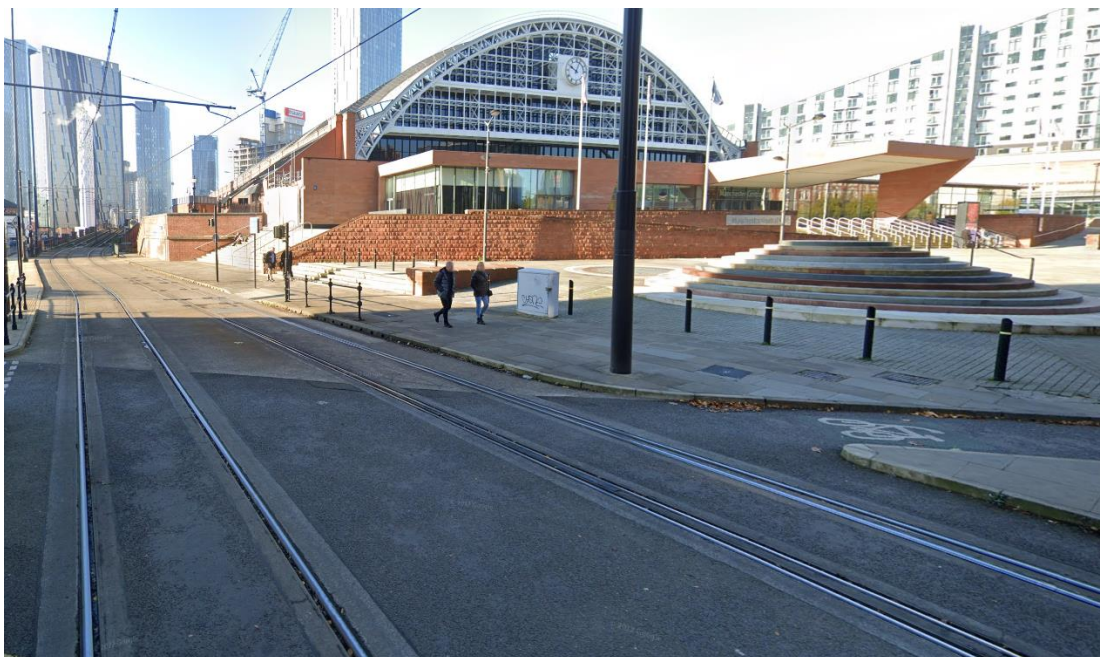


Initial Logistics Plan

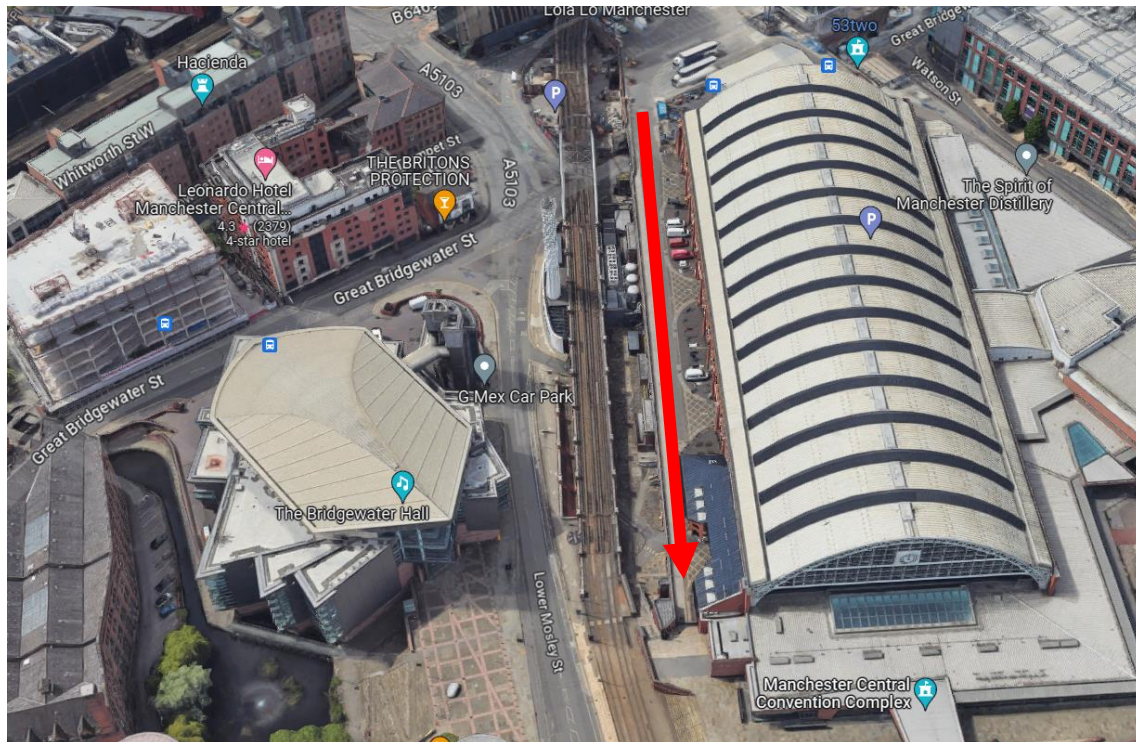


Access under low bridge on Trafford Street

It is to be noted that access to the front of Manchester Central site is via commercial roads which are relatively narrow, therefore the contractor to assess to ability of large vehicles to access the site through the existing road system. The Manchester Metro runs parallel to the side of Manchester Central along Lower Mosely Street.



Manchester Metro Adjacent to Manchester Central



Access Route

The Principal Contractor will develop their own site security measures to comply with the requirements of HSE Guidance HSG 151 Protecting the Public your next move.

Delivery and waste vehicle restrictions

Access must be always maintained to the infrastructure for all adjacent existing buildings within the wider area.

The PC must ensure that tracking has been considered for any potential site vehicles and any supplementary signage or restrictions that may need to adopt by the Principal Contractor and is to be included within the traffic management plan issued as part of the CPP document.

Consideration of the existing road layout including one-way routes and parking restrictions.

As noted previously the access roads are relatively narrow with on-street parking to both sides which may restrict the size of vehicle able to access the site.

Adjacent land uses

The site area is within the existing Manchester Central Convention Centre, which is surrounded by commercial streets with the Manchester Metro to the Southeast of the building.

To the Southeast of the site is a large commercial/residential construction site which will remain active during the works. However, this should not impact of the works.



Location Plan – Showing the Surrounding Environment

Existing storage of hazardous materials

There are no known hazardous materials stored within or adjacent to the site.

Location of existing services

Refer to the existing services information issued with the tender and which the M&E Consultants have based their designs. The Consultants have also undertaken their own survey of the site area to validate the existing information

Notwithstanding the above the contractor is advised to survey the area to ensure the accuracy of the records.

Ground conditions and underground structures

N/A

Unexploded Ordnance

N/A

Information on existing structures

Information on the existing structure is available from the client. This information has been issued to the designers during the design phase of the project.

Structural integrity and previous modification of structures

There have been no modifications to the structure that will have an impact on the works.

Health Hazards

Asbestos

The Client has confirmed that there is no Asbestos Containing Materials (ACM) within the building. The Cobden Rooms which form the site for the works were constructed post year 2000 when the use of all ACM's was banned.

Existing storage of hazardous materials

There are no known hazardous materials stored within or adjacent to the site.

Contaminated land

N/A, there are no works within the project that requires the breaking of ground.

Existing structures containing hazardous materials

There are no known hazardous materials within the existing structure.

4. Significant Design and Construction Hazards

Significant risks identified during design

A project HARM Register has been set up on HARM Zero* to capture significant risks identified by the project team.

*HARM Zero is Safer Sphere's cloud-based Hazard And Risk Management tool that facilitates collaborative design risk management. It helps clients and project teams discharge their legal duties as well as promote excellence and share best practices with the aim of achieving Zero work-related accidents and ill health.

For further information see: <https://safersphere.co.uk/harm-zero/>

See **project HARM Register Summary**

<https://harmzero.co.uk/registers/register-view/782>

The areas/activities to consider when identifying significant risks include:

- 1 - Construction and demolition
 - 1A General planning
 - 1B Excavation and foundation
 - 1C Primary structure
 - 1D Building elements and building services
 - 1E Civil engineering
- 2 - Access for maintenance (including cleaning and repair)
 - 2A Access for maintenance - building
 - 2B Access for maintenance - services
- 3 - Workplace (in use) safety
- 4 - Fire safety (construction and in use)
 - 4A_Process safety - how to stop fire occurring
 - 4B_General fire precautions - what is needed in event of fire
- 5 - Temporary works

Red, amber and green (RAG) lists are practical aides to designers that highlight hazardous procedures, products and processes that should be eliminated from the project where possible. They also highlight products, processes and procedures to be positively encouraged.

Please follow the link to view the RAG List in the CITB Guidance for Designers:

<https://www.citb.co.uk/media/ndlbnb5v/cdm-2015-designers-interactive.pdf>

Arrangements for co-ordination of on-going design work

HARM Zero is being used on this project to coordinate the design risk management process. The project HARM Register records the hazards and risks identified along with risk and risk mitigation measures and information relating to any residual risks.

The project HARM Register is a live register that is continuously updated and reviewed throughout the project. It is reviewed at design meetings and specific CDM meetings/workshops as required. The project HARM Register is reviewed at each RIBA design

stage.

All designers and others involved on the project have access to the HARM Register. Each risk is assigned an 'owner' who is normally the person best placed at that time to mitigate the risk. Anybody can identify a risk and some risks will require coordinated input from multiple parties to mitigate the risks. The risk owner may change throughout the project and when the risk owner changes the new owner will automatically receive an email alert to look at the risk.

All designers must provide information that other project team members are likely to need to identify and manage the remaining risks. **This should be project specific and concentrate on significant risks which may not be obvious to those who use the design.** For example, providing generic risk information about the prevention of falls is pointless, because competent contractors will already know what needs to be done, but if the design gives rise to a specific and unusual fall risk which may not be obvious to contractors, designers should provide information about this risk.

Designers also need to provide information about aspects of the design that could create significant risks during construction work or in use. If in doubt about the level of information needed, the best way to find out is to ask those who will use it.

Significant risks are not necessarily those that involve the greatest risks, but those, including health risks that are:

- (a) not likely to be obvious to a competent contractor or other designers:
- (b) unusual; or
- (c) likely to be difficult to manage effectively.

Information provided should be brief, clear, precise, and in a form suitable for the users.

HARM Zero allows users to attach relevant information (e.g., photos, drawings, surveys and reports) to risks, to highlight risks and risk mitigation measures. Relevant guidance is also provided.

Designers duties

It is a legal requirement for Designers (this includes Contractors with design responsibilities) to provide useful and appropriate health & safety information with their design to address residual risks (construction, cleaning & maintenance, and building in-use as a Workplace) that have not been designed out or significantly reduced,

CDM Regulations 2015, Reg 9(4),

A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these [CDM] Regulations.

Any Designers design health and safety risk information received, 'Designers Risk Assessments' Et al, are contained in **Appendix B**.

Items requiring particular precautions

Refer to the project HARM Register.

The main dangers on site include the following which must be specifically addressed where applicable in the Construction Phase Plan:

- Falls from height
- Collapse of structures

- Exposure to building dusts
- Activities or workers requiring supervision
- Services within existing buildings
- Maintenance of plant and equipment
- Risks to members of the public, the Client and others

Additional particular risks which must be addressed where applicable include:
(CDM Regs 2015, Schedule 3)

- Chemical or biological substances
- Working with ionising radiation
- Work near high voltage power lines
- Risk of drowning
- Wells, underground earthworks and tunnels
- Work in caissons with a compressed air atmosphere
- Work involving explosives
- Work involving assembly or dismantling of heavy prefabricated components

See HSE and CITB requirements and guidance for the Construction Phase Plan,

<https://www.hse.gov.uk/construction/safetytopics/planning.htm>

<https://www.citb.co.uk/standards-and-delivering-training/health-and-safety-publications-and-support-materials/ge700-companion-content/checklists-and-forms/>

<https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-regulations-2015/>

5. Construction Phase Plan

The enclosed Construction Phase Plan review checklist, **Appendix D**, highlights the items that should be included within the Construction Phase Plan prepared by the Principal Contractor.

The Construction Phase Plan must be site specific and should include the Pre-Construction Information provided and address the risks identified on the project HARM register.

The Principal Contractor must liaise and coordinate with the Principal Designer and the project HARM register should be updated throughout the project.

The Construction Phase Plan should also include details of welfare facilities arrangements to ensure they are suitable and meet the requirements set out in the CDM regulations schedule 2.

The Construction Phase Plan should be provided to the Client and or Client CDM advisor at least 2 weeks before commencement on site so the Client/Client CDM advisor can confirm that arrangements are adequate to enable construction to proceed.

The Construction Phase Plan Review is based in the requirements of CDM 2015 and in line with appendix 3 of the HSE's Legal (L) series guidance L153 managing health and safety in construction. The review takes into account the main dangers on-site as highlighted in HSE guidance (CIS80) construction phase plan and includes a reference to CDM 2015 schedule 3 for work involving particular risks.

6. Project Health and Safety File

The Principal Designer will collate the required information and prepare a Health and Safety File for the project based on the remaining hazards and risks. The Designers and Principal Contractor has a duty to obtain relevant information for the health and safety file as required by the Principal Designer. It is important that this information is provided promptly, and all parties must ensure that any contractors and or designers appointed by them are aware of what is expected from them and when to deliver it. The Health and Safety File will be part of the handover documentation, and as such handover will not be accepted without this completed document.

A template for the Health and Safety File giving guidance on information to be provided is provided in **Appendix E**.



Appendix A

Project Directory



Project Directory

PROJECT WINDSOR

Jun-23

Rev 3

Discipline	Company	Contact	Telephone	Mobile	Email
Client	Manchester Central Petersfield, Manchester, M2 3GX	Shaun Hinds (CEO) Alex Robertson (Director of Hospitality) Matt Hagan (Exec Chef) Andy Kelly (Director of FM) Dave Holden (Financial Director) Duncan Leavitt (FM)	0161 827 8730	07715 316848 07977 584004 07843 365460	s.hinds@manchestercentral.co.uk a.robertson@manchestercentral.co.uk m.hagan@manchestercentral.co.uk A.Kelly@manchestercentral.co.uk > D.Holden@manchestercentral.co.uk > d.leavitt@manchestecentral.co.uk
PM / QS/CA	Deacon and Jones LLP New Dimension House, Britannia Way Waters Meeting, Bolton BL2 2HH	Mark Lamoury	01204 387244	07966 132592	mark.lamoury@deaconandjones.com
Architect	Up North Architects Ltd Suite 111, Holyoake House Hanover Street, Manchester M4 4AH	Patrick Thomas Nick Bowker	0161 237 1871	07980 639812	patrick@upnortharchitects.com nick@upnortharchitects.com
MEP Consultant	Hulley & Kirkwood	Peter Metcalf Andy Moore (Mechanical) Dan Farrimond (Electrical)	0161 832 2030 0161 832 2030	07818 002125	hk.manchester@hulley.co.uk
Planning Consultant	Taylor Design Architects 30 Manchester Road Wilmslow, Cheshire SK9 1BG	Stephen Sands	01625 528181		SSands@taylor-design.co.uk
Principal Designer	Safersphere	Allan Briscoe	01744 343044	07718 003527	allan.briscoe@safersphere.co.uk
Structural Engineer					
Acoustician	Hepworth Acoustics	George Zelenovic	0161 242 7900	07779 336 429	george.zelenovic@hepworth-acoustics.co.uk
Fire Engineer	Design Fire Consultants (Planning Stage)	Stephen Murphy/Adam Monaghan		07739 363924	stephen@designfireconsultants.co.uk
Approved Inspector	Ball & Berry	David Clarke		07702 807291	davidc@ballandberry.co.uk
Licencing Consultant	Kuits Steinart Levy LLP	Rebecca Lowe (Senior Associate)	0161 832 3434		rebeccalowe@kuits.com

Appendix B

HARM Zero Risk Register & Designers Risk Registers



HZ0782 HARM Register Summary 8637 - Cobden Rooms Manchester Central - printed 10/10/2023 at 11:18

Link to the full 'live' online HARM Register with supporting information <https://harmzero.co.uk/registers/register-view/782>

Ref	Description	At Risk	Mitigation	Risk Level	Risk Owner
HZ0782-R002	In operation plant/vehicle movements - pedestrian interface Risk of collision in operation.	Existing occupier End user	Review internal and external access. Segregate pedestrians and vehicles with physical measures where feasible. Clearly defines access routes and pedestrian walkways with suitable markings, signage...etc. Carry out vehicle tracking where necessary. If possible design to avoid vehicles having to reverse.	High	
HZ0782-R003	Holes in the floor for new risers Risk of falls and falling material. Also, risks associated with cutting openings - structural considerations, noise, dust...etc	Construction	Risk of falls and falling materials to be managed on-site along with noise, dust, vibration...etc.	Eliminated	
HZ0782-R004	Construction - site logistics, access, and phasing Risks associated with construction and phasing of works.	Construction	Initial site access and logistics/phasing plans to be prepared showing access routes and site boundary.	High	
HZ0782-R005	Control of Substances Hazardous to Health (COSHH) - Construction Identify any hazardous substances See indg136_HSE Brief Guide to COSHH See Table 1 of EH40/2005 'Workplace Exposure Limits' for the latest Workplace Exposure Limits (WELs)	End user Construction Cleaning & maintenance	Design out the requirement to use hazardous substances where possible. If any hazardous substance are to be used try to minimise use and consider location where the substance is to be used and how the risk of exposure can be minimised.	High	
HZ0782-R006	Building Security Need to provide suitable security measures for a building based on use and environment.	Public Existing occupier End user Construction	Hazard identification, risk assessed, and mitigation measures - compliance with recognised standards, examples: - https://www.gov.uk/government/publications/crowded-places-guidance/physical-security - https://www.securedbydesign.com/ - https://www.cpni.gov.uk/building-infrastructure	High	

Ref	Description	At Risk	Mitigation	Risk Level	Risk Owner
HZ0782-R008	Furniture Fixtures and Equipment. Lifting and manual handling risks associated with installing (and removing) large heavy items of furniture and equipment. Consider also any difficult to access location.	Construction	Identify any large heavy items to be installed. Confirm access route and check dimensions and loadings. E.g. confirm item will fit thorough existing access corridors etc.	High	
HZ0782-R009	Safe plant and equipment replacement strategies are not considered and developed in the early stages of a project's design.	Existing occupier End user Cleaning & maintenance	Provide a robust and detailed plant and equipment replacement strategy, considering access, lifting, and movement arrangements.	Moderate	Umar Rehan(Hulley & Kirkwood)
HZ0782-R010	Risks associated with work in a live environment. Access to site. Access for deliveries, waste removal and other building operations. Potential other planned construction works at same time. Building rules and restrictions. Public use of adjacent spaces during the construction works.	Public Existing occupier Construction	Confirm building rules, restrictions, activities and operations...etc Prepare site logistics / phasing plans. Site Rules, General Info & Contractors info issued by Manchester Central (attached) Contractor Control Procedure issued by Manchester Central (attached) Clearly de-mark the work areas and access routes and confirm how site operatives and activities are segregated from building operations.	High	
HZ0782-R011	Risks associated with lifting and manual handling external items such as planters, permanent seating etc. in difficult to access location.	Construction Cleaning & maintenance	Confirm size and weight of largest items to be installed. Review location and access for mechanical lifting. Can lifting points be incorporated. Also consider location alongside the safe access and maintenance strategy and requirements to located temporary access equipment in certain areas to clean and maintain the buildings.	Moderate	Patrick Thomas(Up North Architects)
HZ0782-R012	Workplace (in use) safety Designers to take into account the provisions of the workplace regulations. E.g. risk of slips and falls. Consider; Stability and solidity Ventilation Temperature and indoor workplaces Lighting Cleanliness and waste material Room dimensions and space Workstations and seating Conditions of floors and traffic routes Falls and falling objects Windows and transparent or translucent doors, gates and walls Organisation etc of traffic routes Doors and gates Sanitary conveniences Washing facilities Drinking water Accommodation for clothing Facilities for changing clothing Facilities for rest and to eat meals Disabled persons	End user	Mitigation of any specific risks identified. Refer to Safer Sphere designing for safer use guidance	High	

Ref	Description	At Risk	Mitigation	Risk Level	Risk Owner
HZ0782-R013	Risks associated with cleaning and maintaining building. See Safer Sphere Designing for Safe Use guidance	Public End user Cleaning & maintenance	Architect to develop initial safe access and maintenance strategy for the building for review with the project team. Discussions with access consultant required during detailed design to determine maintenance strategy. Glazing contractor to provide maintenance and replacement method statement.	Moderate	Patrick Thomas(Up North Architects)
HZ0782-R014	Fire precautions during construction are to be considered at the design stage as well as during construction. See HSG 168 Fire safety in construction and JCoP Fire Prevention on Construction Sites Consider the following during construction: • Means of escape • Fire alarms – giving warning and detection • Fire-fighting equipment • Compartmentation /stopping spread • Emergency procedures	Construction	Consider design and planning measures to mitigate risk identified. Identify any existing fire safety information including any existing fire risk assessment / plan and fire responsible person. See HSG 168 Fire safety in construction and JCoP Fire Prevention on Construction Sites Compartmentation /stopping spread - e.g. temporary intumescent fire pillows - see attached	High	
HZ0782-R015	Risk of a breach in fire compartmentation and other risks associated with forming or creating a breach in exiting fire compartmentation holes through floors & walls. Risk of breach in existing fire compartmentation e.g. for service penetrations. Also silica dust, HAVS, etc exposure risks.	Public Existing occupier End user Construction Cleaning & maintenance	Review fire compartmentation and confirm suitable fire stopping measures in place for any service penetrations. Engage with a suitably qualified Fire Engineer to produce a Fire Strategy Briefing Document.	Moderate	Patrick Thomas(Up North Architects)
HZ0782-R016	Live services in building Risk of contact with live services. Electric shock...etc Demolition work, creating openings, fixing into walls and floors.	Construction	Identify existing services. Obtain existing Health and Safety File and as installed drawings if available. Commission additional surveys as necessary to identify and where possible isolate services. Move location of openings to avoid services? Re-route services?	Moderate	Umar Rehan(Hulley & Kirkwood)

Appendix C

HSE Guidance on Welfare Provision

Construction - Welfare standards

Open Government status: Fully open

Target audience: FOD Construction Inspectors (Bands 0-4); Visiting Officers

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Summary

This document explains the requirements for welfare facilities provision on construction sites, gives guidance on the interpretation of the standards and clarifies the basic expectations for compliance with Schedule 2 of the Construction (Design and Management) Regulations (CDM) and provides guidance on enforcement.

Introduction

Welfare is a fundamental and basic necessity for workers. It is also required by law. Providing the right welfare standard sets the tone for a project and demonstrates a commitment to meeting workers' needs. The provision of toilets, a supply of hot and cold (or warm) water for washing, changing facilities, drinking water and somewhere to eat and rest is a basic expectation.

Welfare facilities form an important control measure in their own right as well. They help protect workers against the risks from hazardous substances such as cement, lead or micro-organisms.

Action

Providing adequate sanitary, washing and other welfare provisions is an important part of any construction site arrangements because:

- They are one of an employer's fundamental and basic legal duties as set out in Section 2 of the Health and Safety at Work etc. Act 1974 (HSWA) and further expanded upon in the Construction (Design and Management) Regulations (CDM);
- Washing is a key element in effective risk control for some substances, like cement and lead, as well as micro-organisms present in various work environments;
- It can act as a general barometer of the importance given to providing a suitable working environment and the benefits this in turn brings to both the workers and employers.

Despite published guidance, the determination of what constitutes adequate welfare in compliance with the CDM continues to provide significant debate within industry. This document has been produced to address this. It provides a framework for interpreting the general welfare requirements under CDM and specifically the provisions required under Schedule 2.

This guidance sets out the approach Inspectors and Visiting Officers should take when inspecting issues related to welfare on construction sites. The development of this guide has considered industry perception and understanding of the term welfare and the interpretation of the requirements of Schedule 2 of CDM.

Inspectors and Visiting Officers should use this document to help form or support their opinion regarding the standards observed on site. It should also help influence and support enforcement decisions where standards fall below the benchmark.

Inspectors should:

- consider welfare provision at all construction inspection visits;
- refer to the HSE website for [details of types and standards of welfare facilities expected](#) and take appropriate enforcement action to secure compliance where on-site standards are poor.

Unless local factors point to a different outcome, then where toilets, hand basins, drying room, etc. have not been provided or are inadequate, the Enforcement Management Model (EMM) enforcement expectations are to:

- issue an Improvement Notice (IN) to secure compliance (a Prohibition Notice (PN) is generally not appropriate unless imminent health risks are present);
- consider prosecution for repeated offences (prosecution as a first offence for welfare breaches may be appropriate depending on the level of breach).

For larger clients tracking back is appropriate where problems are found, for example:

- no welfare;
- only portable toilets on site;
- clients not making space for welfare available.

Background

Providing welfare facilities is a defined standard (EMM table 3). If they are not provided or are inadequate then EMM gives an initial enforcement expectation of an IN.

The EMM (table 4) classes welfare provision as 'compliance and administrative arrangements'.

Organisation

Targeting

FOD Construction Inspectors (Bands 0-4); Visiting Officers

Resources

NB: The documents and webpages signposted throughout this document are provided as a source of further information. External resources referencing industry expectations are provided for information purposes only and may not reflect current legislation.

Further References

CDM implements Council Directive 92/57/EEC. The EU has published a non-binding guide to this (<https://publications.europa.eu/en/publication-detail/-/publication/96b5fe83-ef7d-4628-9af0-e02b25810c1d>).

HSE has also published general guidance (<http://www.hse.gov.uk/construction/healthrisks/welfare/index.htm>). However, the range of circumstances where construction work is undertaken means further clarification on a range of issues is often requested. There is a lack of suitable case law to provide a definitive position on interpreting some of the welfare phraseology used within CDM and Schedule 2. Given this, it is appropriate to read across from related standards / guidance where this exists. The following are particularly relevant:

- **Workplace (Health, Safety and Welfare) Regulations (WHSWR):** These are mostly disappplied in relation to construction sites (save for WHSWR regulations 18 and 25A as well as 7(1A), 12, 14, 15, 18, 19 and 26(1) for indoor sites). Of these 25A, with regard to disabled people, is the most relevant. That requires, where necessary, those parts of a workplace (including doors, passageways, stairs, showers, washbasins and lavatories) used or occupied directly by disabled persons at work to be organised to take account of such persons.

Elsewhere, WHSWR has regulations specific to welfare that read across relatively straightforwardly to the CDM provisions. As a general principle construction should have standards consistent with those in other industries unless there are justifiable construction specific requirements for this. This is particularly applicable where specific WHSWR information relevant to welfare has Approved Code Of Practice (ACOP) status. An ACOP has special legal status. If the specific matters on which an ACOP gives advice are followed, then this is deemed sufficient to comply with the relevant part of the law it relates to.

- **Management of Health and Safety at Work Regulations (MHSW):** These place a number of requirements on dutyholders. Of particular relevance are those relating to new or expectant mothers and young persons. The latter are defined as someone under 18 but over compulsory school age (usually 16 but depending on the school leaving date).

- **Working Time Regulations:** Regulation 12 places specific requirements on rest breaks. An adult worker who's daily working time is more than six hours is entitled to an uninterrupted rest break of not less than 20 minutes away from work (subject to the provisions of any applicable collective agreement or workforce agreement). A young worker who's daily working time is more than 4 and a half hours is entitled to a rest break of at least 30 mins away from work, which should be consecutive if possible.
- **Risk Control Legislation:** Welfare, especially washing requirements, can also form a control measure. Consequently, there is a crossover with other legislation such as the Control of Substances Hazardous to Health Regulations (COSHH) and the Control of Lead at Work Regulations (CLAW). There should be consistency with general welfare requirements for those situations where it is appropriate, but some provision may need to be of a higher standard, dependent on the risk, to provide adequate control.
- **The Health and Safety (First-Aid) Regulations:** Regulation 3 requires employers to provide appropriate equipment and facilities to enable first-aid to be given if an employee is injured or becomes ill at work. The guidance to these regulations (L74) outlines typical examples of what an employer should include in a first aid room, if one is deemed as necessary in their first aid needs assessment. These include provision of a sink with hot and cold running water, drinking water with disposable cups and soap / paper towels.

Contacts

Construction Sector: Regulatory Support Unit

Appendix 1:

General CDM Welfare Duties

1.1. Client: The client is any person for whom a project is carried out. Under CDM regulation 4(1) clients have an absolute duty to ensure that they have made '*suitable arrangements for managing a project*'. Regulation 4(2)(b) interprets and explains this further making it clear that such arrangements include that '*the facilities required by Schedule 2 are provided in respect of any person carrying out construction work*'.

In practice this means that a client needs to create an environment or circumstances where the work can be carried out with the appropriate welfare facilities in place. An agreement needs to be reached with the Principal Contractor / Contractor before work starts about the facilities required for the whole duration of the construction work. Use of the client's own on-site facilities should not be the default option – particularly in relation to domestic work. (**Note:** Workplaces engaging peripatetic workers where there is not a specific construction site as defined - i.e. not specifically fenced off or otherwise segregated from the rest of the workplace - are legally required under WHSWR to make available their facilities for use).

1.2. (Principal) Designers: Under CDM this role(s) has no explicit duties regarding welfare. Their primary focus is to ensure that the project reduces risk to health and safety so far as is reasonably practicable. Welfare is not mentioned in these contexts. However, this role(s) still can influence the welfare that is provided via its interaction with the client. Under regulation 9(1) – '*A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regs*'. It would also be good practice for them to advise their client on anything significant that might impact upon their duty to create an environment or circumstances where the work can be carried out with the appropriate welfare facilities in place.

1.3. Principal Contractor: Under Reg 13(4)(c) a Principal Contractor (PC) must ensure '*that facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase*'. These facilities must be made available before any construction work starts and should be maintained until the end of the project.

1.4. Contractor(s): The PC is also required to liaise with other contractors involved with the project to ensure appropriate welfare facilities are provided. Such liaison should continue for the duration of the construction phase and take account of any changes in the nature of the site which require subsequent changes to the provision of welfare facilities. In turn, under reg 15(11) '*a contractor must ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with so far as they affect the contractor or any worker under that contractor's control*'. On projects involving more than one contractor, meeting this duty will involve discussing and agreeing with the PC. For projects involving only one contractor, the contractor themselves must ensure that suitable welfare facilities are available.

1.5. Domestic Clients: a domestic client, (i.e. someone who has construction work done on their own home, or the home of a family member, which is **not** done in connection with a business) has no legal duties under CDM. Regulation 7 of CDM transfers these to others as follows:

- **Domestic projects involving one contractor:** on these projects the client's duties are transferred to the contractor. That contractor must carry out the client's duties as well as their own. In practice, this should involve doing little more to manage the work to ensure health and safety.
- **Domestic projects involving more than one contractor:** on these projects, it will be the PC who takes on the client duties. The PC will need to comply with these duties as well as their own. If the domestic client does not appoint a PC, the role of PC falls to the contractor in control of the construction phase of the project.
- **The principal designer where there is written agreement that the principal designer will fulfil those duties:** in some situations, domestic clients wishing to extend, refurbish or demolish parts of their own property will, in the first instance, engage an architect or other designer to produce possible designs for them. If they so wish, a domestic client can choose to have a written agreement with the principal designer (PD) to transfer the client duties to them. In this case, the PD must fulfil the duties of the client as well as their own. Where no such agreement is made, the PC will automatically take over the project management responsibilities.

Appendix 2

2. CDM Generalities

Within CDM and Schedule 2 the above duties are qualified by some recurring general phrases. These require interpreting before considering the specific provisions:

2.1. So far as reasonably practicable (SFAIRP): This term has been well defined in case law (see <http://www.hse.gov.uk/risk/theory/alarpglance.htm>). In essence it is about making sure an issue has been suitably addressed when weighing the measures needed against the sacrifices involved. The decision is weighted in favour of health and safety because the presumption is that the duty-holder should implement the measure required. To avoid having to make this sacrifice, the duty-holder must be able to show that it would be grossly disproportionate to the benefits the measures would achieve. Thus, the process is not one of balancing the costs and benefits of measures but, rather, of adopting measures except where they are ruled out because they involve grossly disproportionate sacrifices.

2.2. Suitable and Sufficient: As discussed above, a PC must provide the facilities in Schedule 2 whereas a contractor has to ensure, SFAIRP, that these requirements are complied with. However, this difference cannot be viewed in isolation from the specific requirements set out in Schedule 2. These are often prefaced by the term “suitable and sufficient”.

Although common in H&S legislation this term is not prescribed to any great extent. Case law has established that it requires a qualitative assessment that considers all the relevant circumstances. With regards to welfare this means having particular regard to:

- The duration and extent of the work
- The nature of the work and the foreseeable conditions associated with this. This includes seasonal variations as significant temperature and rainfall differences can be experienced by operatives over the year;
- The location / timing of the work and site-specific issues related to this
- The number and composition of the workforce and their working patterns including relevant cultural, religious, disability and gender specific requirements.

2.3. Adequate: This phrase is sometimes used and is in effect a variation on suitable and sufficient above.

2.4. Readily Accessible: This means easily reached or capable of access without any reasonable hindrance. Again, it cannot be further defined and so is also subject to an assessment based on the circumstances of each case. However, these circumstances should take into consideration the immediacy of need. This may be different for different requirements. E.g. rest breaks can be scheduled and so it may

be reasonable for it to take slightly longer to reach rest areas when compared to toilet facilities which someone should be able to reach quickly. It also requires the consideration of different people's needs including the disabled.

The above elements provide an essential part of the framework for considering whether provisions meet the required standard. They are considered in more detail in the appendices below.

Appendix 3:

3. Sanitary Conveniences

Paragraph 1 of Schedule 2 places a number of requirements in relation to sanitary conveniences. The interpretation of specific parts (**highlighted**) of these requirements is discussed below. Firstly, though it is important to define what is meant by this term.

A useful reference document is Approved Document G of the Building Regulations 2010. This defines **sanitary appliance** as meaning a wide range of things including closet, urinal, bath, shower, washbasin, sink, bidet and drinking fountain. It also includes appliances that are not connected to a water supply (e.g. composting toilet) or drain (e.g. waterless urinal). **Sanitary conveniences** are specific appliances within this list, namely **urinals** and **closets**. A urinal is a sanitary appliance used by men for the reception and disposal of urine. A closet is essentially a small room or enclosure with a pan receptacle for faecal matter, urine and toilet paper, plus any associated flushing device, plumbing and fittings. Under this document a closet is further subdivided between:

- **Water-closet (WC):** a closet that has a separate fixed receptacle connected to a drainage system and separate provision for flushing from a supply of clean water either by the operation of a mechanism or by automatic action.
- **Chemical-closet (CC):** a closet having a movable receptacle for the reception of faecal matter and its deodorisation by the use of earth, ashes or chemicals, or by other methods. This therefore includes chemical and composting toilets. They are usually referred to as earth closets. However, given that chemical toilets are the most likely type to be used on construction sites, it is more appropriate to refer to them as chemical closets within this document.

In addition to the above the document also refers to another relevant term **Sanitary accommodation**. This is defined as a room containing a closet or urinal whether or not it also contains other **sanitary appliances**. Sanitary accommodation containing one or more cubicles counts as a single space if there is free circulation of air throughout the space.

3.1. Suitable and sufficient sanitary conveniences must be provided or made available at readily accessible places.

The provision of sanitary conveniences is an absolute duty. There is no exception to them being provided or made available. However, what is suitable, sufficient and readily accessible will be situation dependent as discussed below:

Suitable: A closet will always be needed. A urinal on its own will never be sufficient for male only sites as it is not capable of dealing with faecal matter. To be suitable this closet will need to be the right type, with the right associated facilities in appropriate sanitary accommodation. These are considered below:

Type: Both the Approved Document G of the Building Regulations and the WHSWR ACOP draw a distinction between closets that are connected to a suitable drainage system compared to those that are not and closets that have an effective means of flushing with water and those that do not. It effectively establishes the following general hierarchy for suitability:

(a) WC connected to a suitable drainage system with an effective means for flushing with water

(b) WC with an effective means of flushing with water connected to a suitable collection system that is emptied mechanically.

(c) CC with waterless chemically flushed appliances for workplaces without running water or a nearby sewer. These should have a suitable deodorising agent and be emptied / recharged at suitable intervals. As far as possible, this emptying should not be by manual means.

An objective assessment is required to determine which of the above is most appropriate in the given circumstances. The whole life cycle of the project and any different requirements throughout it should be considered at the outset. A key consideration will be the transient / changing nature of much construction work. Given this, a waterless chemically flushed closet may be the only reasonably practicable way of providing sanitary conveniences at the start and / or end of some projects or in addition to permanent facilities on more remote parts of larger sites. The whole life cycle of the project and any different requirements throughout it should be considered at the outset.

Associated Facilities: In addition, to be suitable the closet will also require a number of elements so that it can be properly used. In line with BS 6465-1:2006+A1:2009 this includes consideration of:

- Toilet paper on holders or dispensers
- Suitable means of cleaning (eg toilet brush)
- Hooks so clothing and articles don't have to be placed on the floor
- Suitable means for the disposal of sanitary dressings in toilets used by women

- **Accommodation:** The provision of suitable accommodation for the closet is also an important element in its use. In line with BS 6465-1:2006+A1:2009 this includes consideration of:

- Clear marking / signs;
- Walls, floor and ceilings that, where appropriate, are sufficiently robust to cope with everyday wear, any likely vandalism and can be suitably cleaned
- Positioning to ensure that the entrance does not interfere with those moving nearby or impact on the provision of suitable privacy
- A maximum of one closet per 'cubicle'. Where these are self-contained or non-gender specific the walls and doors for the cubicle should extend to the full height of the room / ceiling. Where there are a number of same sex

cubicles alongside each other, partition walls should be sufficient for privacy including a gap of between 100-150mm above the floor with the partition extending at least 2m in height.

- The provision of sufficient space in accordance with BS6465-2 to allow for use, maintenance and cleaning and in female 'cubicles' to ensure that the sanitary waste disposal unit does not touch the seat of the closet.
- Adequate protection from the weather including sun, wind, rain and snow. Heating will be needed for the comfort of users in cold weather, but this needs to be carefully positioned. Sources of heating should not be located close to urinals as splashing can lead to odours and damage to the surface of the radiator. Similarly, protecting pipework against freezing in winter is required.

Sufficient: Calculations for the number of persons using sanitary conveniences should reflect normal peak usage and be able to prevent any undue queuing. If fluctuations in working patterns/ schedules are likely then fire escape calculations etc could be used as a guide. When considering the ratio of WCs for workers Tables 1 and 2 in the WHSWR ACOP provides a good starting point (Note: The basic provision numbers in BS 64651:2006+A1:2009 are now in some instances greater than indicated below).

Table 1: Provision for mixed workplaces

Number of people at work	Number of cubicles
1 to 5	1
6 to 25	2
26 to 50	3
51 to 75	4
75 to 100	5

Table 2: Alternative ratio for men only use

Number of men at work	Number of cubicles	Number of urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

If separate toilets are provided for a group of workers (e.g. men, women, office workers, manual workers) a separate calculation should be made for each group. Table 2 provides an alternative to column 2 of Table 1 where WCs are only used by a group of men and both cubicles and urinals are provided. This allows for the provision of urinals to reduce the number of WCs. However, there must always be at least one WC. A urinal may either be an individual urinal or a section of urinal space which is at least 600 mm long.

An additional toilet should be provided for every 25 people above a total of 100 (or fraction of 25). For toilets only used by men, an additional cubicle for every 50 men (or fraction of 50) above 100 is sufficient, provided there are at least an equal number of additional urinals.

The above is specified with plumbed appliances in mind. CCs have limited capacity and need emptying. Given this BS 6465-1:2006+A1:2009 recommends that there is one CC per seven persons where once a week emptying is provided.

Readily Accessible: Unlike rest breaks, toilet needs cannot be planned in. Workers should not have any significant wait when they need to use a WC / CC / urinal. Such a wait can cause distress or exacerbate health issues.

BS 6465-1:2006+A1:2009 provides a good rule of thumb for what this means in practice. For permanent workplaces in buildings staff should not have to walk more than 100m or up / down more than one floor. An adjustment in the standard also exists for fixed, stationary, remote and temporary workplaces, including construction sites. This advises that staff should not have to walk more than 150m. On larger sites this may therefore necessitate the provision of satellite conveniences in more remote parts of the site / away from central compounds.

For very remote sites or sites covering a large distance (such as roadworks) it may not be possible for workers to access a convenience without transport. However, in those instances that transport should always be available, and the journey time should be equitable to the time taken to walk 150m.

In addition to being readily accessible for workers, this term should also be used in relation to the positioning of those conveniences that require delivery / emptying by a vehicle etc.

*3.2. So far as is reasonably practicable, rooms containing sanitary conveniences must be adequately **ventilated** and **lit**.*

Ventilation: The WHSWR ACOP specifies that *'Any room containing a toilet should be well ventilated, so that offensive odours do not linger. Measures should also be taken to prevent odours entering other rooms. It should not be possible for air from a room containing a toilet to enter a room where food is processed, prepared or eaten'*.

Such ventilation may be natural (e.g. windows or skylights with direct openings to the outside) or mechanical. Further general requirements on workplace ventilation are contained in the ACOP to regulation 6 of WHSWR.

Lighting: BS 6465-1:2006+A1:2009 indicates that sanitary facilities should be well lit. The preference is for natural light (daylight) but any window which might provide a view into the facility should be of opaque material or have blinds etc unless it is not possible to see into it from outside. Where this cannot be achieved, or work extends outside of daylight hours, then electric lighting should be to a minimum of 100 lux (200 lux for accessible toilets). Low energy lighting should be considered but systems that respond to movement should be used with caution to ensure people are not left in the dark.

Appropriate consideration also needs to be given to the risks associated with the power source for any such lighting. These include electrical safety and carbon monoxide risks from petrol generators

3.3. *So far as is reasonably practicable, sanitary conveniences and the rooms containing them must be kept in a **clean and orderly** condition.*

Clean and Orderly: The ACOP to WHSWR specifies that '*Arrangements should be made to ensure that rooms containing toilets or washing facilities are ... kept clean. The frequency and thoroughness of cleaning should be adequate for this purpose. Responsibility for cleaning should be clearly established, particularly where facilities are shared by more than one workplace. The surfaces of internal walls and floors of the facilities should normally have a surface which permits wet cleaning, for example ceramic tiling or a washable surface.*'

Frequency and thoroughness will need to consider site conditions, weather and frequency of use. The Principal Contractor / Contractor as appropriate should clearly establish who is responsible for what, when and how as part of their site arrangements.

3.4. Separate rooms *containing sanitary conveniences must be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.*

Separate rooms: This is mostly a self-explanatory term. As discussed in 5.1. the walls and doors for the accommodation should extend to the full height of the room with no gaps. Doors should be secured from the inside by safety locks which can, in the event of an emergency, be released from the outside

Appendix 4:

4. Washing Facilities

Paragraph 2 of Schedule 2 places a number of requirements in relation to washing facilities. The interpretation of specific parts of these (**highlighted**) is discussed below:

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

Unlike the absolute duty to provide sanitary conveniences, the provision of washing facilities is qualified by 'so far as is reasonably practicable'; i.e. they should be provided except where this involves grossly disproportionate sacrifices. Given the relative ease with which provision is possible and the project planning requirements under CDM such situations should be very few and far between. However, what is suitable, sufficient and readily accessible will again be situation dependent as discussed below:

Suitable: Washing facilities are required for a number of reasons including as a control measure to prevent ingestion, skin risks etc and to prevent spread of contaminants. The facilities provided need to be proportionate to achieve this in foreseeable construction work environments.

Both the ACOP to WHSWR and BS 6465-1:2006+A1:2009 make a general distinction between handwashing and general washing. In the majority of instances, it is foreseeable that construction work will involve heavy soiling of the hands and forearms (and possibly the face from splashes etc) which could also include contamination by harmful substances such as cement, micro-organisms or lead. Minimum general washing provisions will therefore be needed in these instances. Both documents specify in these situations that basins need to be provided that are large enough to allow workers to wash their face, hands and forearms (i.e. up to the elbow). This is also referenced in paragraph 2(7) of Schedule 2. Alternatively, each basin may be replaced by a 600mm section of washing trough.

While a small basin may be suitable for hand washing etc after use of the toilet, in many instances it is likely to be insufficient on its own, so far as is reasonably practicable, to meet the minimum washing provisions for a construction site (i.e. unless the work is non-manual or very light manual work with minimal soiling).

It is also important to draw a distinction between general washing and those facilities provided to ensure that meals can be prepared and eaten. The latter is considered further in section 7.1 and includes the provision of a sink to ensure a good standard of food related hygiene (see Approved Document G). That food preparation requirement is incompatible with the contaminants being removed from toilet and construction work related activities. The former should not therefore be used as a combined solution for the latter unless it can be demonstrated that this cannot give

rise to health issues associated with poor hygiene. The two are essentially separate and require separate washing provisions for different purposes.

Both documents also qualify that this minimum provision should be expanded to include showers where relevant to the work. However, it is important to draw a distinction between washing for health and washing for general social norms. While providing a shower for all workers for 'freshening up' after work may be desirable for social and community reasons, is not required by the law unless needed on the basis of risk. Determination of this will be site dependent but is likely to be for situations such as:

- Specific hazardous substances like lead
- Specific hazardous work such as contaminated ground or refurbishing sewage works
- Work that is particularly strenuous or dirty
- Heat Stress where work is taking place in very hot conditions

In addition to the above there are a number of specific and general considerations that are essential for washing facilities to be properly used and hence suitable:

– **Specific Considerations:** Unlike sanitary conveniences, paragraph 2(3) goes on to specify some other important elements. These are:

(a) a supply of clean hot and cold, or warm, water (which must be running water so far as is reasonably practicable);

The most effective way of cleaning is by using soap with an adequate supply of warm water. Cold water on its own is not sufficient. Not only does this fail to comply with a specific legal duty, the water needs to be a comfortable temperature so that there is no barrier to use, particularly in cold weather. Where cold water is provided with hot it is important that there is an effective means for the two to be mixed to achieve a comfortable temperature and minimise any potential scalding risks.

This water is required to be running so far as is reasonably practicable. Running water is water that is flowing rather than standing still (i.e. not water just sitting in an open container). This means piped water where this can be used as opposed to that simply stored in a tank. Piped water has the added advantage of continual supply so there should always be enough for the needs.

- Where piped water is not reasonably practicable stored tank water would be a suitable alternative as the water from this will still reach a tap in some way and so is "running" or "flowing" when the tap is turned on. However, the provision and maintenance of stored water would also need consideration of:
- **Volume:** Implicit within the requirements is that the supply of water is enough for the required use or of sufficient quantity that it can be easily replaced with a ready fresh supply before running out. The amount required would need to be determined based upon the capacity of the sinks provided, the number of times workers will need to wash based on foreseeable work conditions and sufficient water to cover not only 'routine'

washing but also situations where the skin may need to be irrigated under a steady flow of running water for a sustained period (e.g. as part of the treatment for a chemical burn). Part G of the Building regs provides a flow rate of 6 litres and 8 litres per minute for sinks and basins respectively while the flow rate for showers is 10 litres per minute. BS 6465-3 provides 3 minutes as the indicative period of typical shower use. A similar figure is not provided for sinks or basins.

- **Management:** To prevent stagnation, bacterial growth and any associated risks like legionella in accordance with BS8551:2015. Frozen pipes may also be an issue in cold weather.
- **Disposal:** Appropriate disposal or storage of the greywater where suitable drainage systems are not in place.

The phrasing used in Schedule 2 means that there is a strong presumption in favour of the use of water over any other cleaning medium such as hand sanitising gels (which are only of practical use where hands etc look visibly clean and the risks are more bacterial). A duty holder would have to clearly demonstrate that providing water was a grossly disproportionate sacrifice in this instance for hand sanitising gels, wipes etc to be deemed a suitable alternative.

(b) soap or other suitable means of cleaning;

The best provision for cleansing with warm water is soap or any other medium that is as effective. Again, implicit within the requirements is that the supply is sufficient for the required use or of sufficient quantity that it can be easily replaced with a ready fresh supply before running out. Where nail brushes are provided these should be disposable / personal issue to prevent cross contamination.

(c) towels or other suitable means of drying;

It is important to dry hands after washing as the rubbing and drying process can remove significant amounts of bacteria. The hand drying options are listed in Table 6 of BS 6465-3 and include individual terry towels, paper towels, electric dryer, roller towel, loop towel, integrated wash and dry unit or combined paper towels and electric dryer. A suitable option(s) should be chosen taking into account:

- **Type:** In the majority of instances it is foreseeable that construction work will involve heavy soiling of the hands and forearms (and possibly the face). The chosen option should be suitable for drying all washed areas.
- **Maintenance / replacement:** Implicit within the requirements is that the means of drying such as towels etc is sufficient for the required use or of sufficient quantity that it can be easily replaced with a ready fresh supply before running out. This is important to guard against bacterial transfer and proliferation / spread of contamination.
- **Alternatives:** Any back-up option to guard against a power cut etc.

Where showers are required a suitable supply of bath towels will also be required. Arrangements will need to be in place to ensure that these are replaced / laundered as needed depending upon the frequency / numbers used.

General Considerations: There are other elements not included within paragraph 2(3) that are also important pre-requisites to ensure suitability:

- **Plugs:** for sinks to enable the mixing of hot water with cold where scalding would otherwise be a risk and allow skin to be 'soaked' where needed;
- **Hardware:** The provision of associated items for cleaning, drying and any clothing to be located;
- **Materials:** Suitably robust materials that can be easily and appropriately cleaned;
- **Privacy:** The provision of appropriate privacy particularly where there are both male and female workers. This is subject to a specific requirement within paragraph 2(6) for those facilities where provisions extend beyond washing just hands, forearms and face. This legally requires separate washing facilities in these instances except where they are in a room intended to be used by only one person at a time and that room has a door capable of being locked from the inside. (**Note:** the provision of changing rooms and lockers is covered separately in Section 8).
- **Comfort:** As discussed in 5.1. adequate protection from the weather and heating may be needed.

Sufficient: As with sanitary conveniences, there are calculations available for the minimum number of persons using washing facilities in Table 1 of the WHSWR ACOP.

Table 1 Minimum number of persons using washing facilities

Number of people at work	Number of cubicles	Number of washbasins
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

(Note: BS 6465-1:2006+A1:2009 also states that where there is likely to be heavy soiling etc there should be 1 washbasin per 10 persons at work (or fraction at work) up to 50 persons with 1 additional washbasin per additional 20 persons (or fraction thereof).

Drying arrangements will need to be proportionate to this. BS6465-1 states that for hand drying, hot air dryers should be provided one to every three basins with other hand drying facilities one for every four basins.

The equivalent calculation can be applied to the provision of showers. However, in this instance they may not be needed by the entire site workforce. Instead the ratio is better based on the total numbers needing shower facilities given the specific work conditions discussed above.

The final number of washing facilities provided also need to take into account:

Location: There is a general requirement for washing facilities to be located in readily accessible places. The general definition for this given in 2.4 above is 'easily reached or capable of access without any reasonable hindrance'. Paragraph 2(2) of Schedule 2 also states they must be provided:

- *in the immediate vicinity of every sanitary convenience, whether or not also provided elsewhere; and*
- *in the vicinity of any changing rooms required by paragraph 4, whether or not provided elsewhere.*

The correct location is an important measure to ensure that they can/ are used (e.g. prior to eating and drinking). Additional washing facilities may therefore be needed depending upon the extent to which they are co-located with any of the above (e.g. integral to toilet cubicle, as part of a larger toilet block or as part of a washing block with showers and associated changing facilities) – see section 6.

Risk control: Specific substances may also require washing facilities as a key element of control. Increased provision may be needed for this if, for example, the washing facility needs to be close to the work for emergency purposes or there is an increased risk of spread / contamination if they are shared by others doing different work.

Break and Shift Dependent: A good standard of washing is required before rest breaks and changing / leaving site to minimise ingestion etc risks and spreading any contamination. Consequently, washing facilities need to be within easy reach of any canteen / break areas – see section 7.

*4.2. Rooms containing washing facilities must be sufficiently **ventilated** and **lit**.*

Details for these terms are the same as 3.2 above

*4.3. Washing facilities and the rooms containing them must be kept in a **clean** and **orderly** condition.*

Details for these terms are the same as 3.3 above

Appendix 5:

5. Drinking water

Paragraph 3 of Schedule 2 places a number of requirements in relation to drinking water. The interpretation of specific parts of these (*highlighted*) is discussed below:

5.1. An *adequate supply of wholesome drinking water must be provided or made available at readily accessible and suitable places*

Adequate supply: The body needs adequate water or other fluids to work properly and to avoid dehydration. The NHS recommends individuals should drink about 1.2 litres when working in a moderate climate doing normal physical activity. In hot weather and when doing strenuous activity, this amount will need to be appropriately increased.

Wholesome drinking water: This means water that is fit for human consumption in accordance with the relevant standards.

Provided / Made Available: There is a legal obligation to provide drinking water to workers on construction sites. This can be done in a number of ways:

Existing Mains Supply: This should be used where possible. Additional connections to and use of existing mains water supply will need to comply with the relevant standards.

Temporary Water Supply: Such supplies need to be appropriately planned and managed in accordance with BS 8551:2015. Preference is given to a temporary distribution network from a public or private treated water supply. Water should only be supplied / stored in an appropriate vessel where this cannot be achieved. The standard for this is also outlined in BS 8551:2015.

Sealed bottled drinking water as purchased: In most instances this should be provided as a supplementary source of drinking water where needed (e.g. when undertaking strenuous work). It should be stored in a cool, dark place out of direct sunlight and away from strong odours and volatile materials that can permeate. However, it may be the most reasonable option to provide drinking water on small / peripatetic sites. While workers are able to bring drinking bottles / containers for personal use, this is in addition to any drinking water provided / made available and is not a substitute for it.

Readily Accessible: As outlined in 2.4 this is subject to an assessment based on the circumstances of each case. In general, it is reasonable for drinking water to be located alongside or in rest rooms and other welfare facilities. The same considerations therefore apply as per 6.1 and 7.1 below. However, additional thought also needs to be given to:

Hot weather or strenuous activity: In these circumstances drinking water - e.g. in bottles – may also need to be available close to where the work is being carried out in addition to one place on the site, such as the rest/food preparation area.

Work location: Where workers are in one place for a significant period of time, (e.g. tower crane operator, or highway work away from rest areas) arrangements will be needed to ensure an adequate amount of drinking water is available for their needs.

Suitable Places: Drinking water taps / containers etc should not be installed or stored in places where contamination is likely. This includes close to closets. A drinking fountain may be installed within the toilet accommodation but should be as far away from the closet, urinals and other sources of contamination as possible.

*5.2. Where necessary for reasons of health or safety, every supply of drinking water must be **conspicuously marked** by an appropriate sign.*

Conspicuously Marked: Not all water available on site may be used for drinking. Consequently, that used for other purposes would not need to be fit for human consumption. However, this may cause confusion as to which source can be drunk and which cannot. Where this is the case, the supply of drinking water should be clearly identifiable if there is a significant risk of people consuming non-drinking water. This should be done by a sign that is readily recognisable by those on site taking into account that English may not be the first language of those working. Bottled drinking water should already be suitably marked for sale purposes.

*5.3. Where a supply of drinking water is provided, a **sufficient number of suitable cups** or other drinking vessels must also be provided, unless the supply of drinking water is in a **jet** from which persons can drink easily.*

Sufficient Number of Suitable Cups: Drinking cups or beakers should be provided unless the water supply is through a drinking fountain. Disposable drinking cups used with water coolers are normally 200 - 250ml and this provides a good indication of a suitable size.

The number of cups needs to take into account the total number of workers on the site and the work / break patterns. Where non-disposable cups are provided there needs to be sufficient facilities to wash, dry and store these (see also section 7.1 below). Where disposable cups are provided during a project, they need to be in sufficient quantity to cover the amount of water people are likely to drink in a day (e.g. 6 x 200ml cups per person would meet the 1.2litre NHS guideline amount for work in a moderate climate doing normal physical activity).

Jet: Information on the jet nozzle for drinking fountains is contained in BS 6465-3:2006. This nozzle should be at least 25mm above the spill-over level of the bowl and should be shielded to protect it from contamination by the mouth of users

Appendix 6:

6. Changing rooms and Lockers.

Paragraph 4 of Schedule 2 places a number of requirements in relation to changing rooms and lockers. The interpretation of specific parts of these (**highlighted**) is discussed below. Firstly, it is important to define what is meant by these terms:

Changing Rooms: By general definition this is a room or area designated for changing clothing in a semi-public situation to enable an appropriate degree of privacy. Many changing rooms are also associated with toilets and washing facilities and therefore their provision needs to be considered alongside sections 3 and 4 above.

Lockers: Are a specific type of cabinet / cupboard / storage container intended for use in public places. They are usually intended for the 'temporary' private storage of an individual's clothing and other personal items by secure means (i.e. a means of locking).

6.1 *Suitable and sufficient changing rooms must be provided or made available at readily accessible places if a worker—*

- (a) has to wear **special clothing** for the purposes of construction work; and*
- (b) cannot, for reasons of **health** or **propriety**, be expected to **change elsewhere**.*

If: The requirement to provide changing rooms is conditional and dependent upon the wearing of special clothing **and** the changing needs associated with this. This is interpreted as follows:

Special Clothing: Guidance accompanying the WHSWR describes this as including all clothing that is only worn at work, such as overalls, uniforms and thermal clothing – i.e. it is clothing designated for a special work purpose. The tribunal in the *Post Office v Footit* (1999) case defined 'special clothing' for regulation 24 of WHSWR "as any clothing *which would not ordinarily be worn other than for work* and which is designed to relate to the employee's work such as for instance a distinctive uniform". Some clothes that construction workers wear will only be for work (hi-vis, helmets), others, such as overalls or jackets, may be worn other than for work, but could also be worn by construction workers for work purposes, as an outer layer to be removed when soiled by dust etc. The question is therefore one of fact and, due to the special nature of construction work, there is no need to follow exactly the guidance accompanying WHSWR in relation to 'clothing that is *only* worn at work'.

Change Elsewhere: Where special clothing is required, the provision of changing facilities is also conditional upon whether it is reasonable or not (for the purposes of health or propriety) to expect a worker to be able to change elsewhere. For example, where the only special clothing is a hard hat and high-vis jacket (worn as an outer layer) there is likely to be no health or proprietary reasons preventing them from removing this anywhere and hence no changing facilities would be needed.

Health: In this instance there is a risk to health arising from someone being unable to change their clothing in an appropriate room – e.g. they need the appropriate environment to be able to put on and wear the clothing properly as well as taking it off to minimise spread / cross contamination. Similarly, the wearing of wet clothing

could cause or exacerbate skin conditions and it would be unreasonable to expect a person to wait a significant time until they get home to change into dry clothing. However, it is important to draw a distinction between health and social norms. Travelling on public transport in 'dirty' clothes may be an anti-social rather than a health risk. Where this is the case it would not be proportionate.

Propriety: In this instance 'propriety' would cover conformity to established standards of good or proper behaviour / manners and privacy appropriate to the cultural, religious, disability and gender issues of the workforce. The *Post Office v Footit* case examined this point in the context of changing rooms for women and WHSWR regulation 24 (which is similarly worded to CDM). In that case there were many more men than women and there was a unisex changing room with separate male and female toilets. The women were expected to change in the female toilet area, which was large enough to incorporate a changing area but did not have one. The court concluded that propriety was not limited only to separation of genders, it also related to the interests of privacy. Accordingly, requiring the women to change in front of other women in the toilet area did relate to the question of 'propriety' in dealing with the question of whether someone can be 'expected to change elsewhere'. The tribunal and court concluded it was inappropriate and separate changing facilities were needed. Guidance to Regulation 24 in the WHSWR ACOP supports this, stating that changing facilities should be accessible from workrooms and eating facilities and ensure the occupier's privacy.'

Suitable and Sufficient: By virtue of paragraph 4(3) in schedule 2 there are some specific requirements that changing rooms must fulfil:

(a) be provided with seating:

Unlike rest areas there is no specific requirement as to what form the seating should take. In many changing rooms these are typically in the form of benches. They should be of a robust material that can sustain a high degree of wear. Ideally, they should have space underneath to allow for the placing of bags and cleaning.

(b) include, where necessary, facilities to enable a person to dry any special clothing and any personal clothing or effects.

Facilities for drying special and personal clothing are needed where it is foreseeable that people could get wet during the normal process of their work on site (e.g. groundworkers or 'wet' trades). Such facilities may be included within or separate to the main changing area. Key considerations are:

Temperature: this needs to be sufficient to dry clothes within the time period before they are next required – i.e. by the beginning of the following work period – unless other dry clothing is provided. Clothing should not be placed directly on heaters if there is a risk of fire. If electrical heaters are used, they should be properly ventilated and, if possible, fitted with a high temperature cut-out device.

Moisture: drying damp clothing will give off significant moisture. Measures to counteract a build-up will therefore be needed – e.g. ventilation or dehumidifiers.

Air Circulation: To dry effectively, clothing needs to be given sufficient space to enable the air to circulate. This means that there needs to be enough hanging space for the type of clothing that is likely to get wet.

Security: In order to dry special clothing such as PPE, it will need to be left at work and not taken home. To meet the requirements under 6.3 below, arrangements for locking the drying area may also be required.

There is a lack of detailed standards to act as a benchmark in this area when compared to toilets and washing facilities. However, using those as a basis it is reasonable to consider many of the same basic provisions apply including:

Construction: Walls, floor and ceilings that, where appropriate, are sufficiently robust to cope with everyday wear, any likely vandalism and can be suitably cleaned.

Positioning: To ensure that the entrance does not impact on the provision of suitable privacy.

Space: The changing room needs to be big enough to accommodate, without unreasonable delay, the largest number of people likely to use it at any one time together with the equipment associated with them. No specific standards for space could be identified. However, as a guide Sport England recommends a minimum space calculated at 1.0m² per person for sport changing room facilities.

Heating: This will be needed for the comfort of users in cold weather. It should be carefully positioned to avoid any scalding risks.

Ventilation: Such ventilation may be natural (e.g. windows or skylights with direct openings to the outside) or mechanical. Further general requirements on workplace ventilation are contained in the ACOP to regulation 6 of WHSWR.

Lighting: Changing facilities should be well lit. The preference is for natural light (daylight) but any window which might provide a view into the facility should be of opaque material or have blinds etc unless it is not possible to see into it from outside. Where this cannot be achieved, or work extends outside of daylight hours, then the Chartered Institute of Building Service Engineers (CIBSE) guidelines is for electric lighting to be to a minimum of 100 lux. Low energy lighting should be considered but systems that respond to movement should be used with caution to ensure people are not left in the dark. Appropriate consideration also needs to be given to the risks associated with the power source for any such lighting. These include electrical safety and carbon monoxide risks from petrol generators

Hardware: Hooks so clothing and articles don't have to be placed on the floor;

Segregation: Where work clothing (including personal protective equipment) becomes significantly dirty, damp or contaminated due to the work, it should be accommodated separately from the worker's own clothing. Determination should be on a risk basis requiring consideration of all relevant circumstances. Again, it is important to draw a distinction between health and social norms.

Readily Accessible: This will be situation dependent. If significantly dirty / contaminated / wet clothing needs to be removed during the working day (e.g. at break times to prevent cross-contamination) then a changing room will be needed on site. It should be located nearby to other facilities that workers are likely to use around the same time (e.g. for rest) or else workers may be discouraged from using them. In other situations, it may only be necessary for a dutyholder to use a central local base that workers visit by vehicle at the start/end of shift (or even lunch time) to store clothes, change etc. This may be also more proportionate on smaller / transient sites.

6.2 *Where necessary for reasons of **propriety**, there must be **separate changing rooms** for, or separate use of rooms by, men and women.*

Proprietary: As outlined in 6.1 above

Separate Changing Rooms: Separate changing rooms must be provided for men and women unless there is a non-gender specific open space with individual cubicles or stalls with walls and doors that extend the full height of the room. Such doors must be lockable. The provision of separate facilities should also be sufficient for the composition of the workforce and any variations in shift patterns associated with this.

6.3 ***Suitable and sufficient facilities must, where necessary, be provided or made available at **readily accessible** places to enable persons to **lock** away—***

- (a) any special clothing which is not taken home;*
- (b) their own clothing which is not worn during working hours; and*
- (c) their personal effects.*

Where Necessary: The provision of suitable lockable facilities is not an absolute duty. It is primarily a consideration of security needs and will depend on the environment where the work is taking place.

Suitable Facilities: Traditionally this means a locker but is not exclusively so. A variety of options are available, but these must fulfil the following criteria:

Size: The facility is large enough to reasonably accommodate all the required clothing and personal effects.

Role: There are several roles that these facilities can fulfil including:

Function: As discussed in 8.1 above, facilities may be needed in order to enable drying of special clothing. Putting wet clothing in an enclosed locker is unlikely to enable this unless specifically designed. Other relevant functional requirements should also be considered.

Special clothing specific: If not taken home, these will need to be secured to ensure they are available to those who need them during the following work period. There are also duties regarding the accommodation of PPE under the Personal Protective Equipment at Work Regulations 1992. This may also require specific arrangements.

Multipurpose: For the storage of both work and personal clothing and items. There should be a way of separately storing personal clothing / items from work ones (e.g. different compartments in a locker) to avoid cross contamination between clean and dirty clothing or PPE when stored together.

- **Personal:** For the storage of personal clothing changed out of/into at the start/end of a work shift together with any personal items and valuables.
- **Valuables:** For the separate storage of personal items and valuables where there is no or a separate need for this to personal clothing.

Lock / Security: The facility is of a construction that is sufficiently robust to prevent unauthorised access when secured during normal use. This can take a number of forms, but it should only be able to be opened by the appropriate person.

Readily Accessible: This has the same considerations as 6.1 above.

Appendix 7:

7. Facilities for rest

Paragraph 5 of *Schedule 2* places several requirements in relation to facilities for rest. The interpretation of specific parts of these (**highlighted**) is discussed below. Firstly, though it is important to define what is meant by this term.

Rest Rooms and Rest Areas: *Schedule 2* uses the term “rest rooms or rest areas” but does not specifically interpret what is meant by these terms. There is also no interpretation in *WHSWR*. The literal meaning of the word “rest” is to cease work or being inactive for a period, in order to relax, sleep or recover strength. The literal meaning of the term “room” implies a space that can be occupied or that is enclosed by walls, floor and a ceiling, with the term “area” being a space allocated for specific use (e.g. a dining area). Taking the meanings of these terms as a starting point, it is either a room or an area that provides facilities for people to rest, relax, eat meals in and drink in.

7.1 Suitable and sufficient rest rooms or rest areas must be provided or made available at readily accessible places.

The provision for rest is an absolute duty. There is no exception to it being provided or made available. However, what is suitable, sufficient and readily accessible will be situation dependent as discussed below. In addition to these areas, separate legislation also requires appropriate consideration of the risks associated with the use of the facilities provided – e.g. transport, electrical, carbon monoxide and fire risks and the precautions that need to be taken.

Suitable and Sufficient: By virtue of paragraph 5(2) in *Schedule 2* there are some specifics requirements that rest areas must fulfil:

a) be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;

Rest areas or rest rooms should have sufficient seats and tables for the number of workers likely to use them at any one time taking into account shift patterns and any crossover periods. These should be of a robust construction and easily cleaned. Seats must have a back, which should, where possible provide adequate support for the lower back.

As a guide to size, *BS ISO 7250-3:2015 Basic human body measurements for technological design* provides worldwide and regional design ranges for use in product standards. Similarly, *BS EN 527-1: 2011* and *BS EN1335-1:2000* provide ergonomic data in relation to office furniture. This data is informative when considering the size of tables and seating.

b) where necessary, include suitable facilities for any woman at work who is pregnant or who is a nursing mother to rest lying down;

Any rest facilities for pregnant or nursing women should not expose them to any risk from processes / working conditions or any associated physical, micro-biological or chemical agents. Specific consideration is needed regarding:

Rest lying down: Some of the risk factors requiring consideration for nursing and pregnant women include standing and sitting for long lengths of time and fatigue. To mitigate this, suitable facilities are needed to rest lying down. What is a suitable provision for lying down will need to be adequate for the individual person's needs but could take the form of a bed, first-aid couch etc.

Associated facilities: New and expectant mothers are more likely to need the toilet as it is important for them to drink plenty of fluids. Facilities for pregnant women and nursing mothers should be conveniently situated in relation to toilets. An appropriate environment may also be provided for nursing mothers to express and store milk. Toilet facilities are not suitable for this.

c) include suitable arrangements to ensure that meals can be prepared and eaten;

The purpose of this provision is so that workers can either prepare food for themselves or have it prepared for them on site – particularly in those locations where access to local facilities is inadequate. The arrangements should be adequate for the number of people using them at one time and needs consideration of the factors below. It should be noted that eating in the workplace is also covered by other health specific legislation concerning asbestos, lead, and other hazardous substances.

Hygiene: Good hygiene standards are required in those parts of rest facilities used for eating or preparing food. As advised in paragraph 4.1 it is important to draw a distinction between general washing facilities and washing facilities in food preparation areas. *The Building Regulations 2010, Approved Document G: Sanitation, hot water safety and water efficiency* requires a suitable sink to be provided in any area where food is prepared. In view of this it is considered that, SFAIRP, a separate sink within areas of rest facilities should be provided to ensure a good standard of food hygiene unless it can be demonstrated that using the same sink for both purposes would not give rise to health issues.

Arrangements also need to be made to ensure that eating facilities can be kept appropriately clean. This includes supplying waste bins/receptacles to prevent the build-up of food waste and other rubbish.

Facilities: A number of basic items are required in order for food to be properly prepared and eaten including:

- A means of heating food (e.g. a heating ring, or microwave oven)
- Storage for food and utensils, including a fridge for perishable food if appropriate
- Surfaces suitable for food preparation and subsequent cleaning
- Tables and chairs for eating as required above

d) include the means for boiling water.

The purpose of this provision is to enable workers to make their own hot drink. There should therefore be a facility for this such as an electric kettle or urn. Provision should meet realistic demand.

e) be maintained at an appropriate temperature.

The *ACOP to WHSWR regulation 7* states that in areas of the workplace other than workrooms, such as rest facilities, temperatures should be reasonable. The ACOP does not define a “reasonable temperature” for these areas but does state that the temperature in an indoor workplace should normally be at least 16 degrees Celsius. It is therefore appropriate to consider a reasonable temperature for rest facilities to be the same. It does, however, note that this temperature may not necessarily provide reasonable comfort, depending on other factors such as air movement, relative humidity and worker clothing. If a reasonably comfortable temperature cannot be achieved, local heating or cooling (as appropriate) should be provided.

In addition to the above there are a number of general considerations that are essential for rest facilities to be properly used and hence suitable:

Segregation: Any rest room or rest area needs to be sufficiently segregated from any work activity that is potentially harmful to health, e.g. processes that generate dust, vapours, fume, noise etc. This would also be required to comply with duties under other applicable legislation. Rest facilities should also not become contaminated by substances brought in on footwear or clothing. This should also be considered when determining the location of washing and changing facilities (see section 4 and section 6 of this document respectively).

Space: Rest facilities should have sufficient space for the people needing to use them. It is important to note this includes the number of persons that can do this safely. As a guide, The Building Regulations 2010 Approved Document B (fire safety) volume 2: buildings other than dwelling houses, Appendix C refers to the occupant capacity of a room, storey, building or part of a building as: (a) the maximum number of people it is designed to hold; or (b) the number calculated by dividing the area (m²) by a floor space factor (m² per person) such as those given in the publication as guidance. The floor space factor given as a guide for areas such as common rooms, dining rooms and staff rooms etc is 1.0m² per person. More specific fire safety legislation will also apply – e.g. sufficient number of exits and escape route sizing.

Weather: In addition to ensuring facilities are at an appropriate temperature they should also provide adequate protection from adverse weather such as rain or shade.

Ventilation: Rest rooms and rest areas should be adequately ventilated. Such ventilation may be natural (windows or other openings to outside air) or if necessary, provided by mechanical means. Further general requirements relating to workplace ventilation are contained in the *ACOP to WHSWR regulation 6*.

Lighting: Rest rooms and rest areas should have suitable and sufficient lighting, which should so far as is reasonably practicable, be by natural light. CIBSE recommending lighting levels for rest areas is 150 lux with restaurants and canteen areas recommended to be 200 lux. Further guidance is contained in the *ACOP to WHSWR regulation 8* and *HSG38 Lighting at work*.

Clean Air: Smoking / vaping should be prohibited in rest rooms and rest areas. Any area where this is permitted should be sited, where possible, far enough from rest facilities to prevent smoke getting into them, considering doors and windows that may open. Toilets should also be a sufficient distance away that offensive odours do not enter the rest area.

Storage Free: Rest rooms and rest areas should not be used to store plant, equipment or materials and should be kept clean and tidy.

Readily accessible places: As for changing rooms in 6.1 above, rest areas should ideally be located in a conveniently accessible place on the site close to associated facilities. This will encourage their use, minimise any spread of contamination and enable the required personal hygiene to be taken care of before eating or drinking.

While this may be easier to achieve on larger sites, it may not always be proportionate on smaller / transient sites. As rest breaks can be planned into the work day, it may be appropriate for a dutyholder to use a central local base, which workers visit by vehicle at agreed times. In some limited situations the use of local facilities for rest may be appropriate provided they meet the required criteria, are always available during the working period and, as per the WHSWR ACOP, there is no obligation to purchase food etc in order to use them.

Where any significant travel is required, account also needs to be taken of the *Working Time Regulations 1998. Regulation 12* places specific requirements on rest breaks. An adult worker who's daily working time is more than six hours is entitled to an uninterrupted rest break of not less than 20 minutes away from work (subject to the provisions of any applicable collective agreement or workforce agreement). A young worker who's daily working time is more than 4 and a half hours is entitled to a rest break of at least 30 mins away from work, which should be consecutive if possible. Therefore, additional rest 'travel time' will need to be given to workers to ensure that this does not impact on the statutory duration of the rest break.

Appendix D

Construction Phase H&S Plan Assessment

Construction Phase Plan Review

In accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015) the appointed principal contractor must take the lead in preparing, reviewing, updating and revising the construction phase plan. They must draw up the plan or make arrangements for it to be drawn up during the pre-construction phase and before the construction site is set up.

This review will assist the client to:

Confirm that a construction phase plan for the project is prepared before the construction phase begins and that the health and safety arrangements set out in the plan are suitable.

Confirm that suitable welfare facilities are in place before work starts on site.

This construction phase plan review is based in the requirements of CDM 2015 and in line with appendix 3 of the HSE's Legal (L) series guidance L153 managing health and safety in construction. The review takes into account the main dangers on-site as highlighted in HSE guidance (CIS80) construction phase plan and includes a reference to CDM 2015 schedule 3 for work involving particular risks.

Comments in **black** – information covered in the plan.

Comments in **red** – item not covered in sufficient detail; further information required.

Principal Contractor:	Click or tap here to enter text.
Project:	Click or tap here to enter text.
Review Date:	Click or tap to enter a date.
Reviewed By:	Click or tap here to enter text.
Signature:	

1. Description of the Project	
Project overview	
Project programme Key dates and working hours (restrictions)	
CDM management arrangements Client 'brief' and principal contractor arrangements for implementing the plan	
Project directory Roles and responsibilities	
Pre-construction information Existing information	
Health and safety file Format and requirements	

2. Management of the Work	
Health and safety aims for the project	
Site induction and site rules	
Co-operation and coordination on project	
Consultation with workforce	
Site logistics and security	
Welfare facilities including first aid	
Fire and emergency procedures	

3. Arrangements for Controlling any Significant Site Risks	
Main Dangers on Site	
Information about significant risks and control measures Design risk register and risk assessments	

Specific arrangements for risks present on site	
- Falls from height	
- Collapse of excavations	
- Collapse of structures	
- Exposure of building dusts	
- Exposure to asbestos	
- Activities or workers requiring supervision	
- Electricity/services	
- Risks to members of the public, the client and others	
- Other dangers on site	<p>E.g.:</p> <ul style="list-style-type: none"> - Dust and fumes - COSHH - Noise - Vibration - Manual handling - Lead - Plant and equipment - Mobile plant and vehicles - Lifting operations - Temporary works - Scaffolding - Confined spaces - Dangerous substances - Frame erection - Demolition

4. Specific Arrangements for Controlling Work Involving The Following Particular Risks (CDM Schedule 3)	
Chemical or biological substances	
Working with ionising radiation	
Work near high voltage power lines	
Risk of drowning	
Wells, underground earthworks and tunnels	
Work in caissons with a compressed air atmosphere	
Work involving explosives	
Work involving assembly or dismantling of heavy prefabricated components	

Appendix E

Health and Safety File Template



Health and Safety File

Client/Project Name

01 September 2023

Version: DRAFT



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Amendments to the Health and Safety File

Date	Issue	Comments	
This document has been issued by the project client appointed CDM Advisor/Principal Designer for the project, on the Client's behalf, to meet compliance with the CDM Regulations 2015.			
Prepared By:		Signature:	
Document Control Review:		Signature:	
Technical Sign-off/ Approval:		Signature:	

1. Introduction

Purpose and Requirements

The Construction (Design and Management) Regulations 2015 (the CDM Regulations) require the production of a Health and Safety File on completion of a project. The File is a record of information for the end user, which focuses on health and safety during the life of the building. It is not a comprehensive Building Operating Manual for the Building but the information it contains will alert those who are responsible for the building and its equipment, to the significant health and safety hazards which must be addressed by persons carrying out subsequent construction, cleaning, maintenance and demolition work.

It is desirable that a copy of this File be kept on or readily accessible to the premises to which it relates. Emergency maintenance contractors may need to see the file in advance, so that they can work safely if they are called in. It should also form part of the information that the Client or the Client's successor is required to pass to the Principal Designer responsible for any future construction, maintenance or demolition work to which the Regulations apply. The Principal Designer for any future work to which CDM applies is required to make available to Designers and Principal Contractors any relevant information contained within this file.

Where clients dispose of their entire interest in a structure, they should pass the file to the new owner and ensure that the new owner is aware of the nature and purpose of the file. Where they dispose of part of the structure, any relevant information in the file should be passed or copied to the new owner.

If the client leases out all or part of the structure, arrangements need to be made for the Health and Safety file to be made available to leaseholders. In some cases, the client might transfer the file to the leaseholder during the lease period. In other cases, it may be better for the client to keep the file, but tell leaseholders that it is available. If the leaseholder acts as the client for future construction projects, the leaseholder and the original client will need to make arrangements for the file to be made available to the new Principal Designer.

Project Title	
Completion Date	

The following table should be utilised for the acceptance and ownership of the Health and Safety File through the life of the building/development by clients, facilities managers and or occupiers of the premises.

Organisation	Representative	Signature	Date

2. Project Details

Project Description

Add text here

A full description or project overview is to be provided that identifies the need for the works, the general concept philosophy of the design, and the criteria, brief or scope of works behind the project. (Remove text box once completed above).

Project Directory

The following table provides details of the project team responsible for delivery of the project.

Member	Address	Contact Details
CLIENT		
PRINCIPAL DESIGNER		
ARCHITECT		
STRUCTURAL/ CIVIL ENGINEER		
SERVICES CONSULTANT		
PRINCIPAL CONTRACTOR		

Package Contractors

The following table provides details of the package contractors appointed by the project Principal Contractor.

No	Package	Contractor	Address	Contact Details

3. Construction Statement

Construction Methodology

Add text here

Applicable to New Build and Complex Refurbishment schemes only
A description is required on the construction methodology adopted for the project. Any unusual methods or techniques particularly should be detailed especially for such elements where the procedure used for installation, if reversed may be adopted for removal or replacement. Photographs where appropriate are to be included especially of any parts of the structure which are hidden but have Health and Safety implications for future construction/demolition. Photographs should show progress and construction methods.

The statement should include as a minimum:

- An overview of the construction works.*
- A construction sequencing chart or description.*
- A structured and sectioned methodology statement identifying the construction processes, phasing, installations, access arrangements, plant/crane usage, temporary works, etc, including pertinent photographs of the processes.*
- A precise of any specific Health and Safety difficulties encountered during the works, or specific measures taken to eliminate or reduce risk that could aid with the management of any future construction works associated with the installations. Future construction works could include extensions, alterations, cleaning, maintenance, refurbishments or ultimately demolition.*

(Remove text box once completed above).

4. Building and Fabric Design

Design Philosophy

Add text here

A full building design philosophy is required to include the following as a minimum where applicable:

- A description of the development/building, its function and purpose.*
- A description of the accommodation provided.*
- Details of any British Standards, Codes of Practice, best practice documents utilised or conformed to in the design.*
- A full description of the building and fabric installations including but not limited to:*
 - a. Façade - Materials*
 - b. Roof - Materials and Finishes*
 - c. Partitions - Materials and Finishes*
 - d. Fixtures and Fittings - Materials and Adhesives*
 - e. Ceilings - Materials and Type*
 - f. Flooring - Materials and Adhesives*

General arrangement drawings that supplement the philosophy must be provided (plans, sections, elevations).

(Remove text box once completed above).

Cleaning and Maintenance Access Strategy

Add text here

External Facade

Add text here

Roof Elements

Add text here

Internal Elements

Add text here

A full building and fabric cleaning and maintenance access strategy must be developed to include the following as a minimum where applicable:

External Facade

- *Details and positions of the external elements that require frequent cleaning or maintenance. i.e. curtain walling, windows, entrance canopies, balconies, gutters and downpipes, signage, feature lighting, etc.*
- *Details of the frequency of required cleaning, inspection or maintenance.*
- *Details of the method of access proposed for cleaning or maintaining for each element i.e. reach and wash, protected walkway, MEWP, cradle, BMU, abseiling, etc.*
- *Reference to the O&M manual with specific operational directions of any access equipment provided. Provide a list of access equipment provided.*
- *Details, including drawings, of safe access to the equipment itself in the case of cradles, BMU's or abseiling access points, etc, including any edge protection provided, mansafe systems, or other. Mansafe systems and rope access systems should be the last resort.*
- *Drawings locating the materials and indicating the proposed cleaning or maintenance method, showing any risk items to access/egress, the works, or others.*
- *Identification of any exclusion zones required to protect public/staff, boarding required to protect glazing/structure, during the cleaning or maintenance.*

Roof Elements

- *Description of the elements requiring access onto the roof structure for frequent inspection, cleaning or maintenance. i.e. roof lights, atria, fixed plant or equipment, solar panels, ventilation ducts, internal gutters and gulley's, radio transmitters, satellite/TV equipment, etc.*
- *Details of the frequency of required cleaning, inspection or maintenance.*
- *Details of the method of access proposed for cleaning or maintaining for each element i.e. reach and wash, protected walkway, MEWP, cradle, BMU, etc.*
- *Reference to the O&M manual with specific operational directions of any access equipment provided a list of access equipment provided.*
- *Details, including drawings of safe access to the equipment including any edge protection provided, mansafe systems, or other. Mansafe systems and rope access systems should be the last resort.*
- *Drawings locating the materials and indicating the proposed cleaning or maintenance method, showing any risk items to access/egress, the works, or others.*
- *Identification of any exclusion zones required to protect public/staff, boarding required to protect glazing/structure, during the cleaning or maintenance.*

Internal Elements

- *Description of the elements requiring unusual access within the structure for frequent inspection, cleaning or maintenance. i.e. plenums, ductwork, atria, roof lights, ceiling voids, access hatches, risers, shafts, etc. Consideration should be given to any areas that would be classed as confined spaces.*
- *Details of the frequency of required cleaning, inspection or maintenance.*
- *Details of the method of access proposed for cleaning or maintaining for each element i.e. MEWP, Hop-Ups, Scaffold, hoists, etc. Temporary Step Ladders or Ladders will not be accepted in any access strategy.*
- *Reference to the O&M manual with specific operational directions of any access equipment provided a list of access equipment provided.*
- *Details, including drawings, of safe access to the equipment including any edge protection provided and safeguarded walkways.*
- *Drawings locating the materials and indicating the proposed cleaning or maintenance method, showing any risk items to access/egress, the works, or others.*

Identification of any exclusion zones required to protect public/staff, boarding required to protect glazing/structure, during the cleaning or maintenance. (Remove text box once completed above).

5. Civil and Structural Design

Design Philosophy

Add text here

Loadings

Add text here

Demolition Statement

Add text here

Design Philosophy

A full Civil and Structural design philosophy is required to include the following as a minimum where applicable:

- A description of the basic basis for design of the foundations, structural form and any framing (i.e. piles, steel/concrete frame, masonry, roof trusses, etc.).
- Identify the methods of structural analysis, including analysis software used.
- Identify how the structural elements were designed, including a list of British Standards, Codes of Practice, or Guidance Documents complied with. Also provide any deviations from these documents.
- Describe any critical components and how they work (i.e. fixing of precast walls, shafts, floor units, etc.).
- Provide any requirements for future maintenance (i.e. repainting steel, inspection, etc.) and the design intent considering safe access at height or in confined spaces.

General arrangement drawings that supplement the philosophy must be provided (plans, sections, elevations).

Loadings

Full details of the loadings applied in the design must be provided to enable future assessment of the condition and capacities of the structure. The following information is required as a minimum where applicable:

- How the characteristic and wind loads were derived. Provide British Standards, Eurocodes, and Codes of Practice adopted.
- Provide a full narrative and or drawings that would identify any imposed slab, surcharge, floor and roof loadings that have been applied to the design.
- Provide basic wind speed used and a brief résumé of how the building was defined for calculating wind coefficients.
- Identify how calculations may be obtained in the future if required, file reference number, storage details including length of time retained/archived by organisation.

Demolition Statement

Ultimately demolition will signify the end of the buildings life cycle, and a demolition statement is required for inclusion within the health and safety file. The following information is required as a minimum where applicable:

- A precise of the demolition sequence that should be adopted for the structure.
- Identify any significant structural hazards in demolition (i.e. bracings that provide structural stability to the building and or sections of it, areas of stored energy (Pre-Post Tensioned Concrete), unusual stability concepts, etc.

(Remove text box once completed above).

6. Services Design

Design Philosophy

Add text here

Safe Access for Services Maintenance

Add text here

Plant Replacement Strategy

Add text here

Services Isolations

Add text here

A full Services design philosophy is required to include the following as a minimum where applicable:

- A description of the basic basis for design of the services provided (i.e. HV, LV, small power, ventilation, heating, cooling, fire detection and alarm, fire suppression, BMS, gas, medical gas, nurse call, water, etc.).
- Identify the methods of design analysis, including analysis software used.
- Identify how the services were designed, including a list of British Standards, Codes of Practice, or Guidance Documents complied with. Also provide any deviations from these documents.

- Detail any items that require future cleaning or maintenance (i.e. dampers, ductwork, lighting, servers, alarm panels, etc.).

General arrangement drawings that supplement the philosophy must be provided. (plans, sections, elevations).

Safe Access for Services Maintenance

A services maintenance access strategy must be developed to include the following as a minimum where applicable:

- Description of the elements requiring access within the structure for frequent inspection, cleaning or maintenance. i.e. lighting, A/C units, valves, ducts, ceiling voids, access hatches, risers, shafts, etc. Consideration should be given to any areas that would be classed as confined spaces.
- The average height of the services in an area and their maximum and minimum heights. The general maximum length, size and unit-weight of service run components. A schedule of deviations from the generality of this and their locations.
- Details of the method of access proposed for cleaning or maintaining for each element i.e. MEWP, Hop-Ups, Scaffold, hoists, etc. Temporary Step Ladders or Ladders will not be accepted in any access strategy.
- Reference to the O&M manual with specific operational directions of any access equipment provided a list of access equipment provided.
- Drawings locating the items and indicating the proposed cleaning or maintenance method, showing any risk items to access/egress, the works, or others.
- Identification of any exclusion zones required to protect public/staff, boarding required to protect glazing/structure, during the cleaning or maintenance.

Plant Replacement Strategy

A full plant replacement strategy must be developed to include the following as a minimum where applicable:

- A register of the plant and equipment items provided that would highlight the weight, and size of the units in their complete and their broken-down component states. Details on the expected life of the plant/equipment and component parts.
- Details of any lifting and mobilisation equipment that could be adopted in its installation and ultimately removal.
- Details and drawings showing the proposed access/egress routes for plant and equipment through the building, identifying any lifting equipment/cranage positions.
- Details of any modifications to the structure required and the process (i.e. removable panels or hatches, knock out panels, propping, etc.)
- Reference to the O&M manual with specific operational directions of any access equipment provided a list of access equipment provided.
- Identification of any exclusion zones required to protect public/staff, boarding required to protect glazing/structure, during the installation or removal.

Services Isolations

Full details shall be provided on the services isolation relevant to the works, and shall include the following as a minimum where required:

- Details of all the services provided to the building/facility.
- Description and drawings identifying all the internal isolation points and pictures showing the same. All isolation points are to be identified by asset markings or equipment names.
- Description and drawings identifying all the external isolation points and pictures showing the same. All chambers and access pit positions are to be identified.

(Remove text box once completed above).

7. Fire Design

Fire Strategy Report

Add text here

A full Fire Strategy Report is required in accordance with Building Regulations and or BS9999. For the latter include the following as a minimum where applicable:

- fire safety policy statement;
- fire safety documentation for the building;
- any identified fire risks, and particular hazards for fire-fighters (e.g. some types of sandwich panels);
- control systems utilized throughout the building;
- critical transportation routes for building services;
- site plans, including the location of fire safety signs;
- escape routes;

- access (exterior and interior) for the fire and rescue service and pre-planned procedures agreed with the fire and rescue service;
 - fire-fighting equipment;
 - communication systems, including details of alternative formats provided;
 - a full description of the active and passive protection systems in the building;
 - a full description of all the other design aspects which have a direct bearing on the fire safety management, including the management level;
 - fire prevention and security measures (including measures for the prevention of arson);
 - details of interactions with security, building management, other safety systems, etc.;
 - drawings of the building identifying any smoke control zones, fire detection zones, colour closed-circuit television (CCTV) cameras, public address or voice alarm zones and any other key equipment locations;
 - description of the basic fire precaution measures;
 - as-built drawings, specifications, equipment-operating parameters and record drawings in accordance with BS 1635 for all fire protection measures, both active and passive, incorporated into the building.
- All Compartmentation and or Fire Strategy General Arrangement drawings shall be provided for inclusion.
(Remove text box once completed above).

8. Residual Hazards

Residual Risks

Materials

Add text here

Potential Hazards

Add text here

Residual Risks

Add text here

Materials

Designers and or Contractors must provide details of hazardous or potentially hazardous materials, for example hazardous substances, lead paint, special coatings, which should not be burnt off etc. This is easily achieved, where there is a hazard associated with material or chemical removal, disturbance or disposal, by providing the MSDS (Material Safety Data Sheet) or the CHIPS (Chemical Hazard Information and Packaging for Supply).

Potential Hazards

Elements or issues where something has the potential to become a hazard, for example structural bracing, post tension concrete, failure of equipment that could make area confined space, failure of equipment that could render the facility unoccupiable.

Residual Risks

All parties are required to provide statements of any significant hazards, which should be brought to the attention of those carrying out any future works on the structure, for example details of any known asbestos, contaminated ground, other contamination i.e. chemical, biological, radioactive, rodents, lead, buried services etc, or other residual hazards from construction/design.

- ****INSERT RELEVANT FILTERED SECTIONS OR THE HARM REVIEW OR HARM LOG COMPLETED WITH SIGNIFICANT RESIDUAL RISKS****

Buried Services

A full record of the services provided existing services and any unidentified services that have been located during the works. The information is required to include the following as a minimum where applicable:

- The location of services, referenced from a fixed point on the building;
- The average depth of the services and utilities and their maximum depths;
- A manhole/inspection/draw pit schedule giving diameters, depths and form of access arrangements, e.g., lifting eyes, mild steel ladders, confined space, etc
- Provisions for future maintenance.
- The location of any drains, which carry highly hazardous waste from, e.g., pathology laboratories, petrol interceptors, etc.

(Remove text box once completed above).

Buried Services

Add text here

A full record of the services provided existing services and any unidentified services that have been located during the works. The information is required to include the following as a minimum where applicable:

- *The location of services, referenced from a fixed point on the building;*
- *The average depth of the services and utilities and their maximum depths;*
- *A manhole/inspection/draw pit schedule giving diameters, depths and form of access arrangements, e.g., lifting eyes, mild steel ladders, confined space, etc*
- *Provisions for future maintenance.*
- *The location of any drains, which carry highly hazardous waste from, e.g., pathology laboratories, petrol interceptors, etc.*

(Remove text box once completed above).

9. As-Built Information

Schedule of O&M Manuals

A list of O&M Manuals provided for the development is included below:

Package	Title	Source

Drawing Register

A list of As-Built Drawings provided for the development in included below:

Dwg Number	Title	Source

Drawings are **[appended to this document/are provided in the contractors O&M Manual]**.

Schedule of Surveys

A list of surveys undertaken in the course of the development is included for consideration during any future construction works: (i.e. ground investigation, asbestos surveys, lead surveys, etc.)

Report Number	Title	Source

10. Additional Client Information

Health and Safety File Updates on Future Works

This section should be used by the client and or operator, and or any future Principal Designer in updating the file with any further information that should be included as part of any future construction, mechanical and electrical installations, refurbishments or ultimately partial demolitions or dismantling.

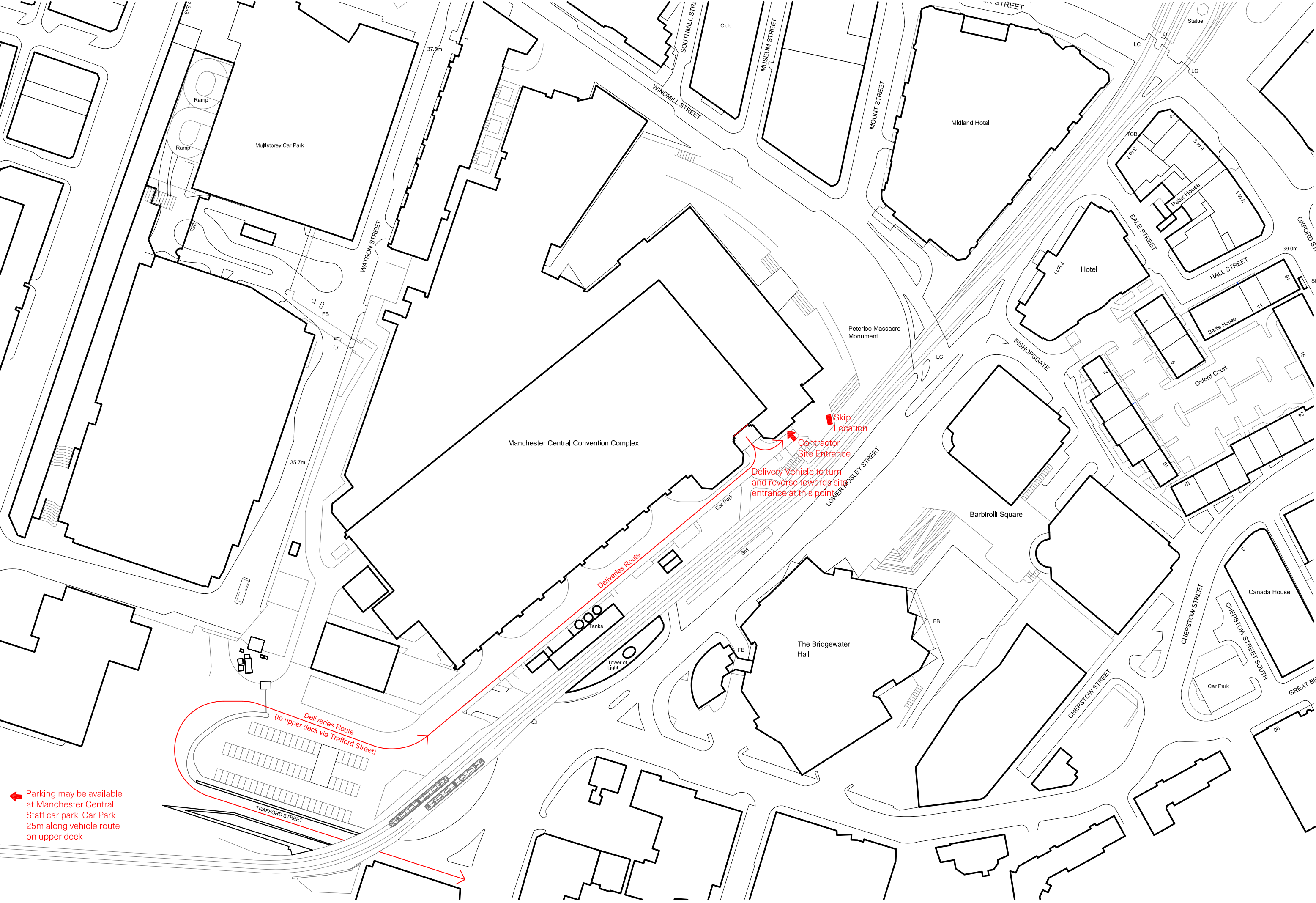
Reference may be made here to any addendum Health and Safety files appropriate to this building/element:

H&S File Addendum No.	Project Description	Date Completed
HSF - ADD 01		
HSF - ADD 02		
HSF - ADD 03		
HSF - ADD 04		
HSF - ADD 05		
HSF - ADD 06		
HSF - ADD 07		
HSF - ADD 08		
HSF - ADD 09		
HSF - ADD 10		

Any future Health and Safety Files provided should be stored and referenced in conjunction with this Health and Safety File and any further O&M Manuals provided.

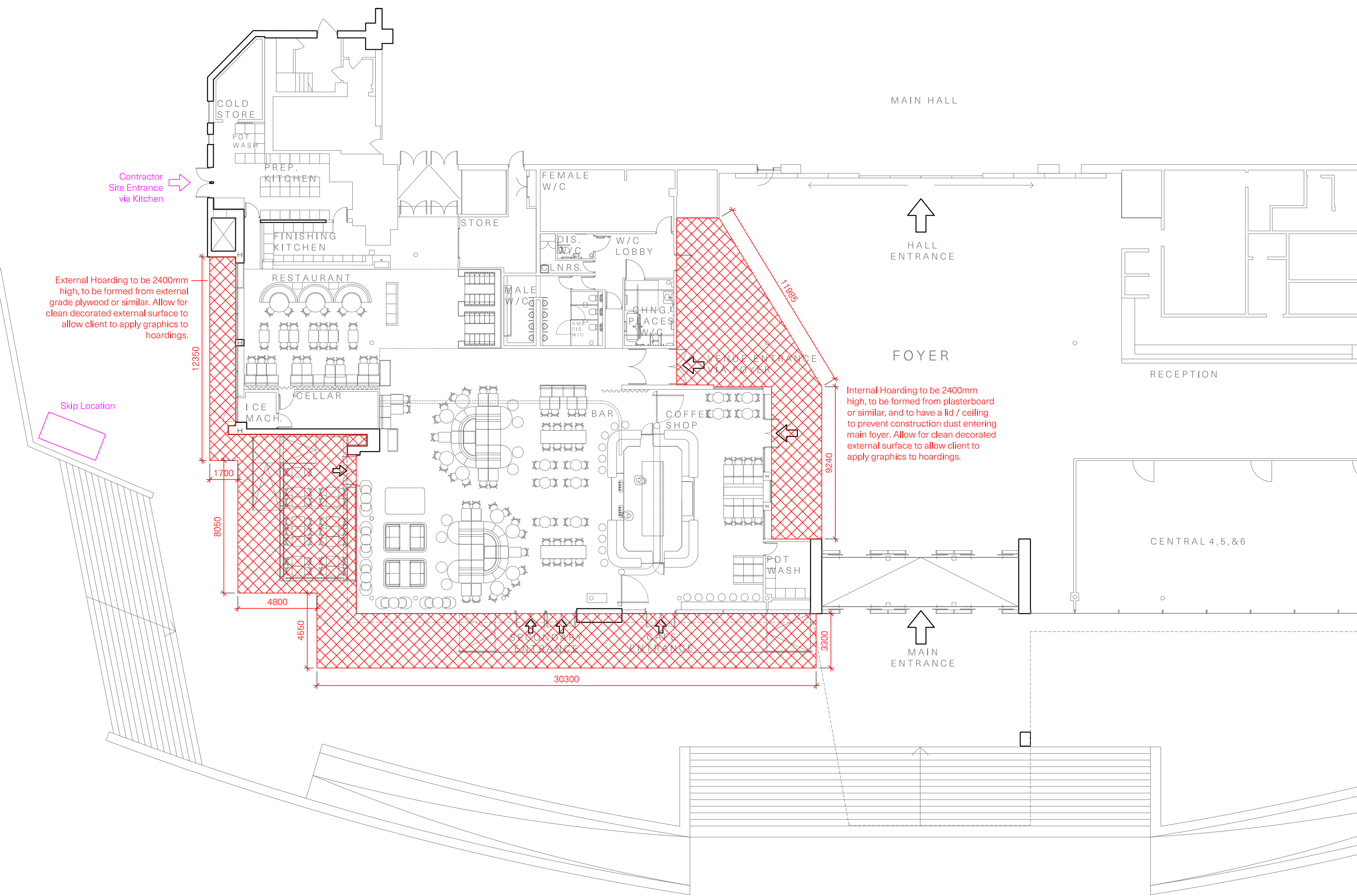
Appendix F

Initial Logistics Plan



Appendix G

Demarcation/Hoarding Plan



Contractor
Site Entrance
via Kitchen

External Hoarding to be 2400mm
high, to be formed from external
grade plywood or similar. Allow for
clean decorated external surface to
allow client to apply graphics to
hoardings.

Skip Location

Internal Hoarding to be 2400mm
high, to be formed from plasterboard
or similar, and to have a lid / ceiling
to prevent construction dust entering
main foyer. Allow for clean decorated
external surface to allow client to
apply graphics to hoardings.

Appendix H

Manchester Central Fire Risk Assessment, Emergency Procedures and General Contractor Rules and Documents

Regulatory Reform (Fire Safety) Order 2005, Fire Risk Assessment 2021 Review



**Review No.
0001**

**Conducted on
09/07/2021**

**Prepared by
Brian Skerritt. Tech IOSH**

**Verified by
Andy Kelly. FIWFM**

Statement

The MCCC HS&E Manager believes the information contained within this fire risk assessment report to be correct at the time of conducting the review. The review is based on matters which were observed or came to the attention of the HS&E Manager at the time of the review and should not be relied upon as an exhaustive record of all possible risks or hazards that may arise post review. Improvements will be suggested and safe practices periodically monitored.

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General Information

Question	Response	Details
General Information		
Venue images		
 		
Address of Premises	Manchester Central Convention Complex Ltd, Petersfield, Manchester, M2 3GX.	
Name of Responsible Person	Andy Kelly Director of FM	
E-mail Address of Responsible Person	a.kelly@manchestercentral.co.uk	
Contact Number	+44 (0)161 834 2700	
Project Details	Fire Risk Assessment Review	
This assessment is to be reviewed if processes change, a fire incident occurs or the fire strategy dictates.		
Responsible person / Representative Signature to confirm assessor attendance		
Assessor Signature	Brian Skeritt	
Verifiers Signature	Andy Kelly	
<p>The purpose of this report is to review an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The review does not address the risk to property or business continuity from fire.</p>		
1. The Premises		
1.1 Number of floors	Across site there is a total of eight floors plus roof access with additional rooms.	
1.2 Approximate floor area	Plans above.	
1.3 Brief details of construction	The complex is predominantly of brick, steel, metal profile sheeting and concrete construction.	
Type of walls and basic construction.	Structural insulated panels (SIPS), Steel frame walls, Solid walls, Brick and Block	
Type of Building	Commercial, Offices, Building of historic value, Building with a grade status.	
1.4 Use of premises	Commercial Office, Food Provision, Beverage provider including alcohol, Event space for hire.	

The Occupants

Question	Response	Details
2. The Occupants		
2.1 Approximate maximum number of persons at site at any one time	10,000 Plus, depending on events scheduled.	
2.2 Approximate number of employees at any one time	100-150	
2.3 Maximum number of members of the public at any one time	10,000 Plus, depending on events scheduled	
2.4 Associated times/hours of occupation	24hr Access and use.	
3. Occupants especially at risk from fire.		
3.1 Sleeping occupants	N/A	
3.2 Disabled occupants	Movement impaired, Vision impaired, Hearing Impaired, Ability restricted, Learning difficulties	
3.3 Occupants in remote areas and lone workers	Highly Likely	
3.4 Young persons	Likelihood dependent on type of event.	
Additional information in relation to Occupants.	N/A	

Fire Legislation Information

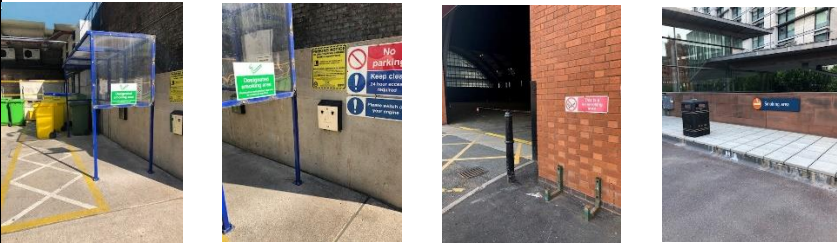
Question	Response	Details
4. Fire Loss Experience		
Identify the level of Fire Loss Experience for the Premises	None	
5. Other Relevant Information		
Additional information in relation to fire loss		
6. Relevant Fire Safety Legislation		
6.1 The following Fire Safety Legislation applies to these premises: The Regulatory Reform (Fire Safety) Order 2005		
6.2 The above legislation is enforced by	Greater Manchester Fire & Rescue Service 146 Bolton Road Swinton Manchester M27 8US 0161 736 5866	
6.3 Other Legislation that makes significant requirements for the precautions in these premises (other than the Building Regulations)	The Gas Safety (Installation and Use) Regulations 1998, The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989, 1993 and 2010), Health and Safety (Safety Signs and Signals) Regulations 1996, The Control of Substances Hazardous to Health Regulations 2002, The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR), The Electricity at Work Regulations 1989	
6.4 RR(FS)O Guidance which applies to this premises	Means of escape for disabled Persons, Theatres, cinemas and similar premises, Large places of assembly, Small and medium places of assembly	
6.5 The Legislation to which 6.3 makes reference is enforced by	Other	
Other.	Manchester City Council	
6.6 Additional Guidance which applies to this premises	Electrical Equipment inspected to BS 7671:2008, 17th Edition Institute of Electrical Engineers (IEE), The Dangerous Substances and Explosive Atmospheres Regulations 2002, BS 5266-1:2011. Emergency lighting. Code of practice for the emergency escape lighting of premises, BS 5839-1:2013. Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises, BS 5306-9:2015. Fire extinguishing installations and equipment on premises. Recharging of portable fire extinguishers. Code of practice, The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	

Electrical Sources of Ignition

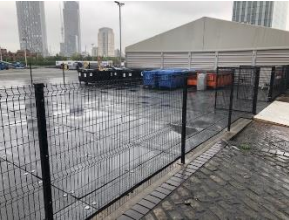
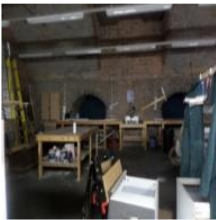
Question	Response	Details
Fire Hazards and their Elimination and Control		
7. Electrical Sources of Ignition		
7.1 Reasonable measures taken to prevent fires of an electrical nature.	Yes	<p>The risk of a fire developing from an electrical source is well managed in all areas of the premises by the internal FM team. There was no evidence of any misuse or damage to appliances or fittings.</p> <p>Due to the size of the building electrical boxes are located throughout, as well as substations, transformers, charging bays, generators and buzz bars.</p>
7.2 Fixed installation periodically inspected and tested as required by The Electricity at Work Regulations 1989	Yes	<p>All work should be carried out to meet BS 7671 and completed by a competent and approved company.</p> <p>Rolling inspection of 33% per year is conducted.</p>
 <p>Image shows evidence of compliance.</p>		
Time frame for renewal of Fixed wire test for this premises is:	3 Years	
Date of last test?	15/10/2020	
7.3 Portable appliance testing (where appropriate) carried out as required by The Electricity at Work Regulations 1989	Yes	<p>A procedure is in place to ensure portable appliances are subject to PAT test at regular intervals in accordance with HSE guidance.</p>

7.4 Suitable policy regarding the use of personal electrical appliances	No	At the time of the review there is not a policy regarding use of personal electrical appliances.
7.5 Suitable limitation of trailing leads and adapters	Yes	Trailing leads and adapters are in occasional use within the building. This appears to be well managed. This standard would need to continue during events. All extension leads should be regularly inspected in order to identify any faults or defects.

Smoking

Question	Response	Details
8. Smoking		
8.1 Reasonable measures taken to prevent fires as a result of smoking as required by The Health Act 2006	Yes	
8.2 Smoking prohibited on the premises	Yes	In line with the current smoking legislation, smoking is prohibited in all areas of the building.
8.3 Suitable arrangements for those who wish to smoke	Yes	Well signed designated smoking areas away from the building.
8.4 This policy appeared to be observed at the time of the review	Yes	Smoking shelter is available for use in the loading bay with cigarette butt bins. This area is used by staffs and contractors. Triangle smoking area is signed with bin facilities and used mainly by visitors.
		

Arson

Question	Response	Details
9. Arson		
9.1 Does the basic security against arson by outsiders appear reasonable	Yes	24-hour security presence within a control room, with access to all systems and CCTV.
		
9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders	Yes	<p>The recycling yard has been relocated. Waste is securely stored its own separate compound this is covered by CCTV. The likelihood of the compound being targeted by deliberate fire starters is low.</p> <p>The wood workshop is not compartmentised and although the risk is low it could be subject to arson.</p>
 		

Portable heaters and heating installations

Question	Response	Details
10. Portable heaters and heating installations		
10.1 Is the use of portable heaters avoided as far as practicable	Yes	Portable heaters on limited occasions are used within the building. These are managed through the FM team
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Image shows portable heater stored.</div> </div>		
10.2 If portable heaters are used is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided	Yes	None Observed.
10.3 If portable heaters are used are suitable measures taken to minimise the hazard of ignition of combustible materials	Yes	None Observed.
10.4 Are fixed heating installations subject to regular maintenance	Mains Gas fuel used	Plant/boiler rooms secure and free of combustible items.
<div style="display: flex; justify-content: space-around;">    </div>		
Has a Gas safe test been completed by a certified engineer under the Gas Safety (Installations and Use) Regulations 1998 and or the Gas Appliances (Safety) Regulations 1995	Yes	Evidence of testing provided.
10.5 Are carbon monoxide detectors present in required environments	Yes	Detectors present.

Cooking

Question	Response	Details
11. Cooking		
11.1 Are reasonable measures taken to prevent fires as a result of cooking	Yes	<p>The areas are kept clean and clear of unnecessary combustible materials such as packing and overfilled waste bins. Food is not to be left unattended for any significant length of time while being heated. Ensure that all staff utilising cooking equipment receive an appropriate level of training. Commercial kitchens and staff areas for heating and preparing food located across site.</p>
		
11.2 Filters changed, and ductwork cleaned regularly	Yes	Evidence provided
11.3 Is an appropriate cleaning certificate available for the cleaning and maintenance of the extraction system under TR/19	Yes	Evidence provided
11.4 Suitable extinguishing appliances available	Yes	Suitable extinguishing appliances available in close proximity of cooking appliance.
11.5 Is an appropriate suppression system used and maintained under BS EN 16282-7. Equipment for commercial kitchens. Components for ventilation in commercial kitchens. Part 7. Installation and use of fixed fire suppression systems where required	Yes	Ansul systems installed in appropriate areas and maintained annually.
		
11.6 Is an appropriate Gas Safe Certificate available for gas cooking appliances?	Yes	Evidence provided

Lightning

Question	Response	Details
12. Lightning		
12.1 Do the premises have a lightning protection system	Yes	Evidence provided
Does the system comply with BS EN 62561-1:2012 Lightning Protection System and are maintenance and test records available	Yes	Evidence provided

Housekeeping

Question	Response	Details
13. Housekeeping		
13.1 Is the standard of housekeeping adequate	Yes	<p>Across the whole of the venue the standard of housekeeping is generally good.</p> <p>with exception of a few areas in need of reorganising to separate fuel and ignition sources or to remove combustible materials.</p> <p>Consideration of area use is required especially along escape routes and under stairs. Areas of concern located in actions/advisories.</p>
		
3.2 Combustible materials appear to be separated from ignition sources	No	<p>Small amounts of combustible materials seen in some areas</p>
		
13.3 Avoidance of unnecessary accumulation of waste	Yes	<p>General waste is well controlled.</p>
13.4 Appropriate storage of Hazardous / Combustible materials	Yes	<p>Any unnecessary items and materials in all areas of the premises should be removed and the overall amount of combustible materials reduced where possible.</p>



13.5 Does furniture in the premises comply with the Furniture and Furnishings (Fire Safety) Regulations 1988/1989, 1993 and 2010 in relation to being fire retardant.	Yes	Furniture and furnishings are to a good standard and are well maintained throughout the building.
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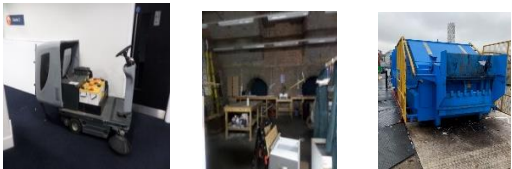
Hazards Introduced by outside contractors and building works

Question	Response	Details
14. Hazards introduced by outside contractors and building works		
14.1 Are fire safety conditions imposed on outside contractors	Yes	It is the policy of the responsible person that all contractors brought in to carry out work activities on the premises will be competent to do so and that all required documents relating to safe working will be presented. Fire safety procedures will be confirmed between the responsible person and the contractors before work commences.
14.2 Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)	Yes	If required, supervise in order to ensure that those carrying out the work are doing so safely and competently.
14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits	Yes	Internal Procedure exists
14.4 Is building work being completed at the time of the assessment	yes	Domis construction in progress within rear service yard and rear access to the venue.

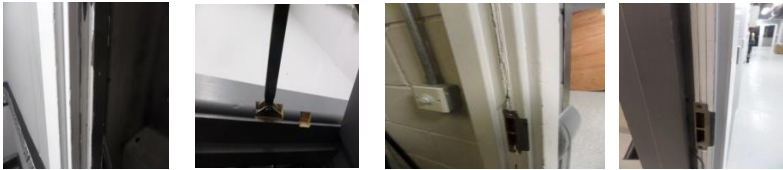
Dangerous Substances

Question	Response	Details
15. Dangerous Substances		
Do the Dangerous Substances and Explosive Atmospheres Regulations 2002 apply to this premises	Yes	<p>The gas cylinder cage and oil bunded storage tank have been relocated.</p> <p>Small CO2 cylinders in use in upper kitchen and staff kitchen areas for the production of carbonated water.</p>
		
Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises	Yes	Secured, monitored via CCTV and suitable extinguishers in close proximity.
Do the Control of Major Accident Hazards Regulations (COMAH) 2015 apply to this site	N/A	COMAH Does not apply to this site at present.

Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions

Question	Response	Details
16.1 Fire hazards that warrant consideration including process hazards (positive shown in red as this section adds process risk to environment).		
16.1 Are process hazards apparent	Yes	<p>All process are managed within the venue.</p> <p>Electrical machinery on charge in a public space.</p> <p>Woodwork shop is accessible to arson.</p> <p>Compactor operations</p>
		
16.2 Are other hazards apparent	Yes	<p>Tumble drier managed on a daily basis via internal contractor</p>
		

Fire precaution measures

Question	Response	Details
17. Means of escape from fire		
17.1 It is considered that the premises are provided with reasonable means of escape in case of fire	Yes	There are adequate number of exits within the premises and all within reasonable travel distance.
17.2 Adequate design of escape routes	Yes	All areas to be used as escape routes are of suitable width and layout to allow the safe movement of persons within the building.
17.3 Adequate provision of exits	Yes	Multiple exits available throughout.
17.4 Appropriate internal fire doors used and fitted to an accepted standard for the premises	No	Fire doors and seal need a competent person to check. Areas of concern located in actions/advisories.
		
Why are the doors in this premises inappropriate	Smoke seals missing or damaged	
17.5 Exits easily and immediately openable where necessary	Yes	The final exit doors leading from the building all immediately opened easily.
17.6 Fire exits open in direction of escape where necessary	Yes	All exits tested operated in the correct direction.
17.7 Avoidance of sliding or revolving doors as fire exits where necessary	No	Main entrances have automatic sliding doors, these doors automatically open during an activation of the fire alarm.
		
17.8 Satisfactory means for securing exits	Yes	The final exit doors are secured from unauthorised access from the outside.
17.9 Reasonable distances of travel where there is a single direction of travel	Yes	Travel distances in a single direction are within recommended guidelines for a building of this type and use.
Approximate greatest distance of travel	Over 25m	

17.10 Reasonable distances of travel where there are alternative means of escape	Yes	Travel distances throughout the building are within the suggested guidelines, where an alternative means of escape is available.
Approximate greatest distance of travel	45m - 60m	
17.11 Suitable protection of escape routes	Yes	All escape routes and exits from the building were suitably protected.
17.12 Suitable fire precautions for all inner rooms	Yes	Review of the fire strategy and compartmentation in progress
17.13 Escape routes unobstructed	Yes	Managed on a daily basis
17.14 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people	Yes	Evacuation chairs are well located in appropriate stairwells.
		
17.15 Is it considered that the floor coverings used in the means of escape are appropriate.	Yes	Floor coverings used in the means of escape are appropriate.

Measures to limit fire spread and development

Question	Response	Details
18. Measures to limit fire spread and development		
18.1 It is considered that there is compartmentation of a reasonable standard	Yes	The building is of sound construction and will perform as designed in the event of a fire developing. Areas of concern located in actions section.
		
18.2 It is considered that there is reasonable limitation of linings that might promote fire spread	Yes	Wall linings used are appropriate to the type and style of the premises.
18.3 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire	Yes	Fire dampers provided and maintained throughout the building.
 		
18.4 Are high risk rooms / areas adequately protected	Yes	High-risk includes areas such as High Voltage and substance storage areas.
18.5 List types of protection offered in this area	Secure, Walls, Floors and ceilings unbreeched, appropriately signed	

Emergency Escape Lighting

Question	Response	Details
19. Emergency escape lighting		
19.1 Reasonable standard of emergency escape lighting system provided and fitted to BS 5266-1: 2016	Yes	The level and coverage of emergency lighting is sufficient throughout the premise. They illuminate the safe means of escape for all occupants during an evacuation.
19.2 Emergency lighting test monthly records available	Yes	The monthly tests performed to confirm the lighting is operating. Function test is carried out by simulating power failure to the lighting. The usual methods are by inserting a fish tail key into an emergency lighting test socket, or by a switch located near to the main electrical fuse boards.
19.3 Emergency lighting annual engineer test records available	Yes	Annual test involves a full discharge to confirm the units will operate for the full 3-hour duration. The full discharge test can be carried out by a competent fire alarm engineer.

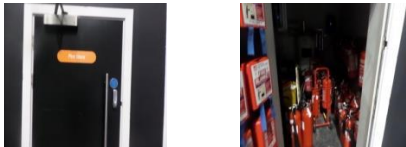
Fire safety signs and notices

Question	Response	Details
20. Fire safety signs and notices		
20.1 Is there a reasonable standard of fire safety signs and notices in the premises compliant with BS 5499-4:2013 and The Health & Safety (Signs & Signals Regulations) 1996	Yes	All signage observed was appropriate to its location.
20.2 Have fire action and information notices been completed with the correct information where required	Yes	Fire action notices are displayed in suitable locations.
20.3 Are fire doors and fire exits affixed with the correct signage and indicators	Yes	Fire doors/exits cleared indicated.
20.4 Are signs indicating fire appliances or equipment appropriate	Yes	Firefighting equipment is identified, and its location designated.
20.5 Are fire exit route sign appropriate for the premises (showing location and direction)	Yes	All escape routes are clearly indicated.

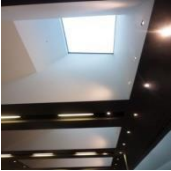
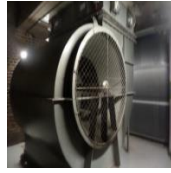
Means of giving warning in case of fire

Question	Response	Details
21. Means of giving warning in case of fire		
21.1 Current type of fire alarm system in place in the premises	Mixed systems due to size of the building.	
21.2 Required type of fire alarm system in the premises	The venue is estimated to be 95% L1 compatible.	
21.3 Does the automatic fire alarm link to a remote call center	Yes	Monitored on site in 24-hour person covered control room.
21.4 Are weekly fire alarm tests carried out	Yes	
21.5 Has the current fire alarm system been fitted to and regularly maintained by a qualified engineer to BS 5839-1:2013 Fire detection and fire alarm systems for buildings standard.	Yes	

Manual fire extinguishing appliances

Question	Response	Details
22. Manual fire extinguishing appliances		
22.1 Reasonable provision of portable fire extinguishers installed to BS 5306-8:2012	Yes	Suitable fire extinguishers are located throughout the building in all appropriate locations. The types of extinguishers available are suitable for the predicted cause of fire within the building.
		
22.2 Are maintenance records available for portable fire appliances	Yes	Appropriate records are in place and managed by the FM team.
		
22.3 Are internal checks completed and recorded for portable fire appliances	Yes	It is important to carry out regular inspections of all extinguishers on the premises. Missing seals/pins may be evidence of an extinguisher has been discharged or misused. The venue control room conduct and record regular visual inspections of all venue fire extinguishers Internal checks are also completed on monthly workplace inspections.
22.4 Are hose reels provided, fitted and serviced to BS 5306-1:2006	N/A	
22.5 Are all fire extinguishing appliances readily accessible	Yes	

Relevant automatic fire extinguishing systems

Question	Response	Details
23. Relevant automatic fire extinguishing systems		
23.1 Type of system	Yes	Sprinkler system coverage of car park and crew area.
 		
24. Other relevant fixed systems and equipment		
24.1 Type of fixed system	Yes	Emergency shut off switches, Ansul systems, CO2 systems, ASU/Sniffers, fire shutters/curtains, AOVs, Dampeners, backup generators, refuge communications and pumps.
                  		
24.2 Additional comments	Yes	All inspection are up to date.

24.3 Suitable provision of fire fighter's switches for high voltage luminous tube signs, fuel pumps etc...

Yes

Suitable provision is available and tested on a regular basis.



Management of fire safety

Question	Response	Details
25. Procedures and arrangements		
25.1 Fire safety is managed by	The FM Team under the direction of the FM Director.	
25.2 Competent person(s) appointed to assist in undertaking the preventative and protective measures (I.e. relevant general fire precautions)	Yes	Design Fire Consultants provides MCCC with ongoing consultation.
25.3 Is there a suitable record of the safety arrangements	Yes	Information is recorded on the venue PPM and HS&E risk management fire folder.
25.4 Are appropriate fire procedures in place	Yes	Information is recorded HS&E emergency procedures file
25.5 Are procedures in the event of fire appropriate and properly documented	Yes	Action notices instruct all occupants of the building, in the event of discovering a fire, raise the alarm, evacuate by the nearest available exit and to assemble at a designated place of safety away from the building.
25.6 Are suitable arrangements for summoning the fire and rescue service in place	Yes	Automatic and manual processes exist at present.
25.7 Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters	Yes	This role is given to the security team out of hours and the Fire Incident Controller during normal working hours.
25.8 Are there suitable arrangements for ensuring that the premises have been evacuated	Yes	Current process involves staff in area clearance.
25.9 Is there a suitable fire assembly point(s)	Yes	The venue has two, one to the front and one to the rear of the venue.

25.10 Are there adequate procedures for evacuation of any disabled people who are likely to be present	Yes	A PEEP procedure is in place for the venue, trained staff are able to action as required.
25.11 Appropriate liaison with fire and rescue service (e.g. By fire and rescue service crews visiting for familiarisation and information gathering)	Yes	Emergency service have regular visits to the venue.
25.12 Routine in house inspections of fire precautions carried out and recorded	Yes	Monthly workplace and SMT inspections are carried out and recorded.

Training and Drills

Question	Response	Details
26. Training and Drills		
26.1 Type of Persons likely to be present at premises.	Staff, Visitors, Members of the public, Contractors	
Members of the public should be given appropriate information in relation to fire according to the type of premises and risks on site.		
Contractor control should be in place and should include information on fire safety as well as access to such items as the Asbestos register and any key hazard areas of the site including access and egress restrictions. See also section 14 of this assessment.		
26.1 Are all staff given adequate fire safety instruction and training on induction	Yes	Video induction provided to all working at the venue including staff, clients and contractors.
Does all staff training provide information, instruction or training on the following:		
26.2 Fire risks in the premises	Yes	The video induction covers the basic premises and areas of the venue.
26.3 Are all staff given adequate periodic "refresher training" at suitable intervals	Yes	All staff receive adequate training as required.
26.4 The fire safety measures on the premises	Yes	Video induction covers basic elements only. Procedure provides more detail.
26.5 Action in the event of fire	Yes	Video induction covers basic elements only. Procedure provides more detail.
26.6 Action on hearing the fire alarm signal	Yes	Video induction covers basic elements only. Procedure provides more detail.
26.7 Method of operation of manual call points	Yes	Video induction covers basic elements only. Procedure provides more detail.
26.8 Location and use of fire extinguishers	Yes	Site locations of extinguishers are clearly marked across the venue, little instruction required.
26.9 Means for summoning the fire and rescue service	Yes	Managed through the FIC and control room
26.10 Identity of persons nominated to assist with evacuation	Yes	Video induction only gives instruction to follow instructions from venue staff, procedure applies full level of detail.
26.11 Identity of persons nominated to use fire extinguishing appliances	Yes	No requirement to train individuals in the use of extinguishers, Full description of how to use as per all emergency equipment in the UK. Used to aid escape.

26.12 Are staff with special responsibilities (e.g. fire wardens) given additional training	Yes	All full-time staff given separate training on fire warden duties. Present procedure is deemed adequate.
26.13 Are fire drills carried out at appropriate intervals	Yes	Fire drills are conducted at appropriate intervals around operational requirements.
When the employees of another employer work in the premises:		
26.14 Is it ensured that the employees are provided with adequate instructions and information	Yes	Contractors, and other workers visiting the venue are given fire safety awareness through the induction process.
26.15 Is their employer given appropriate information (e.g. on fire risks and general fire precautions)	Yes	Health and Safety information is sent to Clients and contractor representatives in advance. This generally covers fire safety elements.

Testing and Maintenance

Question	Response	Details
27. Testing and Maintenance		
27.1 Adequate maintenance of premises	Yes	The venue is in a good state of repair and well maintained.
27.2 Periodic inspection of external escape staircases and gangways	N/A	External staircases do not exist at this premise.
27.3 Six-monthly inspection and annual testing of rising mains	Yes	Monitored by Duncan Leavitt and Paul Owens.
27.4 Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts	N/A	Passenger and goods lifts only.
27.5 Weekly testing and periodic inspection of sprinkler installations	Yes	Monitored by Duncan Leavitt and Paul Owens.
27.6 Routine checks of final exit doors and/or security fastenings	Yes	Monitored by Duncan Leavitt and Paul Owens.
27.7 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard	Yes	Monitored by Duncan Leavitt and Paul Owens.
27.8 Other relevant inspections or tests	Yes	Monitored by Duncan Leavitt and Paul Owens.

Fire Risk Assessment Review

Question	Response	Details
Fire Risk Assessment Review		
Taking into account the fire prevention measures observed at the time of this assessment review, it is considered that the hazard from fire (likelihood of fire) at these premises is:	Medium	
<p>In this context, a definition of the above term is as follows:</p> <p>LOW Unusually low likelihood of fire as a result of negligible potential sources of ignition</p> <p>MEDIUM Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)</p> <p>HIGH Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire</p>		
Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this assessment review, it is considered that the consequences for life safety in the event of fire would be:	Moderate harm	
<p>In this context, a definition of the above term is as follows:</p> <p>SLIGHT HARM Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs)</p> <p>MODERATE HARM Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities</p> <p>EXTREME HARM Significant potential for serious injury or death of one or more occupants</p>		
<p>Accordingly, it is considered that the risk to life from fire at these premises is:</p> <p>Trivial - No action is required and no detailed records need be kept.</p> <p>Tolerable - No major additional fire precautions required. However, there might be need for reasonably practicable improvements that involve minor or limited cost.</p> <p>Moderate - It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis</p>	Tolerable	

for determining the priority for improved control measures.

Substantial - Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.

Intolerable - Premises (or relevant area) should not be occupied until the risk is reduced.



Actions and Advisories

Question	Response	Details
Actions		
1		
Item	Arson	
Item related to Section:	9. ignition by outsiders	
Recommendations	The business would benefit from the wood workshop being compartmentised to prevent possible arson (Advisory)	
Time Scale	At a time of convenience	
Action Priority	Medium	
2		
Item	Housekeeping and combustible materials	
Item related to Section:	Section 13 Housekeeping	
Recommendations	<ul style="list-style-type: none">- Staff entrance pod on east side has a fuel source (cardboard) close to electrical units considered as a source of ignition. Recommendation – to remove packaging from ignition source to a safe distance or relocate items.- Cardboard/packaging stored in main electrical room. Recommendation – to clear and remind staff of the dangers of storing fuel sources near ignition sources.- Cardboard packaging store next to lower to upper foyer escalators and an accumulation of dust has gathered. Recommendation – remove cardboard and clean dust. <p>All the above are managed on a daily basis and possible resolved. At the time of publishing the above may of been actioned.</p>	
Time Scale	Actions within one month.	
Action Priority	High	
3		
Item	Process hazards that impact on general fire precautions	
Item related to Section:	Section 16 Process hazards apparent	
Recommendations	<ul style="list-style-type: none">- Electrical machinery on charge in a public space. – Recommend, relocate to BOH to designated areas to charge (Advisory)	
Time Scale	Advisories at a convenient time.	

Action Priority	Medium
4	
Item	Process hazards that impact on general fire precautions
Item related to Section:	Section 16 other hazards apparent
Recommendations	<ul style="list-style-type: none"> - Staff using tumble drier informed of the importance to removal of lint. Managed daily
Time Scale	Actions within one month.
Action Priority	Low
5	
Item	Fire precaution measures
Item related to Section:	Section 17 Means of escape from fire
Recommendations	1. Have a competent company inspect fire doors, and complete any works recommended. (Carried over from 2018)
Time Scale	A rolling plan in place
Action Priority	High
6	
Item	Fire precaution measures
Item related to Section:	Section 17. Appropriate internal fire doors
Recommendations	1. Damaged smoke seals on some fire doors. Have a competent company inspect fire doors and complete any works recommended. Good practice to inspect and record monthly. (Carried over from 2018)
Time Scale	A rolling plan in place
Action Priority	High
8	
Item	Section 18
Item related to Section:	Measures to limit fire spread and development
Recommendations	Auditorium control area – one cable hatch lid not working by closing securely.
Time Scale	At a convenient time.
Action Priority	Medium

MC Emergency Procedures – Appendix 4a Summary for Clients (HSE-PR-30)

Emergency Procedures

Manchester Central Convention Complex (MCCC) has a set of tried and tested emergency procedures to ensure everyone's safety. The venue has procedures in place for evacuation and invacuation; staff are trained to respond to all emergencies.

This document is intended to assist all organisers and exhibitors to understand their requirements during the following emergencies whilst at MCCC:

- On discovering a fire
- Fire evacuation
- Containment
- Suspicious Items
- Threat of a lethal device in the venue

1.1 On discovering a fire

- (1) In the first instance stay calm, inform everyone in the immediate area of the situation. Reassure visitors who may be in the vicinity that the venue will deal with the situation.
- (2) Break the glass on the nearest fire alarm point. These are located at each vehicle door and other fire exits.
- (3) Venue staff will come and investigate the area as part of their procedures. Please inform them of any helpful information at this point.
- (4) The situation will then be escalated or cancelled accordingly by venue staff.

1.2 Fire Evacuation

If it is deemed that the fire cannot be extinguished, an evacuation will be initiated by the venue staff. A PA announcement will be broadcasted as follows:

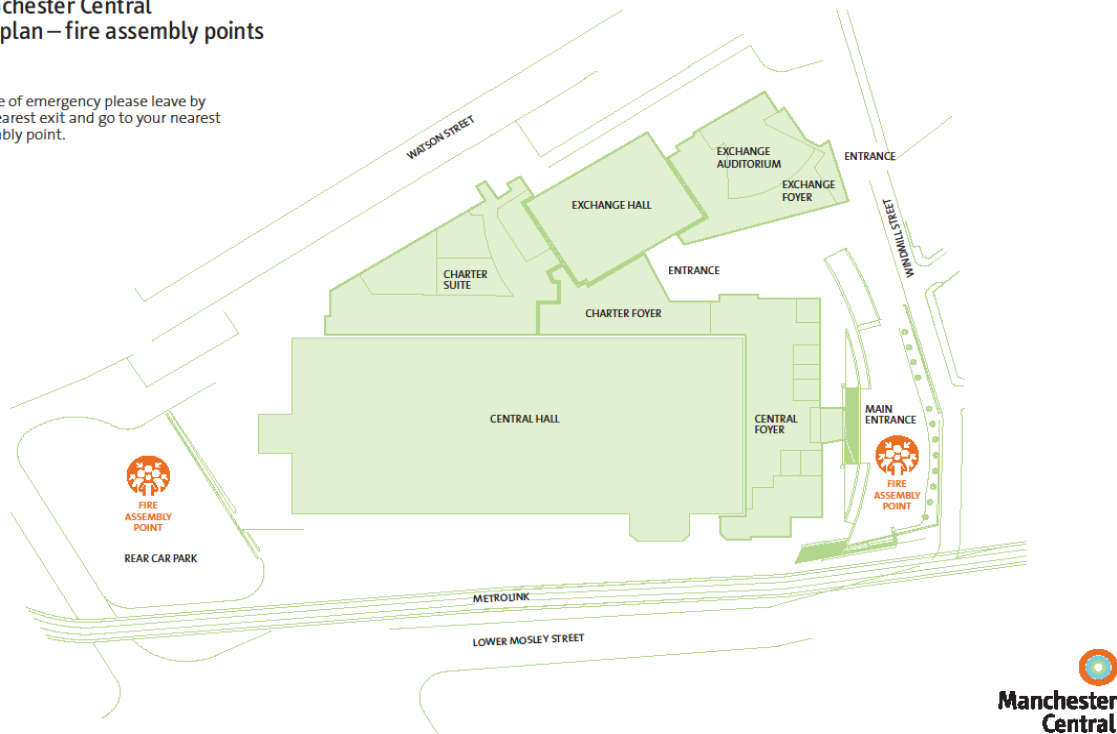
***“Attention Please! Attention Please!
Will everybody leave the building by the nearest exit. This is an emergency.
The staff will assist and direct you.
Please do not use the lifts”***

On hearing this, everyone in the venue is to evacuate via the nearest emergency exit. During build and break periods, we may require assistance from a designated person of your team to evacuate your contracted spaces. In most cases this would be your Health and Safety floor manager and will be discussed at the emergency briefing with the venue Event Manager. All persons in the venue are to make their way to one of the following fire assembly points - front forecourt or rear car park; as per map below.

MC Emergency Procedures – Appendix 4a Summary for Clients (HSE-PR-30)

Manchester Central site plan – fire assembly points

In case of emergency please leave by the nearest exit and go to your nearest assembly point.



At each fire assembly point, a member of the venue staff will be in an orange/red hi-vis with the words 'Fire Warden' on the back. They will take control of the assembly point and be the venue's point of contact for all information. In all evacuation circumstances, everyone is to remain at the Fire Assembly Point until further information is disseminated by the Fire Warden.

The Fire Warden will control the reoccupation of the venue in the following order:

- 1. Venue Staff
- 2. Clients/Organisers (Clients will be required to pass back through security)
- 3. Exhibitors (Exhibitors will be required to pass back through security)
- 4. Delegates/visitors (Delegates and visitors will be required to pass back through security and bag search)

1.3 Containment Procedure

A venue containment is unlikely but may occur under very extreme circumstances when it is safer and more practical to keep everyone contained within the venue; this will be until the facts of the situation are established. Examples of this include, but are not limited to, external chemical spillages, releases of toxic fumes, or a terrorist incident or threat to life. Each incident will have its own risks and characteristics and will be managed by trained venue staff.

If it is deemed safer to remain in the venue due to an external situation, or obtained information, then the venue will lock down and a PA announcement will be broadcasted as follows:



MC Emergency Procedures – Appendix 4a Summary for Clients (HSE-PR-30)

“Attention Please! Attention Please! The Containment Plan is now in effect, the Containment Plan is now in effect. There has been an external incident and we are now in lockdown; no one is to leave the building until further notice. Please close all windows and move yourself away from any areas with glass, to a place of safety.

Please do not leave the building until further notice

Thank you”

1.4 Suspicious items

Explosive devices come in all shapes and sizes and are frequently packaged in items that appear to be harmless i.e. plastic carrier bags. They are sometimes fitted with an anti-handling device and no attempt should be made to move one.

It is of the utmost importance that each exhibitor nominates enough staff members to ensure the observance of the instructions below.

If a suspect package is discovered on your stand, your designated responsible member(s) of staff will immediately telephone the Security Control Room (0161 834 2700 ext.2206) or inform a member of MCCC staff/steward. It is important that the package or suspect article is not disturbed and **under no circumstances should it be touched.**

The Incident Controller (IC) will now take appropriate action and follow the Manchester Central emergency procedures for a suspect package.

Please ensure that your staff DO NOT make any reference to delegates/visitors about a suspect package in their stand or location or use words such as BOMB, DEVICE, or EXPLOSIVE.

We do not want to create any unnecessary panic. The situation will be escalated accordingly.

If it is necessary to clear the building, the following message will be broadcast over the public address system:

***“Attention Please! Attention Please!
Will everybody leave the building by the nearest exit. This is an emergency.
The staff will assist and direct you.
Please do not use the lifts”***

The venue strongly recommends that exhibition staff leave their belongings and leave the building immediately. The venue will not be responsible for any damage, loss howsoever caused.

In the event of an evacuation of the Central Hall, exhibitors' staff are requested to gather at the nearest assembly point, as indicated above. If these areas are not appropriate, you must follow instructions from the venue Fire Warden at the assembly point. You must remain at the designated assembly point so that the venue can readily instruct event organisers or exhibitors to return to their stands/locations when the emergency is over.



MC Emergency Procedures – Appendix 4a Summary for Clients (HSE-PR-30)

The Incident Controller wishes to stress the importance of a constant check being made on the contents of exhibitors' stands to see that no unidentified package, case, or bag has been left lying around. In any case of doubt, the article should not be touched. Inform the persons above.

It must be stressed that extra vigilance on the part of everyone is vital.

1.5 Threat of a lethal device left in the venue

In the very extreme and unlikely circumstances that you or the venue receive a threat that a device has been planted within the venue, it is of vital importance you try to remain calm.

If you receive a threat to the venue or your event, try to keep the person talking as long as possible. Inform your Event Manager by the quickest means possible.

Please familiarise yourselves with the following:

- Please be aware, before passing on any information, the caller making the threat may ask for a specific person or department e.g. Event Manager, Sales Department.
- Gaining as much information as possible is vitally important. Try and establish the following:
 - What is the threat?
 - Accent?
 - Background noises
 - Any codes given
 - Any locations mentioned
 - Any timings mentioned
- Pass the information on as quickly as possible so it can be assessed and acted upon.

Manchester Central Convention Complex has detailed emergency procedures, in which all staff are trained, to ensure everyone's safety. Please ensure all your staff are familiar with these procedures to help ensure your event runs safely.

We would like to take this opportunity to thank you for your understanding and for supporting Manchester Central in its emergency preparedness.

All recipients must ensure that their colleagues and staff are familiar with the requirements of these procedures.

Data

Version	6
Date	September 2023
Reviewed by	Heather Fittell / Richard Larpent
Date of review	September 2024

QSHE-PR-38 Control of Contractors Procedure

1. Aim

The purpose of this procedure is to set out the key methods for the control and monitoring of contractors on site at Manchester Central Convention Complex (MCCC). This is to check against our Operational Health, Safety and Environmental Requirements.

The requirements are as follows:

- MCCC Contract Manager is responsible for the visiting contractor.
- MCCC Contract Manager is responsible for Pre-booking visiting contractor onto the Sky Visitor System.
- Contractor must be signed in on site through MCCC's Control Room on Watson Street.
- Contractor is to complete the contractor induction video and question paper. Appendix 2.
- Contractor is to complete a Subway Induction if applicable.
- Contractor is to complete a Permit to Work if applicable.
- Contractor is to comply with the MCCC Environmental Policy
- Contractor is to close the Permit to Work on completion of works if applicable.
- Contractor must sign off site through MCCC's Control Room ensuring any paperwork is left with the Contract Manager or Control room personnel.

2. Scope –

Before using the contractor, they must first be set up as an approved supplier, adhering to MCCC's procurement policy. MCCC Contract Managers must organise the contractor visits and are responsible for the following: -

- Ensuring the induction is watched and signed off
- Ensuring relevant documentation (training records etc.) are reviewed
- Sending the relevant Risk Assessments to the Quality, Safety, Health and Environment (QSHE) Manager for approval.
- Issuing permits where applicable
- Supervision of the contractor whilst on site
- Monitoring the contractor, completing QSHE-FO-12 – Contractor Monitoring Check Sheet also at appendix 1.

Other responsibilities include ensuring that all works completed at Manchester Central, are to a satisfactory standard including leaving the work location in a clean and tidy manner and that all statutory obligations are complied with.

This procedure will also detail how Manchester Central plans to manage any work where the services / structure to the building may be altered, ensuring that this work is completed to the relevant legislation, Historic England requirements or any plans passed by Building Control and ensuring the integrity of the building and services are maintained.

The Control of Contractors Procedure and Process is designed to establish a **consistently high** level of health and safety management.



QSHE-PR-38 Control of Contractors Procedure

The actual process of issuing the documentation is relatively straightforward – but the emphasis must remain on its key function; ***ensuring that suitable and sufficient Method Statements and Risk Assessments are directly connected with the work activity being carried out.***

3. Security on-site

All contractors are to enter MCCC via the Watson Street entrance. They must make themselves known to the Control Room staff, who will complete the relevant checks and issue the required Manchester Central passes. Security Passes must be worn at all times whilst at Manchester Central. The Contract Manager will be informed when the contractors arrive on site by E-Mail via the booking in on the Sky Visitor System. The Control Room Team will attempt to contact the Host of the visit to inform of the arrival.

4. Induction

Contractors must undertake the Manchester Central contractor's induction video prior to undertaking any work.

On completion of the induction video, contractors are to complete the QSHE-FO-13 Contractors Induction Questions form (Appendix 2 of this procedure). Contractors must achieve the desired level of understanding by achieving a pass mark; if this is not achieved, the contractor will have a second attempt. If the desired level of understanding is not achieved after a second attempt, the contractor will not be permitted to work at Manchester Central.

Contract Managers must make themselves available to answer any contractor questions and assist them in completing the works.

5. Pre-Start to Works

All Contractor works irrespective size, length, or risk, will require a Pre-Start check to be completed by the Contract Manager prior to commencing any work. The following is required to be checked.

- Check all relevant contractor certification related to the work is in date.
- RAMS checked by the Contract Manager and sent to QSHE team for comment/ approval if required.
- Check the location, that the work going to be conducted, will not interfere with asbestos.
- Ensure the contractor is made fully aware of the asbestos on site at MCCC
- Permit to Work to be raised and authorised if applicable.
- Any Safe System of work relevant to the works (guidance can be given by the QSHE Team if required)
- Contractor understands their obligations to comply with the MCCC Environmental Policy.

QSHE-PR-38 Control of Contractors Procedure

Appendix 1 is to be printed off and completed then scanned and saved on the intranet in the suppliers H&S folder.

The judging of the acceptability of the contractor documentation is relatively straightforward but it is still **necessary** to ensure conformity.

If required **suggest amendments** to the documentation that will strengthen the overall safe system of work to protect the contractor MCCC staff or 3 party stakeholder must be encompassed.

Only when the Contract Manager is satisfied with all aspects, can the contractor proceed with the desired works.

6. Responsibilities

Contract Manager

- To ensure the visiting contractor meets any security requirements.
- Check relevant qualification certification is valid and in-date.
- Check Company certification is relevant, valid and in-date.
- Check RAMS and send to the QSHE team for comment / approval.
- Raise any health and safety concerns to the QSHE Team
- Obtain a Permit to Work if required.
- Ensure the work is conducted to the required specifications.
- Ensure contractors arrive and leave through the control room.
- Check if the contractors work has any environmental affects or impacts on MCCC.
- Once Appendix 1 is complete, it is to be saved on the intranet in the suppliers H&S folder.

QSHE Team

- Check RAMS as requested by the Contract Manager.
- Ensure any Safe System of work are in place as applicable.
- Advise and support Contract Managers on contractors working safely at MCCC.

Version	4
Date of review	June 2023
Reviewed by	Heather Fittsell
Date of review	June 2024

QSHE-PR-38 Control of Contractors Procedure

Appendix 1 - Contractor Monitoring Check Sheet

Manchester Central			Task/Job Ref. No.:	
Company undertaking the work:			Date:	Time:

Work to be undertaken:					
RAMS suitable and sufficient:					
Work Location:			 PPE Required specify type:	Yes	No
Permit to Work Required:	Yes	No	 Hi Viz Clothing		
Hot			 Safety footwear (if required)		
Roof Work			 Gloves (if required)		
Subway			 Eye protection (if required)		
Working at Height			 Harness & lanyards		
Electrical Work			 Hardhat		
Other					
Any Environmental Impacts:					
Any Asbestos in the area of work:					
Any Plant and Equipment to be used:			 First Aid Cover: Contact No.: 2211		
Other Documentation i.e. COSHH/permits if required	Yes	No	Company person responsible for the onsite work at Manchester Central:		
Is the work being carried out as per the Method Statement:					
Manager Conducting the check:					



Area work being conducted:	
RAMS Reference:	

[illegible]

QSHE-PR-38 Control of Contractors Procedure

Appendix 2

Contractor Name: _____ Date: _____

Company: _____

Please place an X in the box you think is the correct answer.

1. What is the first thing you should do if you discover a fire?
 - a. Press a manual call point
 - b. Run outside
 - c. Shout Fire, Fire, Fire

2. How would you get First Aid assistance?
 - a. Inform any visitor to the venue
 - b. Call a friend
 - c. Inform any venue staff member

3. What PPE is mandatory to enter the event space?
 - a. Goggles
 - b. Gloves
 - c. Hi-Vis Vest

4. A permit to work is required for?
 - a. Using a power drill
 - b. Painting
 - c. Hot works

5. Waste is to be?
 - a. Left where you are working
 - b. Disposed of in the correct bin
 - c. Burnt on-site

6. What should you do if you have an accident?
 - a. Inform a visitor to the venue
 - b. Report to a venue staff member
 - c. Nothing

Pass	Fail
------	------

The required pass mark is 5 out of 6

If you are unsuccessful, please try again.

If you are unsuccessful after 2 attempts, you will be requested to leave the site.

a
b
c

a
b
c

a
b
c

a
b
c

a
b
c

a
b
c



Manchester
Central

Site Rules, Contractor and General Information

Cobden Project

Reference	Contractor Site Rules
Owner	Manchester Central
Author	Tom Gowland
Version	001
Date	07/06/2023
Date of Next Review	07/06/2023

Contents

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Site Rules, Contractor and General Information

1.0 Communications

- On site contacts for contractors and/or external parties will be Andy Kelly (Director of FM and Infrastructure) and Duncan Leavitt (Technical Service Project Manager).
- Day to day communications are principally with the above contacts, via email on a.kelly@manchestercentral.co.uk and d.leavitt@manchestercentral.co.uk.
- All CDM scale works/projects, contractors must appoint a foreman or a main point of contact on the workforce that has overall responsibility for the management and control of the proposed works.
- All contractors are required to cooperate and abide by Manchester Central's site rules.
- Upon arrival, all contractors must report to the Manchester Central Control Room on Watson Street prior to commencing any work on site. This is in order to be checked in, inducted, issued contractor passes and receive permits. (security@manchestercentral.co.uk & 0161827 7617)
- The contract is to provide Manchester Central with any information requested in regard to health and safety pursuant to the requirements of the CDM Regulations and any other relevant statutory provisions.

2.0 Site Rules / Permits / Hours of Work

- Manchester Central will issue a Permit to Work to the contractor to cover all general items within the agreed programme of works for the project. This will exclude Hot Works due to the need to monitor works upon completion and require signing off.
- Hot Works will require specific RAMS to cover that aspect of the project in order for a permit to be issued.
- Contractors must advise Manchester Central contacts of any work which will require a Permit to Work at least 24 hours prior to the work.
- Contractors must not carry out any works on site unless a permit has been obtained and signed by management.

- Any plant / equipment and the operator must have the relevant paperwork and / or qualifications to operate. Copies of which must be provided as part of the access / permit request process and be available on site for inspection on request.
- Suitable PPE (Personal Protective Equipment) Must always be worn.
- Upon arrival, all contractors must report to the Manchester Central Control Room on Watson Street prior to commencing any work on site. This is in order to be checked in, inducted, issued contractor passes and receive permits. Any contractor who fails to notify Control Room of their attendance will have their access removed.
- Highly flammable liquids, bottled gasses or similar hazardous materials are strictly prohibited. If any instance occurs where these are required, then full permission is to be obtained and must include RAMS and details of how they will be controlled and stored.
- All works must be contained within the areas specified and approved during the access / permit request.
- No tools, equipment or deliveries are to be stored in locations which will cause issues for Manchester Central and should be stored within designated areas.
- Smoking is strictly prohibited within the building and only permitted in designated areas outside the building.
- The contractor must protect Manchester Central's drainage connections within the working areas.
- Where work areas include high level / roof access, edge protection and / or mansafe protection measures will be the responsibility of the contractor. Access to the roof areas may be restricted, even if a permit to work has been granted if the weather or working conditions are deemed unsafe to work.
- Working Hours – Generally, the working hours of the venue are 08:00 until 17:30. However, this may change depending on the event in tenancy at the time. Working hours will be discussed and agreed during the pre-start meeting for the project. Weekend working will be dependent on events in tenancy, as well as any restrictions imposed by the Manchester City Council.
- Waste Removal – Contractors are responsible for removing their own waste. Contractor's waste is not to be disposed of within the Manchester Central bins / skips.
- Skips are permitted subject to space available and booking in advance with Manchester Central. Skips should be properly secured and / or barriered off. Manchester Central are not responsible for others using skips.

- Waste must be removed via designated routes which will be agreed during the project's pre-start meetings.
- The contractor is responsible for the storage of all their own tools, equipment and materials and these must be stored securely when not in use and / or overnight.



3.0 Health & Safety / Sub-contractors

- Where works involve a principal contractor and sub-contractors, the principal contractor is responsible for the management of the health and safety within the scope of the project and work area and must ensure all sub-contractors are aware of site rules and implement health and safety policies in line with these rules as a minimum. Failure to comply may result in all contractors being asked to leave site.
- Where provided in addition to site resources, welfare facilities are the responsibility of the principle contractor for both themselves and all sub-contractors.
- Areas of Manchester Central handed over to the principle contractor become their responsibility in respect of health, safety, security and protection. However Manchester Central will observe and may on occasion recommend and / or identify certain items to take note of.
- Contractors are responsible for complying with all Health and Safety regulations applicable to the project and for complying with requirements of Manchester Central.
- Portable electrical appliances must have been PAT tested within the last 12 months.
- Manchester Central must be informed immediately of anything which could jeopardise the security or safety of the centre and its occupants or disrupt the smooth running of the Venue and / or Events in tenancy.

4.0 Work Responsibilities / Area of Operations

- All contractors and sub-contractors must fully comply with the security requirements of Manchester Central.
- The security of the work area within the venue which is under the control of the contractor will be the sole responsibility of said contractor and provisions for this should be discussed between Manchester Central and Contractor.

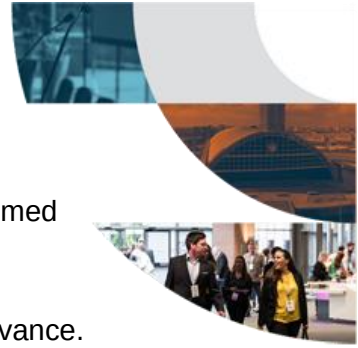
- Contractors will be liable for any damage they cause to Manchester Central property whilst working on site. Manchester Central reserves the right where necessary to carry out repairs and pass costs back to the contractor.

5.0 Fire Safety

- Within Manchester Central, there are sprinklers, smoke and heat detectors and alarm panels in operation.
- Smoke / Heat detectors can be isolated in specific locations when hot works and / or work which creates dust may be required. Prior to requesting this, please consult the management team in order to approve.
- The management team will then inform the Control Room operators to isolate the relevant areas.
- The contractor will be responsible for “fire watching” during the periods that detectors are isolated, and will immediately activate a fire call point if required.
- Upon completion of works that require detectors to be isolated, the contract must inform the management team in order to reactivate the isolated detectors.
- Fire Evacuation – Contractors must be aware of the fire evacuation procedures and what to do in the event of a fire. This will be shown in the Contractor Induction video which will be watched prior to starting any work on site. The induction video will be watched once and will be valid for one year.
- Fire Protection – Should the contractor damage or remove any fire protection to the existing structure/building, then they will be required to match the required level of fire resistance. If this is not complete within the agreed timescale, then Manchester Central will repair and pass on the costs to the contractor.

6.0 Noise / Smell / Dust

- Contractors are reminded that Manchester Central is an operating venue, and there will be live days during the duration of the project.
- Noise, smells and dust must be kept to a minimum at all times and preventative measures must be put in place to accommodate this.
- Certain works may be stopped by Manchester Central if they deem that it is affecting the operational use of the venue and / or event in tenancy.



- Works that are likely to produce noise, smells or dust should be programmed to take place outside of operational hours where appropriate.
- Notification of working out of hours must be given at least 48 hours in advance.
- Working times are to be in line with the Manchester City Council's restrictions for weekend working due to noise levels. These are generally 09:00 – 14:00 on Saturdays and No Noisy Working on Sundays. These are to be discussed and agreed during the pre-start project meeting, any request to carry out noisy work over the weekend must be submitted to the Manchester City Council for a permit to work.

7.0 Roof Penetrations

- Roof penetrations are strictly prohibited, unless agreed as part of the programme of works and project scope.
- If the above is ignored, Manchester Central has the right to charge the contractor for any repairs necessary to make good, damaged areas.

8.0 Parking

- On site parking may be available to contractors and sub-contractors, however this is dependent on event activity. All parking instructions will be discussed and agreed during the project pre-start meeting.

9.0 Site Instructions / Compliance with Approved Plans

- Manchester Central may carry out inspections while work is taking place if they deem necessary due to the scale of the project and the potential impact on venue operations or if there are any concerns regarding project scope and / or compliance.
- Manchester Central reserves the right to have their representation, or any consultants involved in the project, observe the testing and witnessing of any newly installed systems related to the project.

10.0 Insurance

- Contractors will comply with any requirement of Manchester Central's insurance providers.

- Contractors must provide in advance proof of public and employers liability to cover the minimum amount specified and agreed within the contractual documents.

Version	001
Date of Review	07/06/2023
Reviewed By	Tom Gowland
Date of Next Review	07/06/2024



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