

Construction Management Plan

Construction (Design and Management) Regulations 2015



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Project

Refurbishment works

Site Address

Neptune Mill,
Chapelton Street,
Manchester,
M1 2EY

ISSUE NO	ISSUED TO:	CHANGES MADE:	DATE:

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Construction Management Plan

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Disclaimer

This document has been compiled by BPA Services based on the information received from the client, client agents, consultants, designers and Workspace Design & Build project management team. The document is solely for tender stage and will be superseded by the Construction Phase Plan upon successful bid.

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Document Control

Construction Management Plan

Client: Capital & Centric

Site: Neptune Mill,
Chapelton Street,
Manchester,
M1 2EY

Project Title: Refurbishment works to Neptune Mill

BPA Project Reference Number: HS231495

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1. Introduction

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Workspace Design & Build Ltd are committed to providing a safe working environment for everyone entering the construction site where we act as Principal Contractor and will only appoint sub-contractors that demonstrate an ongoing commitment to manage their works to the highest standards always. In line with the Health, Safety and Environmental goals of Workspace Design & Build, whilst working on the project they will aim to achieve:

Health and Safety

- ☐ All operatives undertake their works in a safe manner and be competent to do so.
- ☐ All operatives will be properly inducted for site activities, site security.
- ☐ The works will be managed by a competent Site Manager who will monitor the activities on the site at all times.
- ☐ That no person is harmed or injured whilst the works are undertaken.
- ☐ To actively to report any accidents or injuries and investigate the root causes of these and action plan provided.
- ☐ Activity report any near misses and make sure that these are reported, and any corrective actions identified and communicated.
- ☐ To undertake a range of toolbox talks throughout the works.
- ☐ Workspace Design & Build to actively review RAMS from any contractors to make sure that they are suitably developed.
- ☐ Assess competency of all contractors using a PQQ form to assess skills and knowledge.
- ☐ To maintain a safe site always during the construction period, and to consider the live site.
- ☐ To maintain correct level of segregation and security during the construction works.

Environmental

- ☐ Actively look to use sustainable products to mitigate the environmental impact.
- ☐ Attempt to recycle as much as practicable during the construction works.
- ☐ To reduce the Carbon Fuel emissions from the vehicles that are used.
- ☐ To attempt to source environmentally friendly materials in line with the project which will then reduce the environmental damage at the removal of the project.
- ☐ To mitigate the amount of dust that is created on site by the construction activities and implement effective control measures.

Commitment to Safe Working Practices

At Workspace Design & Build Limited there is a commitment to ensure everyone involved in or, impacted by the site activities is considered and, this is driven throughout the organisation. To ensure this is at the forefront of our processes BPA Services are retained health and safety consultants who collectively with ourselves implement the below company policies.

The policy goals will be measured and assessed by both the Site Manager and the Project Manager to make sure that these can be achieved. Our external Health and Safety Advisors will, undertake a site compliance audit each month as a minimum or more frequent where work activities are at a stage of higher risk.

Following an accident on site which has required the injured person to attend hospital then resulting in a RIDDOR reportable situation BPA Services would be requested to attend site to undertake an accident investigation to find out the root cause.

Interviews, review of paperwork, review of the incident location to determine who, when, where, what, why and this would be issued to the relevant stakeholders.

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Any sub-contractor failing to adhere to the procedures contained within this document or allowing unsafe working practices on any works under their control will be subject to an immediate review of their appointment.

The Construction Phase Plan has been prepared in accordance with the recommendation laid down within Schedule 5 - Appendix 3 of Document L153 forming part of the Construction (Design and Management) Regulations 2015 (CDM 2015).

The information included in this pack, is an amalgam of information provided by the Client.

Where we act as the Principal Contractor under the contract, we would be responsible for managing the Health and Safety of all Contractors, (and sub-contractors), appointed by them, for their specific scopes of work, during the life of the project.

This Construction Phase Plan would be compiled to be read in conjunction with any scopes of work, specific site rules, site standards and procedures, as far as they relate to the specific project.

That plan would uphold the safety objectives as detailed under the General Introduction of the preconstruction information provided by the client.

2 Description of Project

2.1 Project Description

This project which we tendering to act as Principal Contractor on, is in accordance with the scope of works, provided by the client within the Stage One Tender Introduction compiled by Dalbergia Group and dated 17th July 2023.

The work includes the refit and refurbishment of the existing building to create new workspaces for businesses with Capital & Centric reserving the first floor to form their new headquarters. The other 4 storeys will be for retail use on the ground floor and offices on the other floors.

The scope of works includes.

- ☐ demolishing the single storey former garage building and making good to its external footprint,
- ☐ fabric alterations on all floor levels removing existing walls and partitions,
- ☐ removing raised floor elements,
- ☐ removing internal doors,
- ☐ removing sanitaryware and fittings,
- ☐ cleaning the existing floors,
- ☐ walls columns and beams,
- ☐ constructing walls and partitions,
- ☐ applying floor, wall and ceiling finishes,
- ☐ forming office, toilet and kitchen accommodation and installing M&E services.

External works include.

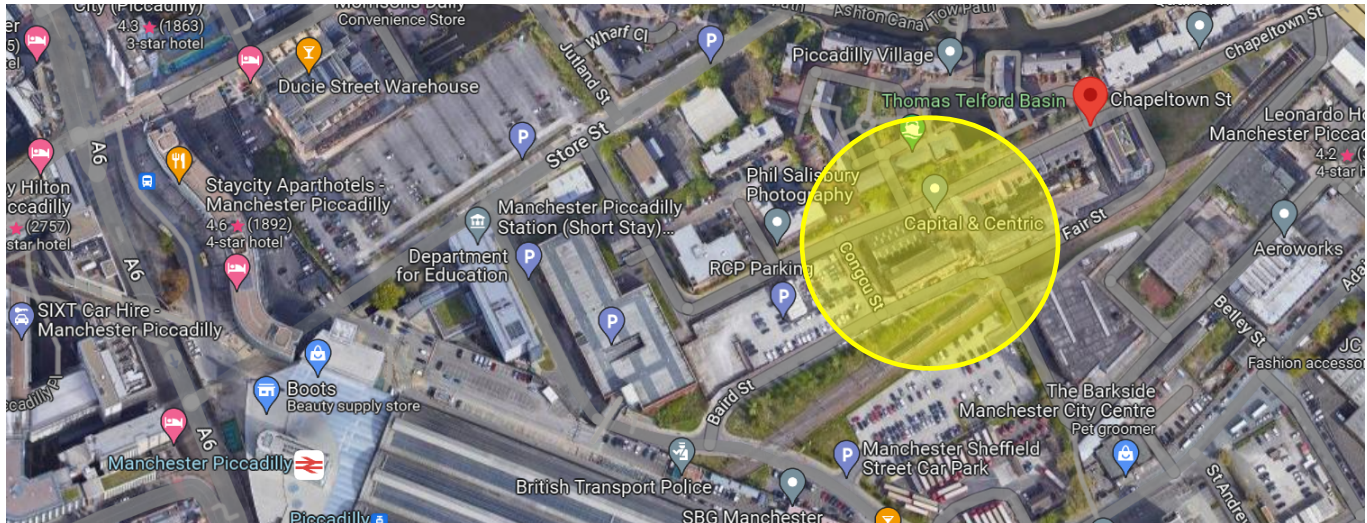
- ☐ carrying out localised repairs to the external brick facades including infilling with new sections of facing brick and blockwork,
- ☐ removing the existing external doors and windows and replacing them with new door and window units and reroofing the existing pitched roof over the Mill including forming new rooflight openings.

Workspace Design and Build was formed as a Limited company in September 2004 and has a wealth of experience within our team creating Cat A and Cat B standard refurbishments as well as high complex bespoke refurbishments. As an organisation with in-house expertise and, associates we can fulfill the duties of the Principal Contractor under the CDM Regulations 2015 from Stage 0 through to Stage 7.

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2.2 Site Location

The site is located on Chapeltown Street at the East side of Piccadilly in Manchester and was formerly known as Chapeltown Mill an existing commercial building built prior to 1900.



All access methods will be agreed with the building's management team prior to the works commencement. Segregation tactics will be employed in areas if there is risk to others.

2.3 Key Dates for project

- ☐ Project commencement date: T.B.A.
- ☐ Project completion date: T.B.A.

2.4 Mobilisation Period

As the Principal Contractor, we will produce a realistic achievable program as part of the initial meetings before commencement of the site establishment and, agreed with the Client and Client project team to allow us to effectively plan for the works and make all the required arrangements to undertake the works safety and in full compliance with the CDM Regulations 2015.

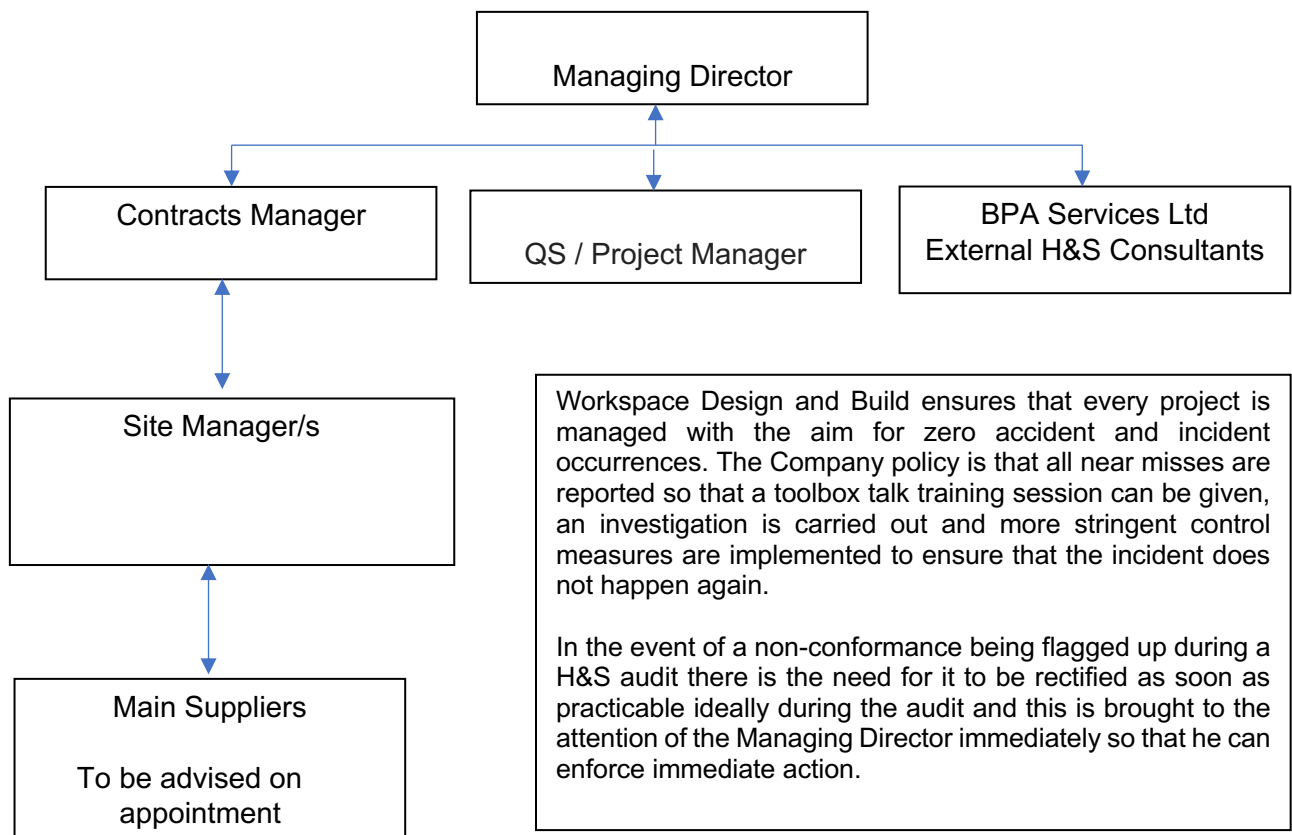
2.5 Emergency Contact Telephone Number

Principal Designer: 01282 772883
Architect: 07989 535487
Employer Agent/Quantity Surveyor: 07918 176543
M&E Consultant: 07944 342776
Structural Engineer: 07855 641591/07732 651318
Fire Engineer: 07931 181414
Planning Consultant: 07734 862006

Workspace Design & Build 0161 7103700

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2.6 Workspace Design & Build – Site Team & Management Structure



Health and Safety responsibilities of the key parties above:

Managing Director:

- ☐ Responsible for the overall Health and Safety of the organisation.
- ☐ Strategic level control.
- ☐ Will make sure that suitably qualified, competent personnel are appointed to carry out their duties.
- ☐ Overall responsibility for Environmental matters.

Contracts Manager

- ☐ Will undertake regular visits to sit to make sure that works are being carried out safety and in accordance with the program.
- ☐ Will check any new contractors for compliance by issuing a PQQ.
- ☐ Monitor all contractors for safety performance. This will be to recognise both good practices, and to make sure that any unsafe practices does not occur on site. If this does occur, then the correct level of reporting procedure is in place to make sure that recurrence does not happen.
- ☐ Make sure that suitable resources are in place for the works to be undertaken in a safe manner.

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- ☐ Will identify and make sure that before commencement of works are carried out then there are the minimal welfare requirements.
- ☐ Will make sure that suitable first aid and fire safety procedures are in place.

Site Manager

- ☐ Responsible for day-to-day Health and Safety of the site.
- ☐ Will carry out inductions of all contractors to make sure that they understand the hazards and risk on site. This will include checking of all competency cards.
- ☐ Safe delivery of any materials to the site and any reversing on site will be employed with the use of safe banksman.
- ☐ Making sure that all contractors have signed onto their RAMS before any works have commenced on site.
- ☐ Making sure that all safe working procedures are followed correctly.
- ☐ Making sure that suitable security is maintained.
- ☐ Making sure that all fire safety standard and procedures are in place.

BPA Services

- ☐ Will compile all necessary CDM documentation for the project.
- ☐ Review of RAMS when required.
- ☐ Will undertake audits at regular intervals to check CDM Compliance.
- ☐ If any accidents or injuries occur on the site, then at the request of the WSD&B Director or Senior Manager, be involved in the accident investigation process.
- ☐ Produce the Site Health and Safety file to be used on the project.
- ☐ Liaise with the project team on any matters of Health and Safety.

Workspace Design & Build Ltd policy is to ensure that every project is managed with the aim for zero accident and incident occurrences. The company policy is that all near misses are reported so that a toolbox talk training session can be given, an investigation is carried out and more stringent control measures are implemented to ensure that the incident does not happen again.

There is a system in place that follows the format that in the event of an issue being raised during a H&S audit there is the need to bring this to the attention of the Managing Director immediately via a telephone call so that he can enforce immediate action.

Communication

Arrangements for Communication with the Client and CDM Consultants- the following information is to be emailed to the Client and CDM Consultant prior to each site progress meeting and include in the contractors' report within the H&S Section.

- a. A Schedule of method statements planned, awaiting approval, approved and in place so this can be monitored by the Client and CDM Plan
- b. Any Revisions, Changes or updated to the CP Plan.
- c. Sub-Contractors on site.
- d. Copies of monthly H&S Audits and follow up reports.

Health and Safety Information.

- ☐ "Say since Last lost time accident" (total person says worked on site and working days, please provide

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list of accidents and date as an appendix)

- Average score of contractor's internal H&S audits (please provide list of audit dates and overall scores as an appendix)

2.7 Nearest A&E Hospital

The nearest A&E Hospital to the site is:

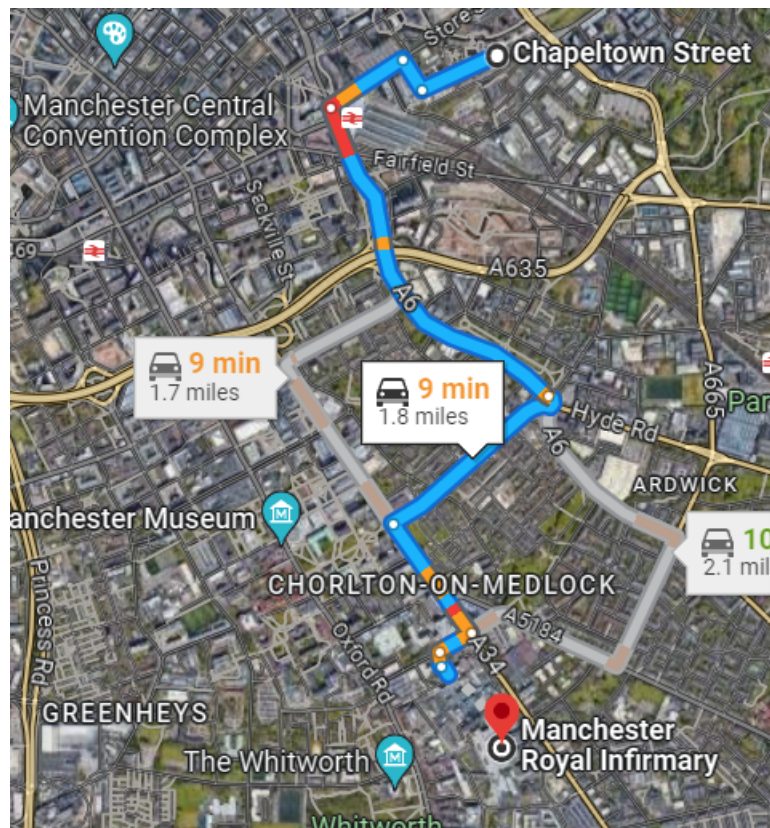
Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL

T: 0161 276 1234

Chapelton St
Manchester

- > Take Chapelton St to Store St
1 min (0.2 mi)
- > Take A6 to Brunswick St
4 min (0.8 mi)
- 🔄 At the roundabout, take the 4th exit onto Brunswick St
1 min (0.4 mi)
- ← Turn left onto Upper Brook St/A34
54 sec (0.2 mi)
- > Continue on Grafton St to your destination
1 min (0.1 mi)

Manchester Royal Infirmary
Oxford Rd, Manchester M13 9WL



The main reason for accidents and incidents is lack of communication and to prevent this it is to be instilled from the outset that all key personnel on the project. **Communicate**

2.8 Health and Safety and Welfare Objectives

This project is to be implemented within the proposed timescale, to the specified design criteria and in accordance with the project specifications, whilst at all times giving due consideration to the health, safety and welfare of all persons affected both directly and indirectly by the project.

We always aim to have a zero-accident policy. The Project Manager will also attend a culture Health and Safety Behavioral change workshop where required to understand the main underlying principles of safety whilst delivering works on this site.

As a Principal Contractor, we will at all times ensure:

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- ☐ A competent person is employed to manage health, safety, and welfare throughout all stages of the project.
- ☐ Risk assessments are undertaken, where appropriate, and Method Statements containing safe systems of work are produced.
- ☐ Control of Substances Hazardous to Health Regs. (COSHH) assessments are undertaken, where appropriate, and Method Statements containing safe systems of work are produced.
- ☐ Method Statements are complied with and communicated to all those affected.
- ☐ That persons employed on the Site, either directly or indirectly are competent and appropriately trained for the tasks they are undertaking.
- ☐ All persons affected are made aware of potential hazards and risks that may exist on the site.
- ☐ That the location of first aid facilities, together with the identity of trained first aiders are made known to all persons on site.
- ☐ That Health, Safety and Welfare issues remain a top priority and consequently that all persons employed on and/or visiting the Site are made aware of potential hazards and the Site rules.
- ☐ The site manager operates an "Open Door" policy to discuss any aspects of the project with the workforce.
- ☐ That a member of management team attends the weekly Health and Safety forum meetings.

All permanent and temporary site operations shall comply with all appropriate Acts and Regulations, including but not limited to the following: -

- ☐ Health and Safety at Work etc. Act 1974.
- ☐ Management of Health and Safety at Work Regulations 1999
- ☐ Electricity Supply Regulations.
- ☐ The Electricity Council National Codes of Practice.
- ☐ BS 7671 Requirements for Electrical Installations, Seventeenth Edition, incorporating all amendments current at date of Tender issue.
- ☐ Supply of Machinery (Safety) Regulations 1992 and the 1994 Amendments.
- ☐ Public Health Act 1990, and as amended in 1995.
- ☐ Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- ☐ Construction (Design & Management) Regulations 2015 (CDM)
- ☐ The Manual Handling Operations Regulations 1992
- ☐ The Provision and Use of Work Equipment Regulations 1998
- ☐ The Personal Protective Equipment at Work Regulations 1992
- ☐ The Confined Space Regulations 1997
- ☐ The Lifting Operations and Lifting Equipment Regulations 1998
- ☐ Health and Safety Executive Guidance Notes
- ☐ The Work at Height Regulations 2005
- ☐ The Control of Noise at Work Regulations 2005
- ☐ The Control of Vibration at Work Regulations 2005
- ☐ The Control of Asbestos Regulations 2012
- ☐ Reportable Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) 2013
- ☐ Section 156 of the Building Safety Act 2022. *This new fire safety legislation comes into force on 1st October 2023. Phase 3 further strengthens fire safety in all FSO regulated premises by: improving cooperation and coordination between Responsible Persons (RPs).*

The above list of legislation is not full and exhaustive and further legislation may be applicable to activities that we as the Principal Contractor and designer may undertake.

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2.9 Welfare Provision

If successful and appointed to act as the Principal Contractor we will provide welfare facilities suitable for the number of operatives on site and these will be clearly marked on the Site Plan which is to be displayed in prominent positions. All facilities for welfare, site office and waste skips will be within the confines of the site boundary.

The facilities will be suitable and sufficient, as per Part 5 – Schedule 2 of Document L153, and the recommendations are listed below to ensure that the CDM Regulations 2015 are conformed to. No consumption of food or drink is authorized within the work areas or elsewhere other than in the canteen provided.

Recommended welfare facilities required for construction sites.

Sanitary Convenience	Separate provision for male and female personnel on the following basis		
	No of persons on site	No of WC's	No of urinals
	1 – 15	1	2
Washing Facilities	✓ Hot and cold running water		
	✓ Supplies of soap and towels / dryers		
	✓ Wash basins, suitable for the immersion of the hand and forearm		
	No of persons on site		No of wash basins
	1 – 15		2
Drinking Water	• Freely available supply		
	• Cups and beakers		
Accommodation for changing clothes	• Drying room/storage room for protective clothing		
	• Lockers		
Rest Room/Area	• Facilities for break times. Must be heated and provide shelter from weather elements.		
	• Facilities for boiling water		
	• Facilities for providing hot food		

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3 Emergency Procedures

Principal Contractor's emergency procedures for Fire, Explosion and acts of Terrorism. In the event of an emergency outside of the normal working hours, the following personnel shall be contacted:

Senior Contracts Manager	Mob
Site Manager	Mob

NOTE:

The above emergency contacts and telephone numbers will be clearly displayed on our information board at the site entrance. The Site Manager will take control of all emergency situations as far as they relate to construction operations within the work area allocated to Workspace Design & Build and will work in conjunction with the Client during such situations to ensure the safety of all persons on site. It is imperative that all materials and equipment are secured at the end of the working day or when the site is left unattended to eliminate the potential for vandalism, damage, and arson.

3.1 First Aider/s

The site person/s trained for administering first aid:

First Aider	Andy Dean 07702015708
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NOTE: All Workspace Design & Build site managers are first aid trained to Emergency First Aid At Work level.

3.2 Evacuation

Workspace Design and Build will ensure the site fire plan is available for the works and will make sure that the existing site fire plan will not be compromised during the construction works and on view for the works and that all operatives are aware of the content.

This will be covered within the site induction. In the event of a fire, bomb alert or another incident that requires the evacuation of the site, the following procedure will be followed:

- ☐ Immediately leave the work area and move carefully to the assembly point, marked on the Site Wide Plan displayed if the assembly point is not considered to be safe, the Site Manager will follow the instructions of the Authorities in charge of the situation without delay and ensure that all site personnel and visitors relocate to an agreed position.
- ☐ Follow any instructions given by Management, the Police or the Fire Authority, as appropriate.

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- ☐ As soon as the evacuation alarm bell is sounded, all site operatives will leave their place of work and move carefully to the agreed site assembly point.
- ☐ The Site Manager will check the site register and confirm that all site operatives/visitors are assembled and accounted for then they will remain at the assembly point until the emergency is declared over.
- ☐ If any movement of materials is being carried out at the time of an evacuation, then the lift/movement will be made safe and building access/egress routes made clear. Any mobile plant or equipment in use at the time will be isolated and the ignition keys removed.
- ☐ Only if it is safe to do so, any missing persons will be found by a nominated search team. If it is not safe to do so, then the names of missing persons will be given to the appropriate emergency authorities to allow them to search.

Workspace Design and Build will appoint responsible persons to assume this role during emergencies. Their names and contact telephone numbers will be listed within this construction phase health and safety plan.

If some fire exits may be affected by the works together with travel routes and distances, the fire strategy for the various areas of the works will be risk assessed to ensure that the necessary means of escape routes are in place and suitable signage is also in place.

We will ensure that a site fire plan is prepared for the works and that all operatives are aware of the content.

The plan will include a minimum: -

- ☐ Method of raising alarm
- ☐ Fire escape routes
- ☐ Provisions for fighting fire.

In the event of fire, bomb alert or other incident that requires the evacuation of the site, the following procedure will be followed:

- ☐ Immediately leave the work area and move carefully to the assembly point (marked on the Site Wide Plan displayed within the Site Office/safety area).
- ☐ If the assembly point is not considered to be safe, the Site Manager will follow the instructions of the Authorities in charge of the situation without delay and ensure that all site personnel and visitors relocate to an agreed position.
- ☐ Follow any instructions given by the Site/Building Management, the Police, or the Fire authority, as appropriate.
- ☐ As soon as the evacuation alarm bell is sounded, all site operatives will leave their place of work and move carefully to the site assembly point.
- ☐ The Site Supervisor will check the register and confirm that all site operatives/visitors are assembled and accounted for then they will remain there until the emergency is declared over.
- ☐ If any movement of materials is being carried out at the time of an evacuation, then the lift/movement will be made safe and building access/egress routes made clear.
- ☐ Any mobile plant or equipment in use at the time will be isolated and the ignition keys removed.
- ☐ Only if it is safe to do so, any missing persons will be found by a nominated search team.
- ☐ If it is not safe to do so, then the names of missing persons will be given to the appropriate emergency authorities to allow them to carry out a search.

3.3 Emergency Evacuation Assembly Point is located:

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The arrangements are in place and managed and the location of the Assembly Point will be shown on a plan located on the Site Safety Board and details will be provided at each Induction given by Workspace Design & Build.

3.3a Fire Prevention

- ☐ A site fire plan will be in place, and this will be suitably developed to illustrate all of the emergency access throughout the site whilst the works are being undertaken. As the works progress this will constantly be updated.
- ☐ The names of the appointed fire marshal will be displayed on site so that all operatives working on the site are aware of who the fire marshals are.
- ☐ Clearly audible devices will be used throughout the site and all operatives will be made aware of what device will be used to raise the alarm whilst working on this site.
- ☐ The site will be securely locked when works have been completed. This will prevent unwanted access to the site after working hours. During the working day there will be operatives on site.
- ☐ Every person that enters site must make themselves aware to the project manager and state the reason for their visit to site.
- ☐ All sources of ignition will be carefully controlled e.g. hot works generally such as welding, brazing and the use of blow lamps, gas or liquefied fuel fired appliances.
- ☐ All flammable materials, including packaging and waste materials, will be removed from the site to a safe disposal area and within a locked skip prior to removal from site.
- ☐ Workspace Design & Build will ensure that all construction works and visitors under their control will be fully aware of the fire warning system and details of this, will be provided at each induction session.
- ☐ All gas bottles will be removed from the site after the works have been complete for the working day.
- ☐ This will be a no smoking site enforced whilst the works are being undertaken.

Fire Equipment

Workspace Design & Build will ensure that:

- ☐ All firefighting equipment will be located where it is likely to be needed and will be easily accessible. This will be located throughout the site and there will be a number of firefighting equipment on the site.
- ☐ That all firefighting equipment is located in agreed positions and that details are provided of how the equipment must be used. This will be clearly sign posted throughout the site.
- ☐ We will ensure that the correct type of fire extinguishers is provided to deal with the type of fire that could occur – i.e. a combination of water or foam extinguishers for dealing with paper and wood fires and carbon dioxide extinguishers for potential electrical fires.
- ☐ We will also ensure that the firefighting equipment works and has been maintained and that there is confirmation of this on the equipment and that it is in date.
- ☐ When hot works are undertaken, site operatives will have the correct fire extinguishers with them, and they will be competent with the use. Before hot works are undertaken a hot works, permit will be completed and signed by the site operative and the Project Manager.
- ☐ Throughout the hot works a 60-minute fire watch will be maintained whilst the hot works are being undertaken. Then a two-hour fire watch will be undertaken before the hot works permit is closed out.

Fire escapes and circulation routes are to be kept clear at all times. Under no circumstances must fire exit doors be propped open.

3.4 Briefing

It is the responsibility of the Site Manager to provide an induction to all site operatives commencing on the site start date. The induction shall address and will be aimed at specific issues around the tasks

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associated with the structure and services associated with the refurbishment and must be based upon the Method Statements and Risk Assessments for the related tasks.

The rules of the site and the emergency procedures will be clearly given in writing and verbally at the point of initial induction; this will apply to all Site Operatives, Visitors and when appropriate, Delivery Drivers and Assistants. As these are updated these will be constantly communicated to all operatives.

The authenticity of all contractor competency cards (including CITB, CSCS, PASMA, IPAF, ETC.), as required, shall be checked, and recorded at the induction before operatives are allowed to start work on site. If operatives have not had their CSCS cards validated, then proof must be given that the safety test has been completed.

Inductions will continue as the site develops and any new operatives, regardless of who they are employed by, will be inducted when they first arrive on site. Any changes to the site rules or procedures in respect of emergency will be clearly detailed, both verbally and in written form where appropriate, to all site operatives.

All inductions will be formally recorded and acknowledged by all employees from the respective contractors. Copies of all signatures from employees who have received a local induction are to be forwarded to the Principal Contractor.

The basis of the local induction will be based upon the activities to be performed as part of the specific contract.

The site manager will hold regular site meeting with operatives when required for certain parts of the project. The site manager will also provide specific toolbox talks when required and these will be recorded within the site data file and the topic and reason for providing the required talk. They will all be read and signed by those that are attending the site.

3.5 Sub-Contractor Competence

The competence of all contractors appointed to undertake any work on this project will be given careful consideration prior to their appointment.

Only contractors who can demonstrate their competence through the completion of our pre-qualification questionnaire will be permitted to work on the site. Notwithstanding this, we will continue to liaise and supervise the work of all sub-contractors engaged on our behalf.

All sub-contractors will be required to prepare risk assessments and method statements for the works they carry out, and these will be reviewed by Workspace Design & Build before works are allowed to commence. These will be suitable and sufficient for the works to be undertaken.

NOTE: Workspace Design and Build will not authorise any operative to work on site until they have read, discussed, and understood their task specific risk assessment. Method statement and, they have signed and dated to confirm this.

All sub-contractors have a site induction before commencing on site and all have to abide by both our own and the client's site rules.

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3.6 Arrangements for Exchanging Information and Liaising with Other Project Team Members

To ensure that information about site progress, design changes and safety hazards are communicated to all parties, regular liaison meetings will be held on site to discuss the progress of the works, all relevant parties are invited to attend these meetings.

To make sure that constant cooperation and coordination will be carried out during the project then there will be various ways that information on the project including Health and Safety is discussed.

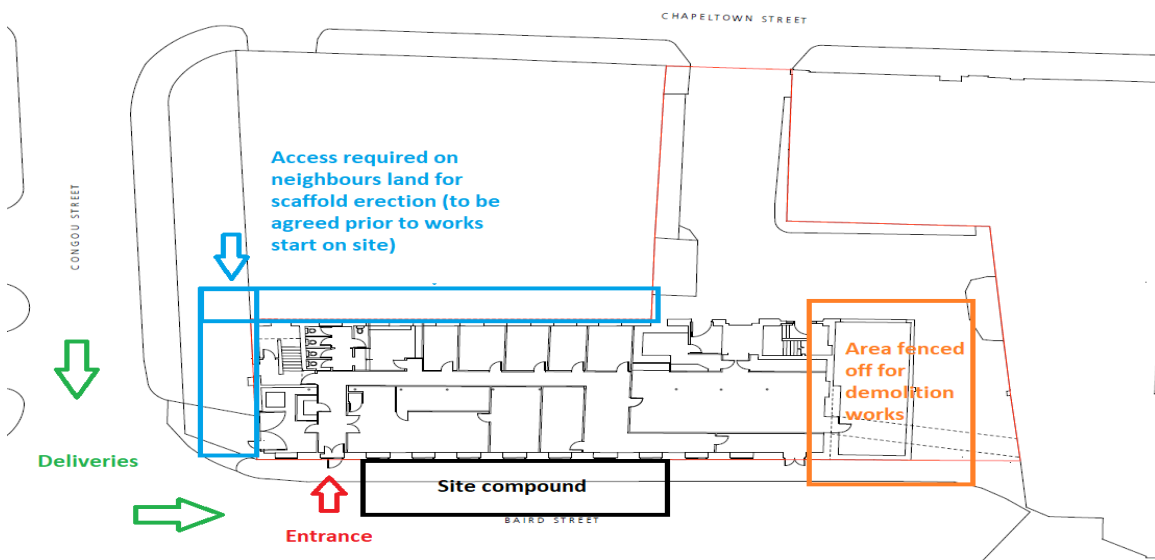
3.6.1 Liaison with Residents and Neighbouring Businesses

If, appointed as the Principal Contractor Workspace Design & Build will have a designated person (site manager) on site and his/her mobile phone number will be displayed on the site fencing so anyone with concerns can contact them for information.

This is a back up to the letter drops, emails or notices displayed where we will update the residents of Crusader and neighbouring businesses of the development works. This information will be reviewed throughout the project, so they are made aware of the commencement date on site, progress, any potential impact such as large deliveries, etc. and completion dates.

3.7 Waste Handling

Waste materials will be disposed of in the site-based skips which will be located in the allocated and designated area. This location of this area is to be confirmed by the client prior to commencement. All waste items will be stored in a safe and controlled manner internally whilst awaiting removal from site.



Under no circumstances are items to be left outside the demise of the immediate site. Workspace Design and Build will ensure that all procedures in respect of the safe and legal disposal of waste will be adhered to and records will be retained.

Construction Management Plan

All waste will be removed from site by a competent waste contractor with the correct waste carriers' licence. The contractor will also provide waste transfer notes when any waste is removed from the site.

Workspace Design and Build will make sure that there a suitable spill kits in place to mitigate any environmental damage. All combustible waste will be removed from the site to the designated waste holding area each day.

3.8 Accident, incident and near- miss reporting.

All accidents, incidents and near – miss are to be reported to the Site Manager. The Principal Contractor will ensure that the correct reporting procedures are explained during the induction period. All accidents injuries and near misses must be reported to the Project Manager.

Workspace
Directors and
Managers **say...**



We will ensure that adequate provisions are in place for the investigation and reporting of accidents and near – miss.

It will be the responsibility of the Site Manager to investigate any accidents, incidents and near- miss. Investigation reports will be made available to the Client, Principal Designer and our Health and Safety Advisors.

When a serious accident occurs on the site then the Principal Designer must be informed of this. In the same way at the request of the Managing Director of WSD&B, BPA Services will attend the site to undertake a full accident investigation.

4.0 Existing Environment

4.1 Current use of site & surrounding land and uses.

Situated at the junction of Chapeltown Street, Conqou Street and Baird Street in the East side of Piccadilly in Manchester. The building is a Grade 2 Listed Building constructed between 1860 – 1870 with the site boundary extending to 900m².

The existing building is a 5-storey structure ground to fourth will the fourth storey within the roof space, The client Capital & Centric currently occupy the ground floor but will be vacating throughout the project but, there is an adjoining single storey building on the east elevation.

There is also an adjoining warehouse building occupied by Cathay Foods limited to the North and Crusader residential building to the East.



Construction Management Plan

4.2 Existing services

Workspace Design & Build have received the Asbestos Refurbishment / Demolition Survey Report which was undertaken by Ross Plain of Armco Asbestos Surveys on the 3rd and 4th October 2022.

**Armco**
Asbestos Surveys

TECHNICAL REPORT
Occupational Hygiene
Health & Safety

Armco Asbestos Consultants Ltd
Bury Business Centre
Key Street
Bury
BL9 6BW
Tel 0161 763 3727 Email: info@armco.org.uk

PROPERTY ADDRESS: 64 Chapeltown Street, Manchester, M1 2WQ



REPORT TYPE: Asbestos Refurbishment/Demolition Survey
REPORT NUMBER: B-20131
REPORT DATE: 10/10/2022
WORK CONDUCTED BY: Ross Plain

Manchester
0161 763 3727


Birmingham
0121 296 7687


Leeds
0113 457 1234


Edinburgh
0131 285 1434


Liverpool
0151 363 2610


London
0203 793 3078

ARM020 - Asbestos Survey Issue 4- March 2017

NOTE: There are Asbestos Containing Materials identified so we would ensure a licensed, competent asbestos removal contractor is appointed to carry out the works in accordance with The Control of Asbestos Regulations 2012. (*Hyperlink to R&D Report below*).



B-20131 - 64
Chapeltown Street, M1

The disconnection of any services will be carried out under strict supervision and by properly qualified operatives. Work to existing services that require isolation will be clearly programmed and a notice given in writing to the client's representative in the form of a risk assessment and method statement with a permit to work will be issued.

Construction Management Plan

All existing services affected by the works, e.g. Water, electricity, lighting, piped gases, extract ventilation, AHU and other HVAC installations etc. will be fully maintained if required, during the works. The Client will require full tests to be carried out at the end of any phased work and at the end of the contract.

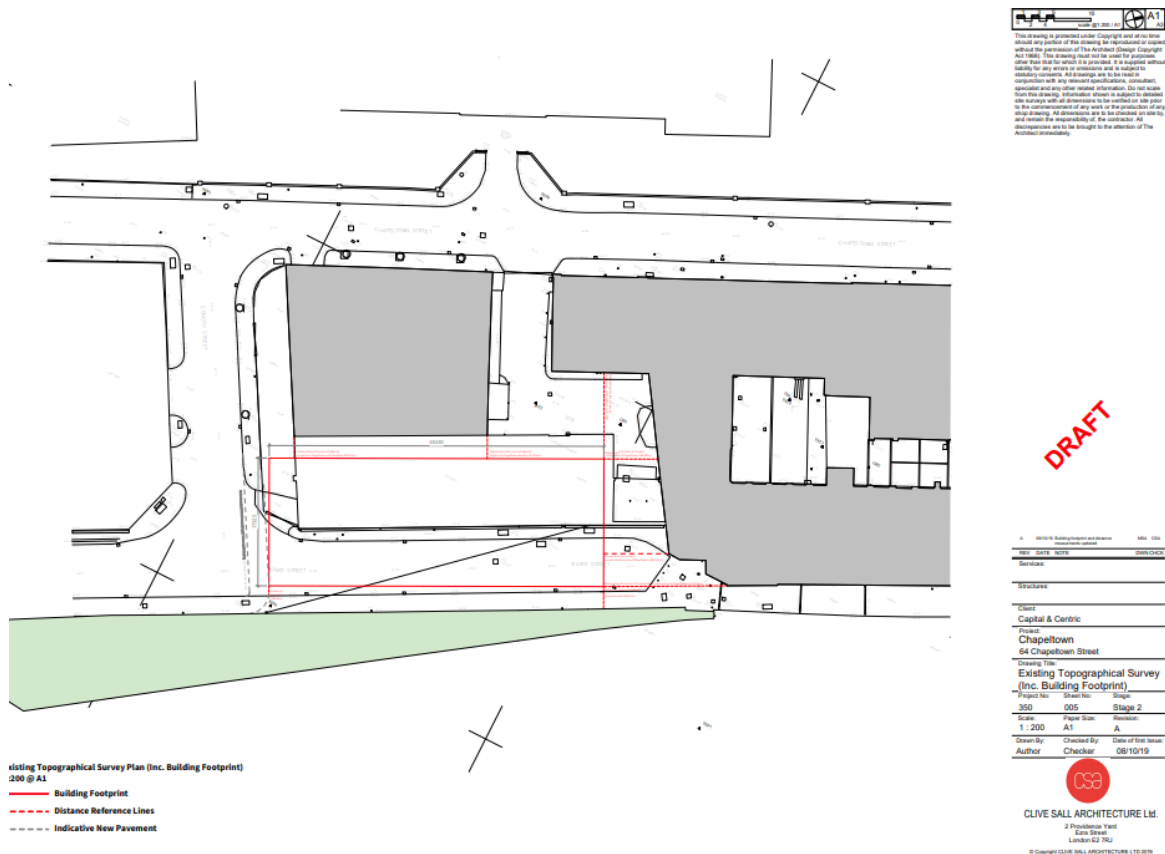
We are aware that un-plotted mains and other services could be encountered and that it is our responsibility for ascertaining the position of all services within the work area and for taking all precautions necessary to protect them and ensure continuity of supplies always.

This will apply particularly during the strip out process. No work will be undertaken on disturbing the hidden services until authorisation is given by the site manager. Authorisation will only be given after CAT scans have been carried out, existing drawings and, the information within the existing health and safety file has been referenced.

4.3 Ground conditions

The client has issued civil engineering drawings and topographical survey drawing which we have received and will ensure we reference during any works which require groundwork. The appointment of a competent groundworker contractor will be in place to ensure no structural damage or incidents occur.

CAT Scans will be carried out to identify any unforeseen services and, hand dig will be within the



Construction Management Plan

4.4 Existing traffic systems and restrictions applicable to both building locations.

Arrangements will be agreed in advance regarding the best times in which to load in and load out materials and waste etc. The permitted route into the building and gaining access to the site area will also be agreed with the employer's agent prior to commencement.

Any access route to site will be kept clear always to allow access and egress for Emergency Services and all contractor's vehicles will be parked in designated parking areas agreed by the client only.

As identified in project meetings contractors are encouraged to utilise the RCP car park adjacent to site. Contractors are to note they must, park considerately to prevent disruption and, any fines incurred from parking wardens will be their own responsibility to pay.



All local vehicle restriction and controls must be adhered to and it will be the responsibility of the Principal Contractor and other contractors to visit the work areas and assure themselves of the parking and traffic restrictions in the area and the limited means of access for the loading in of materials and equipment.

4.5 Location of unloading areas and storage areas

Workspace Design & Build will liaise with the client and neighbouring properties to ensure deliveries do not have an adverse impact on the day-to-day operations of others. We will also, ensure emergency services vehicles and personnel have access along the surrounding streets to attend to any properties within the vicinity.

To reduce conflict with the neighboring businesses, deliveries will be restricted to quiet times of the day and will be coordinated around access times to the pedestrianised areas.

All vehicular and pedestrian routes near the works will be kept in use for the duration of the works and will be kept free from obstruction or damage. Pedestrians are to be properly protected from the works always and any necessary barriers, hoardings, signage etc. required will be erected and maintained when goods and materials are delivered to site.

Construction Management Plan

Workspace Design & Build will comply with any Police and Traffic Regulations. Due to businesses and residential properties within close proximity, the principal contractor will provide a banks person when vehicles are maneuvering near to pedestrian and vehicular routes.

4.6 Removal of waste

Waste will be segregated on site so that it can be recycled when removed from site via the designated access roads and all waste transfers will be documented in the site file. No waste items are to be placed externally at any times.



SITE_WASTE_MANAG
EMENT_PLAN-224134

4.7 Access and Egress Points

Access and egress to and from the work area will be agreed to ensure we do not conflict with neighbouring businesses. We will identify all delivery and access procedures including delivery timings. All deliveries will be met by a member on the construction team. In the event of vehicles having to reverse a banks person will be made available. Please refer to the HSE Booklet 9.93 EDN (G) 148L C500 - Reversing Vehicles and to HSE Booklet - Managing Vehicle Safety at the workplace IND (G) 299 (L).

There are a pedestrian route and vehicle route from Baird Street with a secondary route from Chapeltown Street. This is identified in the drawing within Appendix E of this document.

Roadways around the immediate site i.e. Baird Street and Chapeltown Street will be kept clean from spoil and mud created from construction vehicles and, where required Workspace Design and Build will appoint a road sweeper system or, where we are responsible for large volumes would consider a vehicle wash on site.

5.0 Existing Drawings and documents

Existing records have been made available as obtained from our design and project team for inspection prior to the start of the works. Existing and proposed plans are ongoing and will be made available.

The Client has provided tender stage information to Workspace Design & Build as part of the process.

6.0 Existing Structure

The immediate site will be unoccupied however the building is enveloped by other businesses and residential properties and members of the public. All exit routes will be kept clear at all times.

We have noted that the existing roof structure to the Mill must be classed as a fragile roof, and all work on fragile roof areas will be managed and carried out in accordance with HSG33: Health and safety in roof work, and GEIS5: Fragile roofs – Safe working practices.

7.0 Preparatory Works

Any preparatory works undertaken on this site will be covered in a separate risk assessments and method statements. Preparatory works will extend to:

- ☐ Service isolations where required.
- ☐ Barriering off and providing a restricted entry into construction areas.
- ☐ Identifying and arranging for all emergency access routes to be kept clear at all times.
- ☐ Provide adequate notices, signage and lighting to allow the project to run with Zero Target incidents or accidents.
- ☐ Provide a signing in point where all contractors and visitors are required to sign in and attend an induction on first visit to site.
- ☐ Display a site notice board with the following information displayed.
 - ☐ Notification Form F10
 - ☐ H&S Law Poster
 - ☐ Liability Insurance Certificate
 - ☐ Site Manager name and mobile number
 - ☐ First Aider/s name/s and mobile number/s
 - ☐ Assembly Point details
- ☐ Provision of temporary welfare facilities.
- ☐ Any enabling works.

8.0 The Design

8.1 Significant hazards

The following elements have been identified as potentially hazardous to members of the public, building occupants, the Client and all contractors and operatives working on the sites.

- ☐ Condition of the existing building
- ☐ Contact with Asbestos Containing Materials
- ☐ Contact with live services.
- ☐ Overlap between the construction site, the Client's undertakings, and adjacent occupied areas.
- ☐ Traffic management.
- ☐ Temporary works.
- ☐ Demolition works.
- ☐ Manual handling operations.
- ☐ Contact with hazardous materials.
- ☐ Disturbance to adjacent occupied buildings.
- ☐ Restricted access and working space within the site demise.
- ☐ Restrictions due to adjacent structures that affect buildability.
- ☐ Proximity of building elevations to adjoining buildings and highways.
- ☐ Fragile roof structure.
- ☐ Use of plant and mechanical lifting equipment.
- ☐ Fire management control during the construction phase.
- ☐ Stripping out
- ☐ Working at height.
- ☐ Use of substances for painting.
- ☐ Dust, fumes and noise.

The above noted significant hazards (main dangers) may not be exhaustive and in view of this, all works will be supervised by a qualified and experienced site manager.



Neptune Mill - CDM
Risk Register_100723.i

CDM Risk Register from Design Team

8.2 Risk Assessments and Method Statements

Will be provided for items that influence users, staff, visitors, and on-site facilities. The following items have been identified; the list is not exhaustive, and others could be requested. All RAMS will be signed by the operatives that are carry out that specific set of works. If these are not signed, then the contractor cannot carry out the works that were planned.

- Connections to live mechanical and electrical services.
- Testing of mechanical and electrical services
- Hot work associated with service installations or alterations.
- Generation of dust and noise.

Construction Management Plan

If the RAMS deviate from the works that are being undertaken. These RAMS then must be updated to reflect the true nature of the works undertaken, and then resigned by the operatives who are carrying out the works. If the works being undertaken fall outside of the scope that are described in the RAMS, then the works must stop and the site manager notified of the changes and then agree whether this can be carried out.

8.3 Protection of all persons working on and around the site

The site set up by the Workspace Design & Build will include securing the site to keep unauthorised persons out especially when out of normal working hours. Clearly displayed construction site signage warning people of the impending dangers of entering the site.

All necessary walkways within the building will be defined with barriers, suitable lighting and appropriate directional signage to permit safe access. All deliveries and timing of the works on site will be planned so that the least number of people will be affected, this will be achieved by regular communication between the client and site manager.

8.4 Working at Height

Risk assessments and method statements will be provided detailing the measures to be used to safely manage these works. It is anticipated that mobile scaffolds will be used to undertake some of the works. If these are used, then they must have an up-to-date LOLER and PUWER inspection. When they arrive on site, they MUST only be erected by a competent person with a PASMA certificate.

When an operative is working on it the wheel must be locked and the access shuttles used to ascend and descend the scaffold tower.

8.5 Control of Lifting Operations

Any required lifting will comply fully with the current LOLER Regulations, and a lifting plan will be issued for approval.

8.6 Manual Handling

Manual handling of equipment, tools and materials will only be carried out if all alternative options have been rejected for a valid reason. If manual handling is the only alternative, then no operative will be expected to lift more than they are comfortable lifting and not to exceed 20Kg. It is noted that where manual handling cannot be avoided the guidelines are.

One Person Lift – 20Kg - Two Person Lift – 70% = 32Kg - Three Person Lift – 50% = 40Kg

8.7 Reducing Noise, dust and Vibration.

Noise, dust and vibration will be reduced as much as practicable by using the best option tools which are designed to keep these risks to a minimum. In addition to this gloves and ear defenders will be a mandatory requirement when using tools that produce noise or vibration.

Close liaison with the Management Team is essential so that we can monitor any complaints and ensure that immediate remedial action is taken. Loose fine materials that can be transferred by foot or by draughts, will be vacuumed up as work proceeds.

Construction Management Plan

In addition to this the procedure to rotate operatives by giving them other tasks is in place to prevent constant use requirement and regular breaks and swapping of operatives for every 30 minutes of exposure to vibration. Rule of thumb periods for the safe operating of hand tools- 1 operative in a working day:

Rotary tools (well balanced) 2 hours - Percussion tools (Hammer) 30mins

8.8 Permits to Work

Our permits to work will generally be used however where the works has the potential to impact on the Client's operations their permits will be completed and signed off before works commencement. These will include:

- ☐ Hot works.
- ☐ Working on live electrics.
- ☐ Working at height.
- ☐ Confined Spaces.

8.9 Temporary Works

Where any activity requires temporary works to ensure that a successful control is in place, we adopt a systematic and methodical approach including the appointment of the person/s named who will ensure effective communication between all parties and the control of records.

- 1) One of the named persons will be formerly appointed by a director in writing for every project site.
- 2) On any site where there is a need, one or more temporary works supervisors will be formerly appointed in writing to assist the temporary works coordinator.
- 3) All site-specific temporary works designs will have a suitable design brief which provided all relevant information on which the designer is to base their design.
- 4) All temporary works designs must be prepared and checked by competent designers i.e. structural engineers, scaffold consultants, etc.
- 5) For all temporary works designs the independence between the designer and design checker will be appropriate to the complexity of the temporary works design.
- 6) All temporary works designs will be completed providing all information required for the successful implementation of the design in a clear and easily understandable format that is issued to ensure that the latest version is clearly identifiable with unique reference numbers.
- 7) Temporary works will only be implemented in accordance with a design that has been checked and issued for construction.
- 8) All works will be inspected by the temporary works coordinator or temporary works supervisor during construction and prior to use to ensure it is in accordance with the latest version of the design with a permit to use being issued where necessary.
- 9) Whilst in use all temporary works will be inspected at regular intervals by the temporary works coordinator or temporary works supervisor to ensure they remain in accordance with the latest version of the design. Legal requirements for inspections of temporary works including excavations and scaffolding will comply with recognised best practices.
- 10) The temporary works coordinator will ensure that any changes to temporary works designs proposed on site or any changes in the information on which temporary works design has been based which becomes apparent on site are referred to the temporary works designer so that the design can be revised and updated as necessary.
- 11) All temporary works will be inspected by the temporary works coordinator or temporary works supervisor prior to dismantling to ensure that the appropriate tests and checks have been carried out to demonstrate that the temporary works are no longer required with a permit to dismantle being used where necessary.

9.0 Design and Safe Installation Principles

Sequencing of the works will be determined by Workspace Design & Build to an agreed program within the contract program period. The individual contractors' programs will be incorporated into a master program to identify and eliminate any potential conflicts of interest between successive trades, and to determine when deliveries are expected to avoid overloading the site.

All Sub-contractors will provide Risk Assessments and Method Statements for their elements of the works for checking, they will then be included in the Health & Safety Documentation File that will ensure a clear audit trail at all work stages. If required, COSHH Assessments will also be provided. If the operative does not feel safe whilst carrying out the works or they feel that their works deviate from the task. Then they will stop work immediately and contact the site manager who will then review the situation and check that it is safe to carry on if not find an alternative way to carry out the works.

It is confirmed that the contractors employed on the project are competent within their respective trades or disciplines and will deploy safe methods of work always. Contractors appointed by us have worked in partnership with Workspace Design & Build for several years and are experienced in the procedures to be undertaken.

Sub-Contractors appointed for this project at the time of this document being compiled will be advised and added to this CPP in the appropriate location.

Any design changes shall be subject to a documented change control review, which shall identify the Health and Safety, as well as the technical and financial impact of the change. All design changes shall be assessed for risk potential. All design changes shall be advised to the Principal Designer.

We will undertake pre-start meetings with the contractors at which the safe installation principles will be discussed and agreed. Inductions will continue as the site develops and any new operatives, regardless of who they are employed by, will be inducted when they first arrive on site.

Any changes to the site rules or procedures in respect of emergency will be clearly detailed, both verbally and in written form where appropriate, to all site operatives.

Daily update discussions will be carried out and a toolbox talk training session will be undertaken at least once a week. As part of the H&S audits sub-contractors will be advised of any required improvement in their procedures or the equipment / tools which they are using.

Construction Management Plan

10.0 Residual Hazards

10.1 Hazardous activities

	CONSTRUCTION ELEMENT	HAZARD IDENTIFIED	CONTROL MEASURE PROPOSED
1	Services installations	Existing Live Services Risk of Fire especially during/ after hot works Explosion Electrocution Gas leakage	☐ Isolate all services that are to be worked on prior to task. Appropriate warning notices are held within the site data file. ☐ Prepare and issue the appropriate works permit. ☐ Identify and mark up any isolated services. Isolate smoke alarms and implement a temporary fire plan.
2	Materials storage	Day to day activities – conflict with the public/staff/visitors	☐ Materials will be correctly stored. No obstructions will be caused. These will be separated correctly on site. ☐ Deliveries will be timed to cause least disruption. ☐ Storage of potentially hazardous materials is controlled by only bringing the minimum required amount to site and removing at the end of each day in to the contractor's vehicle which is issued with a vehicle fire extinguisher. Materials which are required to be kept in storage on site overnight are kept in a well-ventilated locked store area.
3	Waste Disposal	Contamination/fire risk	☐ All materials which are subject to COSHH regulations will be disposed of in accordance with current legislation. ☐ Materials will not be allowed to accumulate and create a fire/trip hazard in any part of the site. ☐ Waste to be stored in a designated storage area internally, in a safe and controlled manner, until removed from site.
4	Working at height	Fall from height	☐ All work at height is ideally from a working platform such as scaffold tower. ☐ Chain of elimination process considered i.e. Can it be done without need to work from height, tower scaffold, podium steps, etc.
5	Manual Handling	Ergonomic impact i.e. bad back, trapped fingers and feet, etc.	☐ Use mechanical lifting aids wherever possible. ☐ Team lifts or reducing to smaller manageable sizes.
6	Lead	Contaminated lead waste materials.	☐ Operative to wear disposable overalls with elasticated cuffs. ☐ Operative to wear a face-fit tested respirator/mask. ☐ Operative to wear safety glasses so eyes are protected. ☐ Use a spray bottle to dampen the surface before you begin to scrape the paint. ☐ Use a wire brush or paint scraper to scrape loose, peeling, or chipping paint.

Construction Management Plan

			☐ Place the scraped materials in a plastic garbage bag and seal. ☐ Mist the surface again and lightly sand the edges of the scraped area to remove all loose paint.
7	Asbestos	<p>ACM' fibers in situ in various areas</p> <p>Survey report has identified ACM's in the building</p>	☐ An Asbestos Pre-Refurbishment Survey has been undertaken prior to commencement and made available to all interested parties. This has been viewed and will be fully adhered to before work commences. ☐ If there is any suspicion that asbestos has been disturbed. Then the works will cease until a specialist contractor has been requested to check that if any of the asbestos has been disturbed.
8	Noise, Dust and Vibration	Occupational health conditions	<p>Noise- Due to the proximity of the works to neighbouring surrounding businesses, the Principal Contractor is to make suitable noise assessment, and ensure risk is reduced where possible.</p> <p>Vibration- Several activities have been identified where there is risk from vibration. The Principal Contractor is to ensure the potentially effected operatives are communicated to regarding the associated hazards and risk from vibration. Equipment is to be selected to reduce the amount of vibration and risk assessments should include HAV charts to highlight equipment vibration levels.</p> <p>Dust- Masonry dust can present health issues to those conducting the works as well as those who may come into contact with the operations, including the general public. The Principal Contractor is to utilize personal extraction systems where appropriate. All operatives exposed to dust must wear a face-fitted mask or RPE if the dust levels cannot be controlled by mechanical means.</p>

10.2 The following materials have been identified as potentially hazardous.

Plaster / Plasterboard	Gypsum when dry - – Plasterboard is now classified as a 'hazardous waste' and must be handled in accordance with the new regulations
Manmade fibre insulation	Gyproc and Rockwool insulation mats and ceiling tiles
Mixed dust	Mixed dust levels
Timber dust	Joinery and carcassing timbers Medium density fibre board (MDF)
Wall finishes	Sprayed or roller applied wall finishes.
Solvents and adhesives	Flooring adhesive and paints

Construction Management Plan

Dust in General	<p>All dust is controlled by dust suppression methods such as vacuum fittings on tools, regular cleaning of work area, provision of P3 type dust mask or equivalent.</p> <p>All operatives must have correct face-fitted masks and attended a face-fit test for the type of mask/s they are wearing.</p>
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When these materials are subject to COSHH Regulations 2002 (as amended), the work must be carried out strictly in accordance with the Regulations and COSHH assessments of health risks prepared. Where materials mentioned are not subject to COSHH then all precautions necessary under current Health and Safety Regulations must be strictly complied with.

If we discover any other hazardous substance or material not previously specified, the Clients representative is to be informed and the COSHH and/or other Risk Assessments provided and presented for approval.

We will issue the manufacturer's Material Safety Data Sheets (MSDS) and subsequent COSHH assessments for all hazardous Substances / materials used in the construction and completion of the works.

COSHH data on all the above materials will be retained in the data book located in the site office and made available for the use of all site operatives. A separate set of MSDS will be made available specifically for use by first aiders.

Any hot works carried out on site will require a permit to work. No hot work will be carried out in the presence of substances that are solvent based or that are classed as flammable or highly flammable, or near to any open effluent drains.

Where there is doubt the atmosphere shall be tested for the levels of oxygen present and for the presence of methane and hydrogen sulphide.

11.0 Principal Contractor's Health and Safety Proposals

Activities for which detailed Method Statements are required to be submitted by the Contractors and receive approval prior to commencement of work are detailed within this document. Contractors shall provide Workspace Design & Build with Method Statements (or parts thereof) appropriate to their respective disciplines for approval.

If so desired, the above Method Statements may be broken down into individual task elements. All method statements shall consider the following elements:

- ☐ Location and nature of work
- ☐ Task, process, and area of specialisation
- ☐ Supervisory arrangements
- ☐ Schedule of plant and equipment
- ☐ Schedule for personal protective equipment
- ☐ Sequence of work, including notes where applicable to cover:
 - ☐ Monitoring arrangements
 - ☐ Reference to occupational health standards
 - ☐ First aid arrangements (*where applicable*)
 - ☐ Controls for the safety of third parties
 - ☐ Emergency procedures
 - ☐ Control of high risk activities
- ☐ General safety considerations
- ☐ Assessment of high risk or safety critical phases with controls

The Contractors shall ensure that all method statements are acknowledged and adhered to by the operatives undertaking the task covered by the respective method statement. Any changes to a method of work shall be documented and the change endorsed by us before the work is executed.

All construction operatives covered by the method statement and risk assessment shall sign onto the documents as recognition that they have read, understood, and can comply with the intent of the document.

Safety walkabouts shall be a fundamental part of the site management activities on a day-to-day basis where consideration shall be given to those non-conformances that lead to potential accidents, as indicated in the high five by the HSE, and shall include:

- Accumulation of rubbish and general housekeeping.
- Trailing leads and management of services.
- Work at height and fall protection.
- Vehicle and plant movements.
- Security of site.

All non-conformances shall be recorded and relayed back to the offending company's Site Supervisor. The situation shall be monitored to ensure that improvements are put into place.

Effective communications shall be maintained throughout the project between all parties and at all levels. A contact list will be provided and maintained covering all contractors covered by this plan, Principal Contractor contacts, emergency contacts and others such as haulers, hire companies, etc. that are significant and indirectly related to the project.

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Formal communications shall be maintained with the Principal Contractor as required under the site management of health and safety and as promoted in the Working Well Together campaign. Meetings and toolbox talks will take place with all contractors, and we will ensure that all present on site, both long term contractors and short duration teams, will be fully aware of all site safety issues and the sites conditions, restrictions, and limitations.

12.0 Site Wide Elements

12.1 Site Occupiers' and Client Undertakings

The immediate site will be unoccupied during the execution of the project. Safe access, egress, and working, to all areas will be maintained always with demarcation tactics and suitable signage employed as required.

No site visitors are authorised to enter site unless by prior appointment with WSD&B.

All visitors entering the construction area will abide by the site rules imposed and wear the appropriate PPE for the environment. Whilst the works are being undertaken there will be clear segregation of the works and no parking or blocking of major access routes.

Note:

No one is allowed on site unless authorised by prior arrangement.

It should be noted that the construction / work area is a dynamic environment, and we will make visitors aware of any hazardous works prior to allowing them entry. If deemed necessary visitors will be escorted for their own protection.

The site fire and emergency procedures as laid down in the Regulations are to be observed. It is against the law to smoke inside occupied workplaces. This includes shared company vehicles and welfare facilities. There may be a designated external area for smoking provided.

13.0 Site Rules

Contractors will be advised of the site rules as part of the induction and will always comply with them taking in to account the privacy of occupants in the building.

13.1 General Security

The site will be left safe and secure at the end of each working day or when left unattended. All valuable materials and equipment shall be locked away when the site is left unattended. If any out of hours works is required then the security team must be notified on:

- Names of operatives
- Nominated site contact.
- Nominated first aider.
- Time out of hours working.
- Fire Marshal.

13.2 Statutory Regulations and Requirements

All contractors appointed on site will be competent experienced personnel or, under supervision if training and will work in compliance with.

- The regulations within the Construction (Design Management) Regulations 2015.
- All the latest Statutory Regulations and requirements regarding.
 - Highway
 - Public Utilities
 - Building Regulations

Health and Safety Regulations, including Codes of Practice, must be strictly conformed to. Construction best practice as detailed in the CITB publication GE700 – Construction Site Safety shall be adhered to always. All site personnel are to be instructed on the site safety requirements before commencing work on the site.

13.3 Ladders

Ladders shall only be used as a means of accessing a work platform and are not to be used as a work platform. If used for a short period, e.g. for tying off, then they will be footed. Ladders are to be inspected on a regular basis and a record of the inspection maintained.

13.4 Step Ladders

Step ladders are only to be used for short duration low height work, i.e. less than 2 metres. They shall be set up on firm level ground and have their stabilising folding hinges fully engaged. Step ladders shall be in good condition and fit for the work being undertaken.

Step ladders shall be long enough to avoid standing on the top step unless the top step is designed with perimeter handrail. They shall only be used at right angles to the work and shall be moved regularly to avoid overreaching. Step ladders are to be inspected on a regular basis and a record of the inspection maintained.

Construction Management Plan

13.5 Use of MEWPS

It is anticipated that some of the contractors on this project will use MEWPS. If there are any MEWPS that will be used on this site, then the following processes will be undertaken:

- ☐ Only competent operatives who have an in-date PASMA or IPAF certificate will be able to operate the MEWPS. These will be checked on induction, and we will expect to see proof of these.
- ☐ That all of the MEWPS being used have an in date 6-month LOLER inspection that was undertaken by a competent person, and these will be attached to the access equipment at all times.
- ☐ That a daily inspection of the access equipment is undertaken to make sure that these are in good condition prior to operation.
- ☐ When not in use the MEWP will be correctly cordoned off to prevent any untrained operatives to access and use the MEWP.
- ☐ If the MEWP is fuel, then a separate refuel area will be arranged and a spill kit will be used in the refuel area to mitigate any spillage.
- ☐ If the MEWP is electric, then all 110b power leads will be in good condition and these will be PAT tested.
- ☐ That the maximum safe working load is identified and that all operatives that are undertaking works make sure that this is not exceeded
- ☐ That when the MEWP is being operated that there is clear segregation around the area where the MEWP is being operated.
- ☐ That a clear risk assessment is provided from the operatives and this is signed by the operatives undertaking the works.
- ☐ If it is envisaged that any external works are undertaken then an anemometer is used to assess the wind speed, and that if the winds are too strong then the works will be suspended.
- ☐ A rescue plan will be in place to make sure that in the event of an emergency an operative can be safely lowered.
- ☐ A Working at height permit will be issued by the Site Manager and this will be signed by the operatives.

13.6 General

An assessment is always to be made as to the suitability of any access requirements. Consideration also needs to be given to other works being undertaken in the same vicinity as any work at height and the safety of operatives at lower levels.

13.7 Environmental Considerations

Considerations shall be given to the control of waste and materials to eliminate any potential release to the environment. As the Principal Contractor we will follow a well-considered Environmental Management Policy.

We will comply with the Clients Environmental specifications outlined within the contract. It will also be taken into account that there are other occupants within close proximity, and great care will be taken to ensure that they are both adequately protected from the works, not inconvenienced by excessive noise, dust or vibration and consulted frequently if complaints are made to the building management.

14.0 Continuing Liaison

14.1 Design by Contractor

Under the Construction (Design Management) Regulations 2015, each element of design, including temporary works, designed access equipment, individual specialist contractor and specialist designer packages, is required to be developed with due consideration for the Health and Safety of all concerned, both during installation and subsequent occupancy and maintenance.

Regular site meetings are to be held to progress the works to which the Principal Contractor will attend these will happen on a weekly basis. Items with Health and Safety implications are to be discussed at these meetings. Due consideration to the information required to satisfy inclusion in the Health and Safety File that is to be provided by the Principal Contractor upon completion of the project.

15.0 Health and Safety File

15.1 Format, Content and Responsibilities

The purpose of the health & Safety File is to provide information for future construction work including cleaning, maintenance, refurbishment, operation and eventual demolition.

The Principal Contractor will provide the following information to enable the File to be prepared and completed:

- ☐ A brief description of the work carried out.
- ☐ Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- ☐ Key structural principles (e.g. bracing, sources of substantial stored energy – including pre, or post tensioned members) and safe working loads for floors and roofs.
- ☐ Hazardous materials used (e.g. lead paints and special coatings);
- ☐ Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment).
- ☐ Health and safety information about equipment provided for cleaning or maintaining the structures.
- ☐ The nature, location, and markings of significant services, including underground cables; gas supply equipment; fire-fighting services, etc.
- ☐ Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks.

The file should **not** include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements, etc. Information must be in a convenient form, clear, concise and easily understandable.

It is anticipated that the above documents should be made available in 'hard' copy and electronic format at practical completion for checking and comment.

Construction Management Plan

Appendix A – RJD Associates – Pre-Construction Information Document



Neptune Mill - PCI
Summary Ref Docume

Appendix B – Armco Asbestos Surveys – Asbestos Refurbishment/Demolition Survey Report



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Chapeltown Street, Mi

Appendix C – Artec Fire Limited – Fire Safety Strategy



Chapeltown Street
Stage 3 Fire Safety Str

Appendix D – Jonathan Davidson Architects – Waste Management Plan



SITE_WASTE_MANAG
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Construction Management Plan

Appendix E – Compound Area Drawing

