Construction Phase Health & Safety Plan

For

Tatton Arms, Boat Lane, Northenden, M20 4HJ.

Conversion of formerly known Tatton Arms Pub into 7 residential apartments along with a new build extension comprising of 21 apartments, together with demolition, external works and landscaping.



<u>Client</u>
Urbanize Homes Ltd
Carlton Place
28-32 Greenwood St
Altrincham
WA14 1RZ

HEALTH & SAFETY PLAN

Project Type:	Demolition, Refurbishment & New Build.
Client:	Urbanize Homes Ltd, Carlton Place, 28-32 Greenwood St, Altrincham, WA14 1RZ.
Location:	Tatton Arms, Boat Lane, Northenden, M22 4HJ.
Principal Contractor:	Rwan Construction Limited, Office 1, 227 Finney Lane, Heald Green, Cheadle, United Kingdom, SK8 3PX
Principal Designer:	Rwan Construction Limited, Office 1, 227 Finney Lane, Heald Green, Cheadle, United Kingdom, SK8 3PX

Distribution Matrix

This document will be issued to all sub-contractors. Amendments will be issued as the site progresses.

Name	Project Role	Issue
Urbanize Homes Ltd	Client	1
Rwan Construction Limited	Principal Contractor	1
Daniel Arya – Urbanize Homes Ltd	Contract Administrator	1
Rwan Construction Limited	Principal Designer	1

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Section 1 Project Details

Project title and location

Tatton Arms residential development scheme

Former Tatton Arms Public House

Boat Lane

Northenden

M22 4HJ

Client

Urbanize Homes Ltd

Carlton Place

28-32 Greenwood Street

Altrincham

WA14 1RZ

Tel: 0161 928 2533

Email: info@urbanizehomes.com

Contact: Mr Daniel Arya / Mr Salar Arya

Principal Contractor & Principal Designer

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Contract Administrator:

Daniel Arya, Urbanize Homes Ltd

Carlton Place

28-32 Greenwood St
Altrincham
WA14 1RZ
Tel: 0161 928 2533
Contact: Mr Daniel Arya
Email: dan@urbanizehomes.com

From herein, Rwan Construction Limited will be referred to as "The Principal Contractor" within this document. All other parties involved and mentioned above will aslo be referred to as their respective roles within the construction contract and detailed above.

Summary of Restrictions Affecting The Works

All planning conditions to be approved without restrictions; the Principal Contractor with the assistance of his safety consultant will ensure best practice and adherence to all the Health and Safety Environmental rules will be strictly enforced.

The working area must be contained within the site boundaries; all vehicles must not restrict pedestrians, access to surrounding properties or roads for any vehicles including emergency services. A banksman will be used to direct delivery vehicles on site.

Project Time Scale:

Commencement: Q3 2024
Completion: Q3 2026
Duration: Circa 720 days

Working Hours: Mon – Fri; 7:30AM to 18:00PM, Sat; 8:30AM – 14:00PM, Sun; No work OR as stipulated by the local council's working hours with regards to noisy work.

Health + Safety Objectives

It is the intention of this Health and Safety plan to provide sufficient information regarding the safety management system employed by the Principal Contractor to demonstrate and assure the commitment to continuous improvement in health, safety and environmental performance and the maintenance of the highest possible standards

By the impletion and execution of the procedures described herein it is our intention to strive for an outstanding example of a safe and environmentally aware construction project.

The Principal Contractor will monitor the health, safety and environment performance of the project. It is our intention to work closely with the client, our contractors and suppliers in order to develop and implement shared improved procedures and standards and to promote a safe working environment.

This Health and Safety Plan will be supplemented and supported by Health and Safety plans from each of the sub-contractors, which will contain compatible safety management systems. Specialist contractors will comply with the respective parts of the overall health and safety plan.

The ownership of safety rests at all levels within the project with representatives of all main parties proactively contributing to the maintenance of the highest possible standards of health, safety and environmental performance.

The Clients Health & Safety goals for this project shall be no accidents, incidents or near misses during or in relation to the works. The works are to be carried out with minimal disruption to the Client, their staff, their neighbours & pupils.

Security of the building and protection of anyone who may be affected by the works is of paramount importance. All hot works are to be subject to a permit to work system. If the Clients fire alarm is activated the Principal Contractor WILL ensure the site is evacuated.

Section 2 The Existing Environment

The premises are situated on Boat Lane at the formerly known Tatton Arms public house location. Outside the premises all national legislation and highway codes apply. Boundaries and access, including temporary access routes to be utilised are to be agreed with the Clients representative at the Pre-Contract site meeting and be

confirmed via a site access plan and issued to the local council and planning authority for approval. The site will be hoarded / fenced with adequate warning signs both for public and site operative's and visitor's safety. Access to the roof will be via scaffolding, erected by a Scaffolding Contractor with a boarded 2 meter wide walk way to enable pump trucks to maneuver materials to & from the works areas. ALL roof lights / retained elements will be protected from the works by boarded wooden frames prior to any works commencing – other means of protection can be assessed and suggested if the need arises with approval from the Contract Administrator necessary before implementation. All courtyard working areas will have fully boarded bird cage scaffolds to work off & all other roof areas will utilize tower scaffolds erected by PASMA trained operatives (Scaff tag attached) ALL roof works areas SHALL be protected via physical handrails which will be inspected & recorded every 7 working days with a register of the inspections kept on site at all times. The emergency exit routes from the existing building (and the new build building during all stages of its construction) SHALL be maintained and free of obstruction at ALL times – adequate signage will be provided displaying routes along with floorplan / maps corresponding to the routes displayed on site. The contractor will be sure to update any escape routes, plans and signage as the projects nature and requirements change. Parking is available on site in the designated zones set out by the contractor. Access to the site may be restricted from time to time due to the volume of peak hours traffic. All areas of work SHALL be fenced off to prevent access to the construction area. During this time the principal contractor's site manager will liaise with the Facilities Manager when required. All site traffic is restricted to a maximum of 5mph whilst on site.

All deliveries & access will be avoided during peak school dropping off and pick up times & rush hours (from 8.30-11.30am and 1.30-3.00pm) daily with materials stored safely within the designated storage area of the site compound, a suitably trained banksman, will supervise all deliveries to site. The reversing of vehicles on site is to be avoided wherever possible. A waste skip with Scaffolding chute will be positioned within the designated site compound unless wait and load is possible (position to be agreed at prestart meeting) where materials will be lifted by means of a rear mounted Crane / Hiab. A toilet together with a storage container shall be positioned within the

site compound to comply with CDM regulations for the corresponding number of operatives expected to be on site.

Prior to ANY works commencing a Pre-Demolition / Refurbishment Asbestos Survey SHALL be undertaken & ALL recommendations acted upon – the results of which are to be clearly displayed in the site office notice board. If asbestos is found in areas that operatives are expected to come in contact with, this shall be notified to the Contract Administrator who will be responsible for instructing the Contractor to engage in licensed asbestos removal companies where required to ensure the safe and legal removal and disposal of asbestos containing materials (ACM's). The principal contractor SHALL deliver an Asbestos Awareness / Recognition tool box talk to ALL Contractors involved in the project prior to commencing works on site. All operatives working onsite are legally required to have received asbestos awareness training and evidence of this will be the responsibility of the Contractor to obtain and keep record of before permitting any individual to work on site.

All existing services plans & information SHALL be consulted before strip-off works begin.

The contractor shall erect warning signs to incoming traffic to advise of the danger and limiting traffic speed. The Contractor shall deploy personnel to act as 'look outs' during vehicle movement in and out of the site. Contractors will be made aware that on-street parking is not permitted in the nearby areas and allocations should be made within the designated parking areas within the site boundary. In general, it will be company / site policy to maintain strict consideration for local residents.

Existing mains services are located to the areas surrounding the existing buildings, evident by access chamber covers, cables etc.

The principal contractor will provide their own temporary services as required during the works. All existing mains services shall be made safe by a specialist Electrical Contractor using a Permit to Work system (RAMS to follow).

The construction works will not affect the Trans Pennine trail situated along the border of the site; the site is currently secured at the perimeter with timber hoarding providing a safe route for pedestrians and the like to access and enjoy the trail throughout the majority of the works as they have been in the recent months. This hoarding will remain in place during the entirety of the works. The only time it is expected that the works will affect the trail that runs along the border of the site along

the river and towards the footbridge will be nearing the end of completion whereby the hoarding will be taken down and a boundary wall (Design and Spec TBC) will be erected to permanently separate the boundary of the development – the construction of such a wall along this line is expected to take up to 2 to 3 weeks and the works can be sufficiently cordoned off to still provide safe access for the public while those works are carried out. Therefore, minimal disruption regarding public access along the route leading towards the footbridge will be maintained at all times, and if there are any indications that safe access cannot be provided during any point of the construction, however unlikely, the Principal Contractor will be obligated to notify the Contract Administrator, who will in turn notify the council at the earliest instance where such issues can reasonably be foreseen, confirming duration and nature of disruption – a traffic / pedestrian management plan can be issued to the council in such instances, whereby the necessary permits are obtained and any expected disruption can be notified to the local community to give reasonable prior notice.

Section 3 Site Management

3.1.1 Project Manager – Salar Zardooi
Site Manager – TBC by Main Contractor upon site mobilisation.

3.2 Roles and Responsibilities

- Provisions of competent staff
- Communication of site organisation and arrangements to all site personnel
- Preparation of risk assessments and method statement
- Implementation of suitable safe systems of work
- Provision and maintenance of suitable welfare facilities
- Implementation of site fire safety and emergency plan
- Management of health and safety documentation and records including those for the Health and Safety plan
- Overall programming of the works and co-ordination and co-operation of contractors
- Provision and monitoring of site safety induction and training

- Provisions of systems for consultation with the workforce
- Appropriate security measures and authorised persons on site
- Accident and investigation
- Liaison with enforcement authorities
- Monitor site operations and measures safety performance

3.3 Direction and Co-ordination Of Others

All contractors and suppliers will be instructed to co-ordinate with regard to health and safety issues.

Formal communications will be written instruction, including letters, memos, faxes, minutes of meetings, risk assessments, method statement, permits etc.

Section 4 Health and Safety Standards

4.1 General

Principal Contractor, together with all contractors, designers and others involved with the design, management and construction of this project, will comply in all respects with current health, safety and welfare legislation, association regulations, codes of practice, and the joint code of practice 'Fire Prevention on Construction Sites'.

4.2 Principal Contractors Standards

The following standards are set down by the Principal Contractor as the minimum safety performance level required on site. All Contractors are required to comply with these standards.

Generally

All contractors are to ensure that they are familiar with and have allowed for working within the relevant standards contained within the following publications,

1) All relevant legislation, A.C.O.P's and HSE current published guidance.
2) Construction Health and Safety Manual published guidance
3) Fire prevention on construction sites, the joint code of practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.

4) Relevant Health & Safety Guidance published by industry federations and associations
5) Relevant British standards

Arrangements

The Principal Contractor will enforce the following site rules for the duration of the project:

The site shall be kept clean at all times, and all rubbish shall be cleared away as soon as practicable; burning of rubbish on site is prohibited;

1. All personnel shall be properly and correctly trained for the work on which they are employed;

2. Personal protective equipment appropriate to the task being carried out shall be worn at all times, including the adoption of a suitable dress code;

3. No drugs or alcohol shall be allowed on the site, or any person who is considered to be under the influence of drugs or alcohol;

4. Smoking is not permitted within the site.

5. All dust, noise and pollution shall be kept to a minimum and all measures are to be taken to prevent any nuisance to residents or adjoining owners arising from the carrying out of the works.

6. Radios, cassette players, personal stereos or similar are prohibited;

7. ALL work areas SHALL be cleared of debris & rubble on a daily basis;

8. No personnel, including visitors, are to have access to the site without fully complying with site access permit requirements. Visitors must be accompanied at all times;
9. There is to be no unauthorised advertising or publicity unless permission has first been obtained in writing from the client;

10. Any person using abusive language, wolf whistling or similar will be expected to be removed by the Principal Contractor from the site;

11. No fires on site; the Principal Contractor must comply with the Joint Code of Practice *Fire Prevention on Construction Sites*, 5th Edition.

12. Lone working on site is not permitted;

13. All site operatives and personnel, including visitors, shall be aware of the evacuation procedures in the case of an emergency;

14. All communal corridors must be kept clear of Plant, Tools, Materials and Rubbish at all times.

Such other specific client's requirements insofar as they do not conflict with the above.

Personal Protective Equipment

The following site rules regarding the use of personal protective equipment will be enforced by the Principal Contractor for the duration of the project: The standards may be applicable as a result of specific risk assessments.

Safety helmets must be to BS EN 397

All safety harnesses are used must comply with BS EN 361 and be full body 5 point fixing type.

Where safety harnesses are used, as the primary means of fall protection and it is necessary to disconnect the lanyards to facilitate movement, then 2 lanyards must be used.

Appropriate hearing protection to EN 352 will be carried at all times and worn in designated hearing protection zones as identified by the noise assessments.

Earplugs should be avoided when reasonably practicable unless banded.

General-purpose protective overalls will be worn by all operative where deemed necessary. Appropriate clothing will be worn at all times (no shorts etc).

Safety boots will be to EN 345.

Eye protection to BS EN 166 will be task specific as identified by the risk assessment.

Dust masks to EN 149 are made widely available to all personnel.

Operatives will wear protective gloves as specified by the risk assessment.

All persons on site will wear high visibility jackets or waistcoats to BS EN 471 (incorporating reflective strips).

All PPE must be compatible.

Section 5 Selection Procedures.

In accordance with the requirements of the Construction (Design and Management) Regulations 2015 all contractors and designers engaged by the Principal Contractor will be subject to a robust selection procedure to ensure that they have the appropriate competence and resources for the management of health and safety.

5.1 Contractors

All contractors will be required to provide details of their safety management system and performance record when being invited to tender. Where required this may be supplemented with the following information:

- References from previous clients
- Pre-qualification interview
- Feedback on previous performance
- Inspection of their works, previous or current contracts

All contractors will be issued with the construction Health and Safety plan. They will be required to submit a project specific plan, which identifies the principle hazards likely to be encountered and details the means by which the risk to health and safety will be minimised. This will include detailed risk assessment and method statements.

Contractors will be required to demonstrate that they have approved systems in place to assess the competence and resources of their designs and sub-contractors. All main sub-contactors will be required to complete the pre-tender questionnaire for contractors.

5.2 Designers

All designers will be required to demonstrate their competence and resources with regard to health and safety in accordance with the CDM Regulations 2015. This will include providing evidence of their system for hazard identification and risk assessments within the design process.

All main designers will be required to complete the pre-tender questionnaire for designers.

Section 6 Communication and co-operation

6.1 Communication of Health and Safety Information

Health and Safety information will be communicated in the following documents

- Design risk assessments
- Risk action reports
- References on drawings
- Specifications
- Technical files for plant and equipment
- Machinery and plant department risk assessments
- Heath and Safety plans and files
- Construction risk assessments and method statements

6.2 Co-operation with Contract Administrator

All designer risk information / design considerations will be collated and circulated through the Contract Administrator on a rolling basis. Formal reviews will be agreed at milestone dates within the programme. Regular liaison will occur during the design phase between the Contract Administrator and the nominated design team within the Principal Contractor.

Arrangements for Co-ordination of ongoing design work and handling design changes

The procedure for the consideration and acceptance of health & safety implications for design elements is as follows:-

- Submit details of the health & safety issues to the Contract Administrator, together with the results of risk assessment (with one identical copy to be retained on site).

The procedures for dealing with unforeseen eventualities during project execution resulting in substantial design changes and which might affect resources:

- as soon as an unforeseen eventuality arises, the Contract Administrator is to be informed.

- health and safety issues arising are to be submitted as soon as reasonably practicable after the occurrence.

- details of redesign and the health and safety implications are to be submitted for consideration in good time before execution.

6.3 Consultation with people on site

All personnel on site will be consulted on Health and Safety issues through the following means:

- Induction
- Safety Meetings
- Training
- Toolbox Talks
- Written Communications

Section 7 Activities with risks to Health and Safety

7.1 Site wide issues

- ***Asbestos Containing Materials***

The principal contractor SHALL ensure the removal of Asbestos

containing materials by a Licensed Asbestos removal contractor prior to works commencing.

An Asbestos Awareness tool box talk SHALL be delivered to ALL site employees Prior to works commencing.

- ***Dust***

The principal contractor will take steps generally to control the emission of dust, for example by providing screens and/or using dust suppressing equipment. Where creation of dust is unavoidable, appropriate Personal Protective Equipment with Face Fit Training provided is to be worn.

- ***Manual Handling***

The site manager ensures that general risk assessments are carried out on all routine and non-routine tasks. Where a manual handling risk is identified a detailed manual handling risk assessment is carried out in line with the Manual Handling Operation Regulations.

- ***COSHH***

Only chemicals identified and approved by the site manager are used. Material safety data sheets for these chemicals are available and kept in the office.

The site manager arranges information, instruction and training in the safe use of these chemicals and records are kept.

The site manager or the Foreman visits sites where work is being carried out on a regular basis in a supervisory capacity, so monitoring of the safe use of chemicals is undertaken.

Risk Assessments as required by COSHH are carried out as part of general risk assessments and are retained in the main office.

Some substances have specific risks, some of which are relating to flammability and thus fall outside the scope of COSHH – again these materials are considered in the general risk assessments.

Employees appreciate the risks associated with exposure to asbestos and the potential for exposure to Asbestos is always assessed as part of the pre-tender and pre-contract stages.

When asbestos is known to be present, then controls measures (e.g. encapsulation or removal) are put in place prior to the principal contractor's employees starting work by the client.

When Asbestos is accidentally disturbed then work is stopped immediately, all employees leave the area until such time as the situation can be properly assessed and made safe by a specialist contractor.

- ***Noise / Vibration***

- Suitable hearing protection is provided and replaced as necessary for all activities involving excessive noise. Employees are required to wear hearing protection whenever it is necessary for then to raise their voice to be heard.
- Employees are responsible for wearing hearing protection correctly and advising that replacements are required should the protection provided be lost, damaged or worn.
- Vibration is a recognised problem within the industry and one that is associated with reciprocating tools. Time of use of these types of tools is limited and operators rotated. Any jobs requiring significant use of this type of equipment are considered in the risk assessment.
- Machinery and tools are maintained on a regular basis and in accordance with manufacturer's guidance in an attempt to reduce exposure to excessive noise and vibration so far as is reasonably practicable.
- The site manager will compare vibration and noise levels of all new equipment prior to a decision being made to purchase.

The Principal Contractor will develop logistics drawings, phasing strategies, environmental impacts and method statements as appropriate in order to set out the overall arrangements for Health and Safety.

7.2 Logistics

Entry onto site will only be permitted to personnel who have attended induction training. Any person brought onto site as a temporary visitor, who has not attended the site induction course, will be fully supervised by a competent person at all times. No person may supervise more than four others who have not been inducted.

7.3 Risk Assessments

Risk Assessments for the project will be developed and communicated to ALL operatives and a copy retained in the Construction Phase Health and Safety plan. Risk Assessments will be requested from each contractor, where applicable, prior to commencement of the construction. These will be evaluated by the principal contractor's project manager, prior to acceptance and work being undertaken.

Risk Assessments will be undertaken on a daily basis by the site manager, these in most cases will be visual, with exemption to where significant risks are identified, then these will be recorded and communicated to the site operatives affected.

7.4 Method Statements

Comprehensive site- specific risk assessments must underpin all method statements.

All contractors will be required to address the following minimum standard for the production of the safety and environmental component parts in a method statement.

- Title, revision No, and date
- Details
- Company carrying out the works
- Areas of work
- Works covered by this method statement
- Activity supervision
- Scope of work sequences

7.5 Permits to work

The following permit schedule identifies the anticipated activities that will require formal permits to work to be instigated.

All permits to work will be co-coordinated through the Principal Contractor. A list of designated personnel authorised to raise and control permits will be maintained by the Principal Contractor. All permits will have a specified time period. The following permits have been identified as required for the current phase of the works.

Permits to work are required for:

A. Hot works
B. Ladders / Step Ladders
C. Works at Height

Specific permit procedures and flow charts will be produced for all operations including a schedule of issuing authorities.

Section 8 Emergency Procedures

8.1 Fire Action Plan

Introduction

A fire risk assessment will be undertaken on the project that will be developed into a site Fire action plan and updated throughout the duration of the woks in response to the construction program.

If required the project manager and his delegated authorities will hold meetings with the HSE/local fire authorities and the client in order to review construction activities and the fire action plan as necessary.

Fire wardens nominated by each contractor and the Principal Contractors have specific duties identified. Inspections will be conducted weekly. A fire safety audit will be undertaken every 3 months.

General Control Measures

Halogen lights will not be allowed on site unless rigidly mounted for general security lighting

Petrol operated plants and tools are not permitted on site without the Principal Contractor's authorisation

All fire hydrants adjacent to the site are to be kept free from obstruction.

Combustible materials, LPG cylinders and other flammable materials are not to be stockpiled on site and contractors are to operate a 'just in time' supply to the working areas

Fire resistant materials to LPS 1207 are to be used for the temporary protection of building finishes, materials, plant etc.

Unattended sources of ignition e.g. bitumen boilers, space heaters etc. are not to be permitted at any time.

All site storage and accommodation will be in accordance with the requirements of the client and Principal Contractor.

Fire Brigade

Access for the fire brigade and emergency services is to be kept clear at all times.

All escape routes and stairs are to clearly signed and indicate fire assembly points and action to be taken. Emergency lighting levels will be maintained to the required standard.

Fire alarm and fire points

Fire points are to be located at suitable positions on the escape routes throughout the site and temporary accommodation.

The fire points will contain appropriate or combination of the following extinguishers relating to the fire hazard present

- AFFF spray
- CO2
- Water
- Dry powder
- Fire blankets (available on site)

All fire points will also be fitted with

- A site plan indicating the escape routes and assembly points
- Action in the event of fire
- Battery Operated Howler alarm

It is recommended that temporary accommodation is to be fitted with smoke detectors

Storage of highly flammable materials

All flammable materials and gases are to be stored in suitable containers external to the structures. Only minimum daily requirements are to be taken to the workplace. No storage will be allowed at the workplace.

Section 9 Reporting accidents

9.1 Reporting of incidents

All accidents and incidents will be reported in accordance with the requirements of The Reporting of Incidents Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Additionally the categories of accident/incident will also be recorded

- Lost time incident resulting in more than one days loss of work
- No loss time incident resulting in first aid treatment

- Near miss/minor incident

Records of all accidents will be recorded in the accident book (secured, inline with data protection requirements) Copies of all accident and incident books will be issued as required to the Client.
Both the Principal Contractor and individual contractor will investigate all RIDDOR incidents. The Client & Contract Administrator will be invited to accompany any investigations and will be issued with reports as required.
Emergency contact names and numbers will be posted throughout the site.
The Client will be issued with copies of all reports and book entries.

9.2 Environmental Procedure

All environmental emergencies will be actioned in accordance with the Environmental Management Plan. This is summarised as follows:
In the event of a spillage of liquid pollution to land

- If safe to do so, immediately prevent further spillage of substances
- Prevent escape of substance to drains, watercourses etc.
- Soak up spillage using absorbent materials, or contain by bunding or catchments pit
- Block off nearby drains and discharges to watercourse
- Inform management
- Inform Environment Agency if pollutant has entered watercourse
- Call emergency services if appropriate
- Collect and dispose of contaminated material through licensed specialist waste disposal contractor

All environmental non-co formalities and complaints will be recorded and investigated in accordance with the requirements of the environmental procedures

Section 10 Welfare

10.1 First Aid

All main contractors are required to undertake an assessment of their own specific first aid requirements and provide a 4 day trained first aider on site at all times whilst activities are being undertaken (where appropriate/required) Additional first

aid equipment may need to be provided. The Principal Contractor requires copies of training certificates.

10.2 Toilets and washroom facilities

Suitable numbers of toilets and washrooms will be provided on site depending on the number of site personnel. They will be located within a dedicated site compound and at suitable locations on site as shown on the current site layout drawing.

10.3 Canteen

Messing Facilities will be provided where food and drinks are available. The canteen will be a no smoking area and cleaned daily. The common facilities will be provided with potable water.

10.4 Drying room and Pre Storage

A drying room will be provided which will also accommodate P.P.E storage

Section 11 Information and Training

11.1 Site Inductions

Prior to starting on site all personnel must receive project specific induction training. The Principal Contractor will be responsible for providing this training and for ensuring that site personnel attend.

The indicative course content is as follows:

- Welcome
- Introduction
- Project Management structure
- Health and Safety plan objectives
- Legal responsibilities
- Project description and layout (parking/access routes/vehicles/pedestrians/security procedures)
- Project major risks/precautions

- Project standards and rules including lifting operations, mobile plant, working places, equipment, and portable tools, noise.
- Risk assessments/method statement/. Toolbox talks
- Personnel protective equipment
- Accident reporting/first aid/individuals significant medical history
- Fire and emergency evacuation procedures/use of extinguishers
- Welfare facilities
- Environmental issue and waste disposal
- Site communication arrangements for reporting unsafe situations/receiving safety information

The Principal Contractor will maintain a training record of all project personnel. Sub-contractors on their own procedures and systems will undertake specific induction training.

11.2 Toolbox Talks

All contactors will be required to under take regular toolbox talks as appropriate. Typical topics will include:

- Housekeeping
- Scaffolding
- Ladders
- Fire
- Manual handling
- Portable electric tools
- Personnel Protective Equipment
- Electricity
- Noise
- Hand tools
- Excavations
- Demolition
- Lifting
- Welding
- Roof work
- COSHH
- Method Statements

11.3 General Health and Safety Training

All personnel on site either undertaking or supervising/managing construction activities will have attended and passed the Passport to Safety training scheme or recognised agreed equivalent.

Where project staffs are required to work on site for only short duration e.g. specialist-commissioning staff, technical support etc., trained site personnel will accompany them.

Safety training certificates will be required for operatives appointed to operate particular plant and equipment and must be submitted to the Principal Contractor prior to commencement of operations.

11.4 Site Notice Board

Site notice boards will be located at suitable locations within the site compound at the main security point.

The notice will be used to display all relevant statutory notices and site rules. Additionally the notice will be used to identify specific daily hazards or changes in procedures.

List of notices:

- Employers Insurance Certificate
- Form F10
- Health and Safety Law Poster
- First Aid Poster
- Fire Action Notice and Emergency Plan
- List of Emergency and Site Contact Numbers
- Daily Hazard Log
- Site Safety Rules
- Safety Performance Chart
- Employee Consultantation Notices
- Safety Initiatives
- Safety Poster Campaigns

Section 12 Arrangements for Monitoring

12.1 Project Health and Safety

The responsibilities for monitoring will operate at various levels within both the project and the business organisational structure.

The following techniques will be used:

- Health and Safety Plan Reviews
- Contractors Safety Assessments
- Risk Assessments and Method Statements
- Site Safety Inspections
- Induction Training Attendance
- Use of PPE
- Operative and Plant certification, inspection and maintenance records
- Welfare Facilities Inspections

All inspections will indicate the corrective actions required and provide an auditable trail to confirm close out actions. Liaison will occur between the relevant parties on identified hazards, changes in method statements or site conditions. Where necessary the Principal Contractor will amend and re-issue the Construction Health and Safety Plan.

12.2 Key Performance Indicators

Specific Key Performance Indicators will be established for the project. These will be monitored on a regular basis and used to identify any trends or changes in safety performance so that remedial measures may be instigated.

Indicative KPI topics are as follows:

- Risk Assessment
- Method Statements
- Induction and admission process
- Site Safety Regulations
- Toolbox Talks
- Fire Inspections

All contractors will fully participate in the monitoring of KPI’s

12.3 Disciplinary and Award Schemes

The Principal Contractors will operate a yellow and red card system i.e. two strikes and you are off site. This will apply to any breaches of the site rules; the

Principal Contractor can enforce removal of personnel from site without the card system if the severity of unsafe act is unacceptable.

A reward scheme may be used and is based on the principle of positive reinforcement to recognise the maintenance of safe working practices. Any safety suggestions that are considered as to improve site safety may be rewarded by a gift suitable to the tradesman or it may be in cash or vouchers.

Section 13 Health and Safety File

During the project the Contract Administrator with the project team will develop the health and safety file.

The designers, contractors and Principal Contractor will provide information to be included within this file. Milestone dates will be set within the project programmed for the delivery of information.

General contents will include:

- As built drawings and plans used and produced throughout the construction project along with the design criteria.
- General details of the construction methods and materials used.
- Details of the structures equipment and maintenance facilities.
- Maintenance procedures and requirements for the structure.
- Operation and maintenance manuals produced by specialist contractor.

Section 14 System Improvement Notice

Document Title:

Form Reference:

Suggested Improvement:

From:

Name:

Company:

Contact No:

General Note:

ALL IMPROVEMENT NOTICIES WILL BE CONSIDERED AND THE AUTHOR WILL BE ADVISED OF THE OUTCOME IN DUE COURSE.

Section 15 Dust Management Plan

The information and procedures contained within the following dust and mud management plan have been written to inform the principal contractor, site management, site workers and other relevant personnel in implementing site safety on the above contract.

This statement also seeks to satisfy 'Condition 17: of Manchester City Council planning application **125635/FO/2019.**

The overall responsibility for the safety of the contract works rests fully and unreservedly with the Princial Contractor.

v1.0		First copy, circulated to Manchester City Council & Others

Description of works

The project is located at the former Tatton Arms Public House Site and consists of the following:

- Conversion of existing commercial building into 7 residential apartments along with new build development of 21 apartment block including all external works and associated landscaping.

The Local Authority relating to this project is Manchester City Council, and the approved planningreference for this project is **125635/FO/2019**.

Contractor Details

The CDM (2015) Principal Contractor for this project is Rwan Construction Limited.

A list of key members of staff along with contact details is provided below.

Name	Position	Contact Number	Email
Salar Zardooi	Director	+447380838083	info@salbuilders.com
Tajeb Zoorab	General Manager	+447577126456	adawani@gmail.com

It is acknowledged that construction activities can have an adverse impact on the environment if proper mitigation measures are not implemented and managed. This document considers the construction phase dust mitigation measures required for the site.

These measures are specifically considered for the following aspects of the construction works, where there is potential for adverse effects on sensitive

receptors such as residentialproperties and allotment gardens in the surrounding area.

The specific potential dust generating activities assumed with the construction works havebeen identified as:

- Demolition & site clearance
- Movement of construction plant & vehicles
- Brick & block cutting
- Excavation
- Civil & surfacing works
- General Construction

The above activities will be mitigated using standard mitigation measures. These standardmitigation measures are presented in Table 1 and in the additional measures presented inTable 2 with Construction Traffic Route presented in Table 3.

Table 1: General Mitigation Measures

Mitigation Measure	Mitigation measure
General Dust Management	Develop and implement a series of dust management measures and monitoring measures. The level of detail should include as a minimum the measures set out in this table.
	Monitoring
	Site Manager to undertake daily on-site and off-site inspection, where receptors are nearby, to monitor dust, record inspection results, and make the log available to the local authority etc. on request. This should include regular checks of surfaces such as street furniture, cars and windowsills within 10m of site boundary, with cleaning to be provided if necessary.
	Preparing and Maintaining the Site

	• Plan site layout so that machinery and dust causing activities are located away from receptors, as far as is possible. • Erect solid screens or barriers around particularly dusty activities or the site boundary that are at least as high as anystockpiles on site. • Avoid site runoff of water or mud. • Fully enclose site or specific operations where there is a high potential for dust production and the site is actives for an extensive period. • Keep site fencing, barriers and scaffolding clean using wet methods where there is the risk of dust accumulation. • Remove materials that have the potential to produce dust from site as soon as possible, unless being re-used on site. If they are being re-used on-site cover as described below. • Cover, seed or fence stockpiles to prevent wind whipping.
	Operating Vehicle/Machinery
	• Where possible, water suppression will be used to prevent dust. • Ensure all vehicles switch off engines when stationary - no idling vehicles. • Car share/public transport/cycling/walking to work will be encouraged.

Table 2: Specific Mitigation Measures

Mitigation Measure	Mitigation measure
Measures Specific to: Demolition & site clearance	• Ensure equipment is readily available on site to clean any dry spillages and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods. • Water jet fully charged on standby, to use when dust starts to disperse into the area. • Site fully closed off to the public and parallel footpath with adequate warning signs displayed. • Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction. • Ensure an adequate water supply on the site for effective dust/particulate matter suppression/mitigation, using non-potable water where possible and appropriate. • Use enclosed chutes and conveyors and covered skips during Hi reach demolition.
Measures Specific to: Movement of construction plant & vehicles	• Use water-assisted dust sweeper(s) on access and local roads, to remove, as necessary, any material tracked out of the site. This may require the sweeper being continuously in use. • Avoid dry sweeping of large areas. • Ensure vehicles entering and leaving sites are covered to prevent escape of materials during transport. • Record all inspections of haul routes and any subsequent action in a site logbook. • Implement a wheel washing system where reasonably practicable.

Measures Specific to: Brick & block cutting	• Water suppression to be used at all times when cutting • Full PPE to be worn by operative • Cuts to be undertaken in designated area
Measures Specific to: Excavation	• Water jet fully charged on standby, to use when dust starts to disperse into the area • Avoid heavy/rough handling of machinery • Use enclosed chutes and conveyors and covered skips.
Mitigation specific to: Civil & surfacing works	• Water suppression to be used at all times when cutting • Full PPE to be worn by operative • Cuts to be undertaken in designated area • Water jet fully charged on standby, to use when dust starts to disperse into the area
Measures Specific to General Construction	• Ensure bulk cement and other fine powder materials are delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of material and overfilling during delivery. • Skips to be covered if necessary

Mitigation Measure	**Mitigation measure**
Measures Specific to Prevent the pollution of watercourses or damage to the environment	• All construction site 'run off' to be directed away from watercourses, surface water drains, public sewers. Contaminated run off is to be taken away from site by appropriate environmental contractor such as **UBU Environmental 0161 703 7777** • Any fuel stored on site with be appropriately bunded and marked with appropriate signage. • Fuel will be stored and used in a designated area, away from ignition sources • A spill kit will be kept in the site office at all times, and replenished without delay if used • All surface water drains to be protected within the confines of the site via either visqueen or earth bunds. • Any 'water run-off' containing construction debris/contaminants will be contained • Regular inspection by the site manager of the construction site is critical to controlling any potential construction site run-off. Sites should also be inspected after any heavy rainfall/storm event.
Air Quality and Noise	• Works to only be carried out within the designated time frames attached to the above permission • Where any foreseen heavy-duty works are planned (demolition) silencing equipment to be utilized wherever possible • Where not possible (ie demolition of existing concrete staircases remote controlled brock to be used to demolish internal concrete staircases • Additionally, it is intended to provide a scaffold fan to the area lined in red on the front cover photo of this document and separate scaffold protection to the area lined in light blue where the existing building abuts the back of the public footpath during the demolition works themselves • Vibration monitoring to be implemented during all demolition works

Waste management	• There shall be no burning of materials onsite during either Demolition or Construction • All waste shall be stored in the existing car park compound next to the Tatton Arms Building, covered as necessary and removed at the appropriate time to cause as little nuisance as possible to the surrounding neighbors
Floor Floating Operations	• No power floating operations are envisaged on the scheme. All slabs will be installed during the sites normal working hours and finished via an Easy Float finish same day with any construction tolerances picked up at a later date via the floor finishes sub-contractor
Noise & Vibration	• The site will be surveyed before the commencement of noisy work to identify baseline noise and vibration levels in the area. • Sensitive receptors of the site shall be identified such as residential properties, schools, places of work, hospitals and other businesses. • The methods of construction chosen shall always prioritize reducing noise / vibration production such as prefabrication wherever possible. • If noisy work cannot be avoided, technique and methods shall be implemented to reduce the effects e.g. pile driving in lieu of hammering for piling works, vibration isolators / pads to be utilised when operating heavy machinery, use of floating floors or resilient mounts for equipment operating in sensitive areas, manual operation in lieu of louder mechanical means wherever suitable, etc. • The use of modern construction equipment with noise-reducing features such as mufflers, silencers, and dampeners to be implemented wherever possible. • All unavoidable noisy activity shall be scheduled to take place in line with local regulations. Any identified receptors such as local residents shall be approached to discuss the most convenient dates and times the work could take place that would cause minimal disruption to the stakeholders. • Temporary sound barriers can be installed against the site hoarding during periods of noisy work to better contain the disruption caused within the site. If the nature of the work permits, the works can be specifically enclosed with sound barriers and fenced off to provide more effective noise reduction at the source. This is to be considered during the risk assessments of all major activities and works on scheduled to take place and the contractor shall ensure that such measures are implemented and planned for prior to the work starting.

	• Monitoring and mitigation shall be in place; regular monitoring of noise / vibration levels during the carrying out of works to ensure that levels do not exceed legal and local restrictions. Any works to cease immediately if found to exceed the limits with a review to follow in order to identify methods to mitigate the issues so that limits are not breached. Contractor to ensure sound level meters are strategically placed at multiple points within the site boundary and monitored for excess noise and vibration depending on the identified sensitive areas / receptors. Noise to be recorded at regular intervals or throughout the carrying out of specific works as required. Dosimeters can be employed to monitor the personal noise exposure of the workers operating in high risk areas to ensure their safety and personal work limits are not breached. Sound level meters to comply with international standards (IEC 61672 / BS EN 61672) and calibration certificates to be recorded. All data to be recorded and kept on site. Vibration meters that measure amplitude and frequency of vibrations in structures or the ground can be utilised; they must conform to standards such as ISO 8041 / ISO 20816-1 and also have calibration certificates displayed on site. The vibration meters can be placed at strategic points around the site as identified and continuous / regular monitoring shall be conducted by the contractor as required with all data to be recorded and kept.

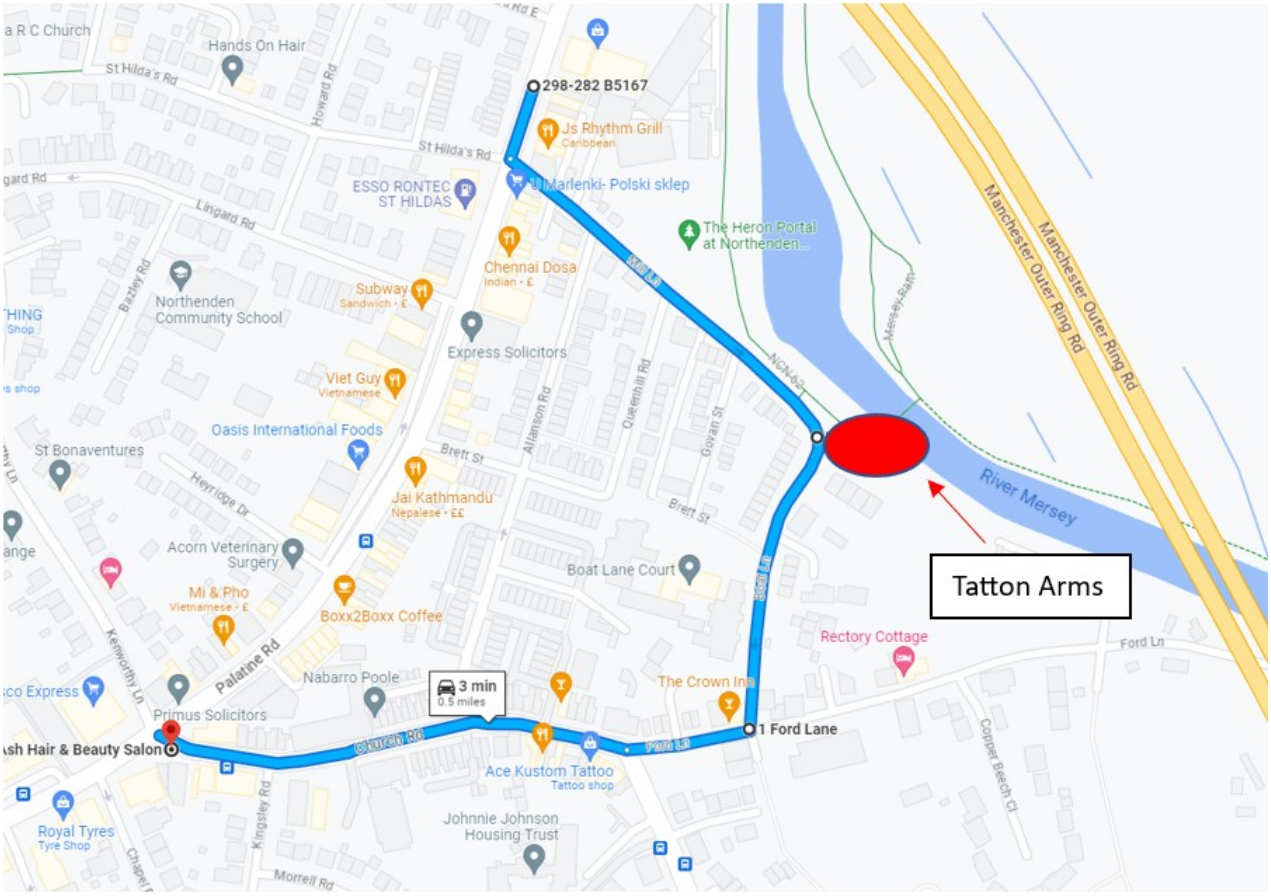
Additional Notes.

Highway Permits/Licensing:

Applications for all forms of highway permits/licenses shall be made in advanced of any works being undertaken on the highway or public footpath Note: NO boundary fencing shall be erected or positioned on any part of the adopted highway without first seeking the relevant permits/licenses from the Local Highway Authority contact details:
https://www.manchester.gov.uk/licensing

Table 3: Construction Traffic Route

All vehicles will be directed from Palatine Road to turn left onto Mill Lane to access site at the start of Boat Lane. Upon exiting site, they will be directed along Boat Lane (one-way road) eventually to turn right onto Ford Lane, coontinuing onto Church Road and back onto main road (Palatine Road). Shown below illustrated in blue:



Section 16 Vehicle Classifications

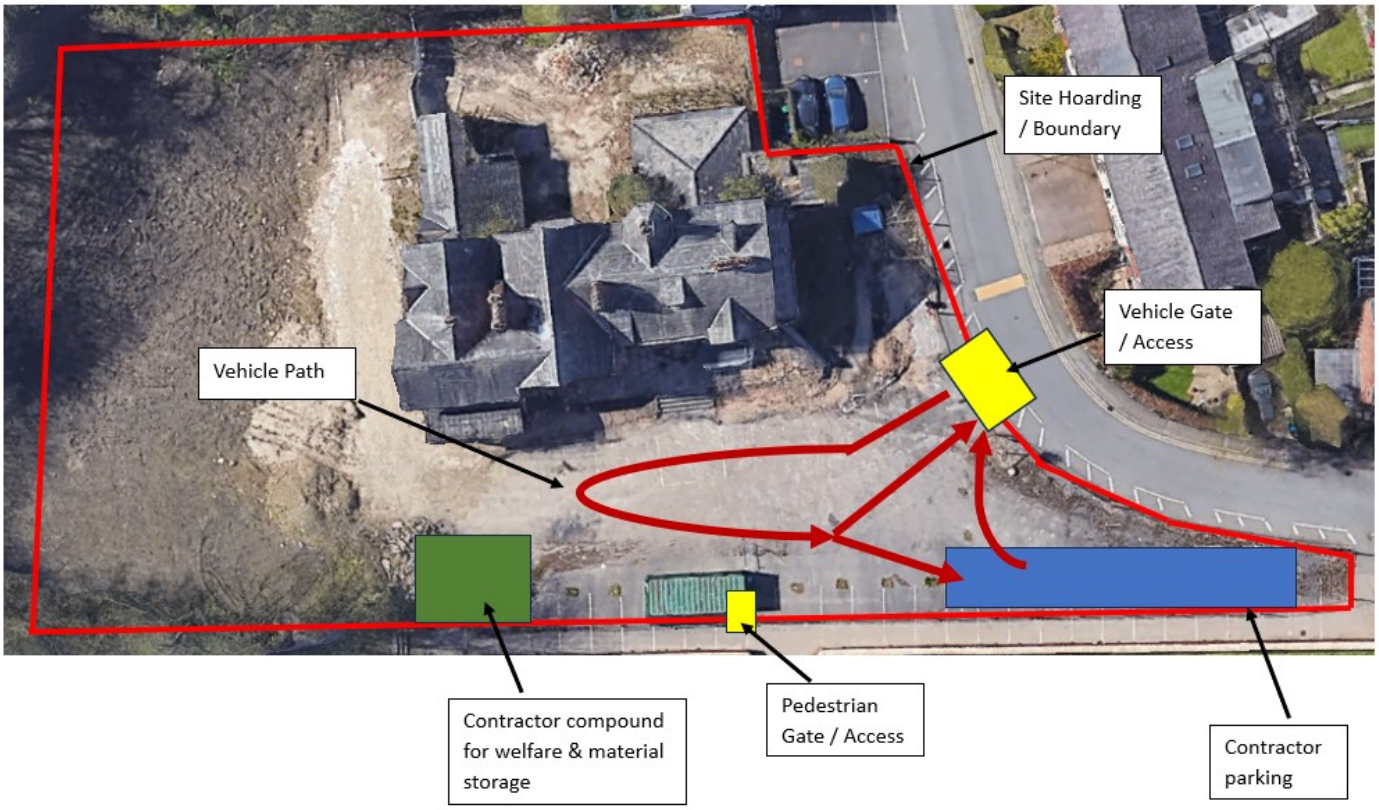
The following quantities and types of vehicles are expected to be required to service the construction process:

Vehicle Type	Total Width (m)	Total Height (m)	Total Length (m)	Description / Use	Illustration	Daily average quantity / frequency to site	Daily duration on site
Passenger car (Saloon / Hatchback / SUV)	1.75	1.45	4.5-4.8	Site manager; labourers / site operatives / designers etc.		1-10	All day for most vehicles, fleeting visits for others.
Van (Commercial Vehicle)	2.0	2.7	5.4-6.8	Subcontractor parking, site operatives parking, small goods deliveries etc.		1-10	All day for most vehicles, fleeting visits for others.
Truck (Goods Truck)	2.5	3.4	7.8	Small goods drop offs		1-5	Fleeting visits
Trailer Truck **(Articulated Vehicle)**	2.6	4.0	16.6-18.6	Large material drop offs / collections		1-2	Fleeting visits
Truck with	2.6	3.55	16.6	Canvas		0	Not

Trailer (Road Train)				cover, trailer lower			required
Tour Bus (Mass passenger transportation)	2.55	3.7	12.95	Three axel roof structures		0	Not required. Public networks utlised if necessary for labour / site operatives.

In keeping with the above table, the largest vehicle that could be attending the site throughout the construction period will be an articulated vehicle. As such, we have conducted an appropriate 'swept path assessment' based on a 16.8m long, 2.0m wide and 4.0m tall typical articulated type vehicle and the resuls of the assessment can be seen below in section 18.

Section 17 Site Plan



Section 18 Vehicle Swept Path Assessment



The vehicle swept path analysis has been commissioned to map the access and agress movements of the largest type of vehicle that would be expected to visit the construction site throughout the development of the scheme; that of an articulated 16.80m vehicle, typically used to deliver and drop off large quantities of construction materials as and when required. Referring to the analysis on the previous page, the access path of the vehicle can be seen to foul the site hoarding perimeter by an extent of 1.60m in the location of the pedestrtian access gate. In order to work around this safely, it will be site policy for an articulated vehicle type of this size to be avoided as far as is reasonably practiceable for material deliveries. If, for any reason, it can not be avoided, the vehicle attending site will be reversing into the site boundary as it has been demonstrated that accessing and egressing the site in this manner will not foul any of the site hoardings or the public highways surroundings within the process – two banksmen will be required during this exercise at all times to ensure public and site safety. It will be the responsibility of the principal contractor to ensure that two suitably trained banksman will be on site to direct the driver of the vehicle. Appropriate signage will be in place on the public footpath with personel in place to ensure no member of the public approaches the area while the turning of the vehicle is taking place, and this is all expeceted to cause minimal disruption due to the very low pedestrian footfall along the path and the fact that there is no pavement on the section of the road where the vehicle gate is situated. Along with this, it will be advised that wherever possible, smaller vehicles should be used for material deliveries as there is ample room on site for complete and safe self contained access / egress within the site boundaries. It is noted that any other type of vehicle that is expected to visit the site would be significantly smaller than a 16.80m articulated vehicle and it is therefore accepted that the site provides safe and complete self contained access for all vans, cars, trailers and wagons etc. within the site boundary.

Appendix 1

Asbestos Awareness Training

The Control of Asbestos Regulations (CAR) 2012 came into force on 6th April 2012 and revoked a number of existing pieces of legislation relating to work with asbestos (primarily the Asbestos (Licensing) Regulations 1983, the Asbestos (Prohibitions) Regulations 1992 and the Control of Asbestos at Work Regulations 2002).

Regulation 10 - Information, instruction and training of the 2006 regulations has been updated and now details more specific requirements for the provision of adequate information, instruction and training for any employees who may come into contact with asbestos due to the nature of their work activities.

The Health and Safety Executive has produced specific guidance on the requirements of Regulation 10 and have highlighted the types of training required for the different trades that may either work directly with or come into contact with asbestos. The type/level of training and corresponding work activities to which they relate have been outlined below:

(a) Asbestos awareness training. This is required for those persons who are liable to disturb asbestos whilst carrying out their normal everyday work, or who may influence how work is carried out, such as:

- general maintenance staff;
- electricians;
- plumbers;
- gas fitters;
- painters and decorators;
- joiners;
- plasterers;
- demolition workers;
- construction workers;
- roofers;
- heating and ventilation engineers;
- telecommunications engineers;
- fire and burglar alarm installers;
- computer installers;
- architects, building surveyors and other such professionals;
- shop fitters.

(b) Training for non-licensable asbestos work. This is required for those who undertake planned work with asbestos which is not licensable such as a roofer or demolition worker removing a whole asbestos cement sheet in good condition or analytical staff and asbestos surveyors.

(c) Training for licensable work with asbestos. This is required for those working with asbestos which is licensable such as removing asbestos insulation or insulating board.

The content of this guidance note and corresponding Toolbox Talk is intended to cover asbestos awareness training only and will not be appropriate to be given as training for any work that will involve the removal of asbestos (whether that task is licensable or not).

Asbestos awareness training is required to be given to employees whose work could foreseeably expose them to asbestos. In particular, it should be given to all demolition workers and those workers in the refurbishment, maintenance and allied trades where it is foreseeable that their work will disturb the fabric of a building and or the ground. This is because asbestos containing materials (ACMs) may be disturbed or become exposed during this type of work. Exemption from this requirement would apply only where the employer can demonstrate that work will only be carried out in or on buildings free of ACMs. This information should be available in the client's asbestos management plan.

The toolbox talk has been split into the following sections:

- the properties of asbestos and its effects on health
- the types, uses and likely occurrence of asbestos and ACMs in buildings and plant
- the general procedures to be followed to deal with an emergency
- how to avoid the risks from asbestos.

In order to meet the requirements of Regulation 10 a competent member of staff will be required to run through this toolbox talk with the members of staff and a signed and dated copy of the confirmation sheet enclosed at the end of the talk maintained in personnel/training files.

To comply with the requirements of the regulations, the toolbox talk will also need to be:

- given at regular intervals;
- adapted to take account of significant changes in the type of work carried out or methods of work used by the employer; and
- provided in a manner appropriate to the nature and degree of exposure identified by the task risk assessment, and so that the employees are aware of –

(a) the significant findings of the task risk assessment, and
(b) the results of any air monitoring carried out with an explanation of the findings.

Asbestos Awareness Toolbox Talk

The Properties of Asbestos and its effects on Health

Properties:

Asbestos is the name given to a group of naturally occurring fibrous minerals. It can come in several types, however the following are the most common types used within industry:

- Chrysotile (White)
- Crocidolite (Blue)
- Amosite (Brown)

The groups of asbestos fibres differ in their mechanical and chemical properties. The different types of asbestos can be found on their own or as a mixture with any other of the fibres. They cannot usually be identified by their colour alone. Where asbestos is affected by heat and chemicals or is combined with other substances, its colour and appearance can easily change.

The supply, importation and use of blue and brown asbestos was totally banned within the U.K. in 1985, with a general ban on white asbestos following in 1999 (there were some limited exceptions for the specialist use of white asbestos, however a total ban came on 01/01/2005).

Work with ACMs can release asbestos fibres into the air. Although the body will get rid of most of the larger fibres that can enter the nose and mouth, tiny fibres can pass into the lower parts of the lung. They can stay there for years and in some cases work their way through the lung lining. The body naturally gets rid of any asbestos fibres that you might take in with food and water. Asbestos fibres cannot be absorbed through your skin.

Health Effects:

Breathing in asbestos fibres can eventually lead to a number of fatal diseases/conditions:

- Pleural Plaques
- Diffuse Pleural Thickening
- Asbestosis *(scarring of the lung tissue)*
- Lung Cancer
- Mesothelioma *(a cancer of the lining of the lung)*

- Cancers at other sites.

Working with asbestos can lead to an increased risk of developing lung cancer. Smoking can increase this risk further. These two risk factors combined appear to have an effect that is greater than the sum of the individual increases of risk from smoking or asbestos exposure alone. Ex-smokers have been shown to be at a significantly lower excess risk than current smokers.

There are no known cures for asbestos-related diseases and they will generally appear many years after first exposure. This latency period can vary between 15 and 60 years. The symptoms may include:

- Shortness of breath
- A cough or a change in cough pattern
- Blood in the sputum (fluid) coughed up from the lungs
- Pain in the chest or abdomen
- Difficulty in swallowing or prolonged hoarseness and or
- Significant weight loss

There are approximately 3500 deaths a year due to asbestos related diseases.

If the asbestos containing material is intact and in a position where it cannot easily be damaged, it will not pose a risk to health by releasing fibres into the air.

Many of the people currently suffering from asbestos related diseases formally worked in the building trade. They were exposed to asbestos fibres in their day to day work with asbestos containing materials or because work with asbestos was carried out near them. Therefore, take note of the following guidance and take the necessary action if you suspect that you are working on or near asbestos containing materials.

The Types, Uses and likely Occurrence of Asbestos Containing Materials (ACM) in Buildings and Plant

Although all asbestos usage as a new building material has been prohibited since 1999, many thousands of tonnes have been used in construction materials in the past. A large amount of asbestos is still present in buildings and may have been buried in the ground and **cannot** easily be identified from its appearance.

Asbestos is likely to be in a building if:

- It was built or refurbished between 1950 and 1980 and particularly;

- If it also has a steel frame; and/or
- It has boilers with thermal insulation.

But you also need to bear in mind that asbestos cement has also been widely used as a building material since the 1950's.

Some ACMs are more vulnerable to damage and more likely to release fibres than others. In general, the materials which contain a high percentage of asbestos are more easily damaged. The list below is roughly in order of ease of fibre release (with the highest potential fibre
release first). Sprayed coatings, lagging and insulating board are more likely to contain blue or brown asbestos. Asbestos insulation and lagging can contain up to 85% asbestos and are most likely to give off fibres. Work with asbestos insulating board can result in equally high fibre release if power tools are used. On the other hand, asbestos cement contains only 10%-15% asbestos. The asbestos is tightly bound into the cement and the material will only give off fibres if it is badly damaged or broken.

You are most likely to come across asbestos in these materials:

- sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids;
- moulded or preformed lagging - generally used in thermal insulation of pipes and boilers;

- sprayed asbestos - generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;

- insulating boards used for fire protection, thermal insulation, partitioning and ducts;

- some ceiling tiles;
- millboard, paper and paper products used for insulation of electrical equipment. Asbestos paper has also been used as a fire-proof facing on wood fibreboard;

- asbestos cement products, which can be fully or semi-compressed into flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;

- certain textured coatings;
- bitumen roofing material; and
- vinyl or thermoplastic floor tiles.

Remember, although these are the most likely uses and places where asbestos will be found, asbestos was used in many other materials and may have been buried in the

ground . If you are in doubt, it is safer to presume that a material does contain asbestos, than that it does not.

General Procedures to be followed to Deal with an Asbestos Related Emergency

For example an uncontrolled release of asbestos dust into the workplace

In any circumstance where there is an accidental discovery or uncontrolled release of asbestos into the workplace then measures, including emergency procedures should be in place to limit exposure and the risks to health. Such procedures should include means to raise the alarm and procedures for evacuation, which should be tested and practised at regular intervals. The cause of the uncontrolled release should be identified, and adequate control regained as soon as possible.

The following steps should be followed if an un-damaged asbestos containing material is discovered during a working process:

Procedure 1 – Discovery of Asbestos Containing Material

1. Discover ACM, stop work immediately
2. Keep everyone else out of the work area
3. Report problem to the person in charge as soon as possible
4. Put up a warning sign ‘possible asbestos contamination’

However if you discover an ACM in a bad condition or actually damage the ACM during the work activity, the following procedures will need to be followed:

Procedure 2 – Discovery of Damaged Asbestos Containing Material / Accidental Damage of Asbestos Containing Material

1. Discover damaged ACM, stop work immediately
2. Keep everyone else out of the work area
3. Is there dust or debris on clothing (if no, follow procedure 1, if yes, continue to point 4)
4. Remove the clothing and put it into a plastic bag and seal (Bag to be disposed of at later time)
5. Try to wash thoroughly straight away or if the facilities are provided take a shower
6. Leave the washing facilities clean
7. Report the problem to the person in charge as soon as possible
8. Put up a warning sign ‘possible asbestos contamination’

Step 3 of **Procedure 1** and step 7 of **Procedure 2** will require that you contact the site manager/ foreman as soon as possible. The site foreman will then contact head office to inform them of the discovery and the procedures that had been followed. Head office will then arrange with the client for a sample to be analysed and the work area

to be cleaned up if necessary. No-one will be allowed to re-enter the contaminated area for any reason until a clearance/re-occupation certificate has been issued to the client by the appropriate asbestos analysing/air monitoring company.

How to Avoid Risks from Asbestos

There are some simple procedures to be followed in order to help reduce the risk of employees coming into contact with asbestos. Owners and occupiers of non-domestic premises, who have maintenance and repair responsibilities for those premises, have a duty under the Control of Asbestos at Work Regulations 2006 to assess the premises for the presence of asbestos and the condition of that asbestos (this duty has been enforced since 21st November 2004 under the CAWR 2002). Where asbestos is present the duty holder must ensure that the risk from the asbestos is assessed, that a written plan identifying where that asbestos is located is prepared and that measures to manage the risk from the asbestos are set out in that plan and are implemented.

If the non-domestic premise does contain asbestos containing materials there is no legal requirement for the asbestos to be removed. The owner/occupier will need to assess the condition of the product and then decide whether they will remove it or whether it will stay in place. If the ACM stays in place the duty holder will need to ensure that it is either in a good condition or alternatively arrange for the product to be enclosed/sealed/encapsulated or repaired.

Therefore, before any work takes place on site, the site foreman or senior operative will request to see the Asbestos register for that site (*please note, not all sites will have a register, please see section 1 below*). The register will provide information on the location and condition of any asbestos containing material on that site. If the register details that asbestos containing material is present in the area that you are scheduled to work in, the site foreman/senior operative will contact head office for further confirmation as to whether the work is to continue or whether alterations are to be made to the safe systems of work produced for the task.

Section 1

Not all sites will have an asbestos register, this could be the case in a number of situations;

1. The site is too young for it to contain asbestos e.g. it was built after 1999,
2. The building will obviously not contain asbestos e.g. a steel industrial unit
3. The site itself has had all asbestos removed.

If a site falls under category 1 or 2, please err on the side of caution. There could be situations where a building contractor may have installed ACM's that they still had in stock. Therefore, if you do come across a suspect material, follow **procedures 1** or **2**.

If a site falls under situation 3, ask for written confirmation/evidence that the asbestos has been removed by a licenced contractor.

Conclusion

All exposures to asbestos should be avoided, however, that does not mean you should necessarily worry about a one-off exposure. From time to time, accidental exposures to asbestos may occur and can be a cause of much concern and distress to the individuals concerned. Your risk of developing an asbestos-related disease depends how much asbestos you are exposed to, for how long and on how many different occasions. A one-off short-term exposure is unlikely to be of concern, but each time you are exposed, the risk increases a little bit more. Think of this like smoking. The more times you smoke, the greater your risk of developing cancer.
If in doubt: **STOP WORK, CLOSE AREA OFF and NOTIFY PERSON IN CHARGE.**

I can confirm that I have received the above toolbox talk and understood the content and its application:

Date:……..

Signature:……
Trainer:……

ASBESTOS – IDENTIFICATION & RECOGNITION

General Statement
The three principal forms of asbestos found in bulk materials are Crocidolite (blue), Amosite (brown) and Chrysotile (White). Chrysotile is the form most commonly encountered.

In the past, asbestos proved to be a suitable constituent of many materials due to its heat resistance, mechanical strength, chemical inertness and its ability to be easily woven into fabrics etc. It therefore found use in pipe lagging, spray coatings for fire protection, insulation boards, heat seals and electric cables, wall cladding, roofing materials guttering, down pipes etc.

In more recent years, its hazardous nature became apparent. The size and shape of the fibres allow them to be easily inhaled, penetrating the airways and lungs. Prolonged exposure can give rise to lung cancer, asbestosis and mesothelioma.

USES AND APPLICATIONS OF ASBESTOS

ASBESTOS CEMENT Flat and corrugated sheets, tiles, drainage and rainwater pipes, gutters, flues for boilers and ascots, high-pressure water pipes, steam pipes, water tanks, wall ventilators, fire surrounds.	10-15% Chrysotile, although some products (especially high pressure applications) contain Crocidolite.
LOW DENSITY ASBESTOS CEMENT	Up to 50% Chrysotile or

Insulation boards, roofing products.	Amosite.
INSULATION BOARDS e.g. Asbestolux, LDR, Marinite and Turnabestos Cladding for walls, ceilings and structural steelworks. Acoustic and thermal insulation. Fire retardation. Sometimes found in the form of shipboards.	20-40% total asbestos. Usually Amosite, but may also contain small proportion of Chrysotile or Crocidolite.
LAGGING (TO PIPES, BOILERS AND CALORIFIERS) Pre-formed sections and slabs or wet plastering. Note that asbestos ropes, tapes, corrugated papers, quilts, felts and blankets are also found lagging boilers, etc. In the past, woven asbestos quilts filled with loose asbestos were sometimes used for insulation of hot water cylinders, calorifiers, etc.	Up to 90% Chrysotile, Amosite or Crocidolite. May be combined with Magnesia for high temperature applications (boiler casings, steam pipes, etc).
SPRAYED COATINGS Fire protection to structural steelwork, thermal and acoustic insulation, condensation prevention.	Up to 85% Crocidolite, Amosite or Chrysotile.
CAULKING MATERIALS (JOINTINGS AND PACKINGS) Found anywhere a fireproof seal is needed e.g. ovens, sections of system built dwellings, sealing holes in service ducts, joints to soil pipes ("PC4").	30-80% Chrysotile or Amosite. Sometimes mixed with rubber compounds, cement or plaster.
ASBESTOS YARNS AND ROPES Mainly used to seal joints (e.g. boilers, flues, chimneys, etc.) as a rot-free fire stop (e.g. where pipes go through a wall) or between components in plant and machinery.	65-100% Chrysotile.
ASBESTOS CLOTHS AND TEXTILES Fire blankets, fireproof clothing, oven gloves, safety curtains and blankets.	65-100% Chrysotile , but Crocidolite was also used.
ASBESTOS PAPER Electrical insulation, (e.g. in switchgear), fireproof facings, heat reflective layers to boilers and electric storage heaters.	Up to 100% Chrysotile.

MILLBOARDS Mainly used for thermal insulation e.g. steam pipes, industrial ovens, sheet metal ductwork in industrial heating systems, cylinder head gaskets, etc.	45-100% Chrysotile.
GASKETS	Approximately 70% asbestos plus rubber compounds and fillers. Normally Chrysotile but Crocidolite is also likely.
FRICTION PRODUCTS Brake linings (road and rail vehicles, lifts and other machinery). Clutch facings.	Older products contained 30-70% Chrysotile but recent materials contain much less.
ASBESTOS REINFORCED PLASTICS Produced as pellets, which are then re-liquefied and used to make injection mouldings, especially in the motor industry. Also battery cases.	50-70% Chrysotile.
ASBESTOS/VINYL FLOOR TILES Also backing to PVC floor coverings - "Lino"	7-10% Chrysotile (older types up to 20%).
REINFORCED ROOFING FELT AND DPC	8-10% Chrysotile.
PAINTS AND SURFACE COVERINGS e.g." Artex"	4% Chrysotile, but note that Artex "AX" is now asbestos free.

COMMON LOCATIONS OF ASBESTOS IN BUILDINGS

ASBESTOS CEMENT (AC)

VERTICAL TILE HANGING To the external walls of low rise buildings

ROOFING TILES Modern AC roofing tiles (e.g. Eternite) can look exactly like natural slates.

CORRUGATED ROOFING SHEETS Very common, used for houses, industrial buildings, garages and sheds *(may have been buried in the ground)*

FLATS SHEETS Used for industrial buildings, garages, sheds, etc.

GUTTERS AND RAINWATER GOODS

EAVES SOFFITS To low rise housing and industrial buildings. Can be pre-formed or made from flat AC sheets cut to size.

INFILL PANELS As outlined in the Section on "Asbestolux". These panels can also be made of AC.

PARTITION WALLS Inside dwellings can also be made of AC.

FALSE WALLS Hiding service ducts, especially in bathrooms (AC is resistant to condensation).

BATTENED CEILINGS In 1920s/1930s semi-detached housing.

PREFABRICATED Flat AC sheets are used in the construction of both the

BUILDINGS "prefabs" of the 1940s and more modern housing and industrial/office buildings.

WATER TANKS AC can be cast to form storage tanks (mainly cold water)

FLUE PIPES From "Ascots" or central heating boilers.

BATH PANELS As above, AC is resistant to condensation.

AIR BRICKS FLOWER BOXES AC can be cast to form relatively complex shapes.

ASBESTOS INSULATION BOARD (AIB)

ACCESS PANELS Access panels to service ducts taking rainwater pipes,

FALSE WALLS water pipes, electricity, etc. Sometimes, access panels may be so large as to almost be false walls.

BOXINGS Found around pipes, flues or ventilation ducts.

INFILL PANELS Used to form structural walls between concrete or brick walls eg. usually forming external walls to dwellings.

THERMAL INSULATION The infill panels discussed above may be glass or wood. In there cases, they usually have some kind of thermal insulation in the middle; this is often AIB.

HEATER CUPBOARDS The whole cupboard around gas-fitted warm air boilers ("halcyon" type) may be made of AIB or the cupboard may be brick with the door lined with AIB.

FALSE CEILINGS Usually found in the common areas of estates i.e. outside the dwellings. Will often hide electrical or waste services. With the widespread installation of entry phone security systems, many of these corridors are now being enclosed. These "external" ceilings are now internal.

ELECTRIC INTAKE CUPBOARD These cupboards serve a block of dwellings - they often have AIB linings to the doors or other locations.

BIN STORES Because of the fire risk from refuse bins, paladin stores may have AIB linings to doors or to the walls or ceilings.

BOILER AND FIRE INSULATION

This is mainly confined to boiler rooms but lagged pipes may go out of the boiler room. Additionally, both hot and cold-water services may be lagged with asbestos rope. Any old pipe lagging is suspect.

SPRAYED ASBESTOS

May be used on structural steelwork or be applied to walls and ceilings. Mainly found in Laundries, Launderettes and Boiler Rooms

Any of the above may have been buried in the ground and could be disturbed typically by ground workers

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The above information has been submitted as reference and guidance only, and does not suggest that it is fully inclusive of all asbestos applications or locations that it may be encountered.

WE THE UNDERSIGNED HAVE RECEIVED, READ AND UNDERSTOOD THE ASBESTOS AWARENESS AND RECOGNITION TOOL BOX TALK LISTED OVERLEAF:			
NAME (Print)	**COMPANY IF OTHER EMPLOYEES AFFECTED**	**SIGNATURE**	**DATE**

Appendix 2 (a) HOT WORKS PERMIT

A APPLICATION (to be completed on Contractor)

Company ..... Request by ..... Date .....

Plant/Area:
.....

Description of
work:.....

.....

.....
.....

Required From : ..... On : .....

To : ..... On : .....

B. Precautions to be taken prior to work commencing **(delete as appropriate)**

1. Area to be cleared of flammable waste
2. Fire extinguisher readily available
3. Overhead work to have area below roped off and fire watch present
4. Pipelines, drums etc. to be certified gas/liquid free
5. Fire blanket provided to arrest sparks, flames etc.
6. Welding screens in use to protect eyes of other persons
7. Permit drawn for confined space working
8. Has local exhaust been provided
9. Have Method Statement and Risk Assessment been prepared & approved
10. Other Specific precautions

C Specify the precautions to be taken during carrying out of the work

D ISSUE

Permission is given for work to proceed subject to the conditions specified above.

Signature ..... Date ..... Time .....
Permit Controller

E PERFORMING AUTHORITY ACCEPTANCE

I certify that I will carry out the work in accordance with the conditions specified above

Name ..... Company .....

Signature ..... Date ..... Time .....

F COMPLETION OF WORK

I declare that all work is complete and the equipment and Work Area have been left in a Safe Condition with the following exceptions (Area to be checked 1 hour after work finished to ensure fire free) :

Name ..... Company .....

Signature ..... Date ..... Time .....

G CANCELLATION

This Permit is cancelled.

Signature ..... Date ..... Time .....
Permit Controller

EXAMPLE

(1d) Permit to Use Step Ladders and Ladders

Permit No:	Date of Issue:	Time of Issue:
Site Location		
Only Use Step Ladders. Ladders if: Alternatives; Mobile/scaffold are not practicable		
Step Ladders, Ladders: Must be industrial grade 1, and not Domestic		

Limits of Permit – This Permit is issued for the following:
(Operations be carried out, Area/Room to be entered, other reasons)

And is valid only until: **Date** **Time**
(unless otherwise recalled)

Restrictions:	**Hazards:**		**Tick as Appropriate**	
This permit is solely restricted to the apparatus, personnel and activity identified within this permit	Equipment Condition		Working over Water	
	Unstable Ground		Falls from Height	
	Interface/other operations		Weight Restrictions	
	Overhead Hazards		Weather Conditions	
	Edge Protection		Other	

Issue of Permit:

This Permit is Issued by: **Position:**

Organisation/Company:

Receipt of Permit:

This Permit is Received by: **Position:**

Organisation/ Company:

I acknowledge receipt of this Permit and understand the limits, restrictions and conditions of the Permit, which are detailed above and have been explained to me.

Clearance: (* delete as applicable)
(This section to be completed by the person who has received and signed for the Permit)

* confirm that the work is not being carried out and that no person is in the area covered by this permit and that all persons under my control have been informed that this Permit is to be cancelled

*our work ha snot been completed and tools, materials or other equipment may still be in the area

Signed: **Date:** **Time:**

Permit to Use Step Ladders and Ladders

Risk Assessment:

Precautions used to eliminate or reduce Hazard(s):

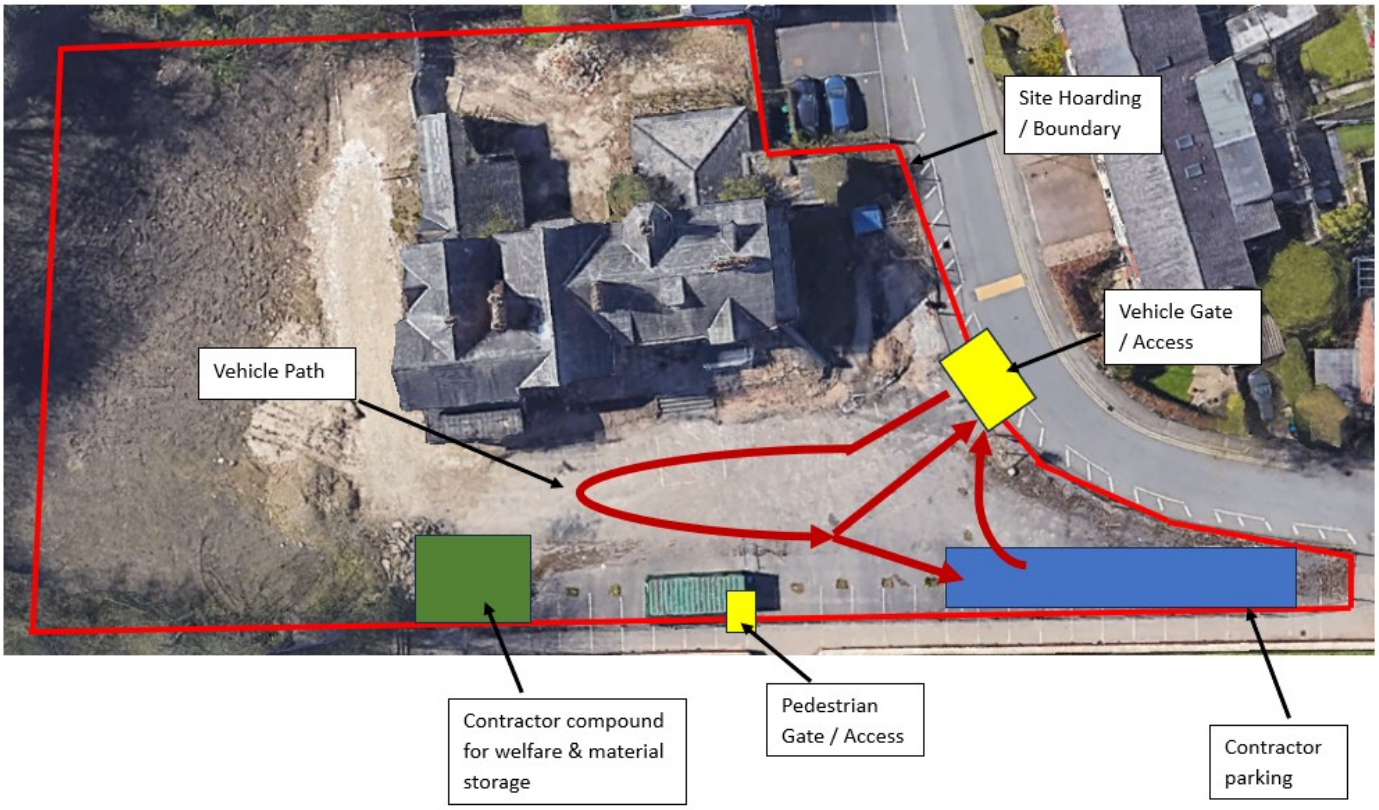
Method Statement:

Description of work to be completed, implementing safety precautions:

Signed:	**Date:**	**Time:**

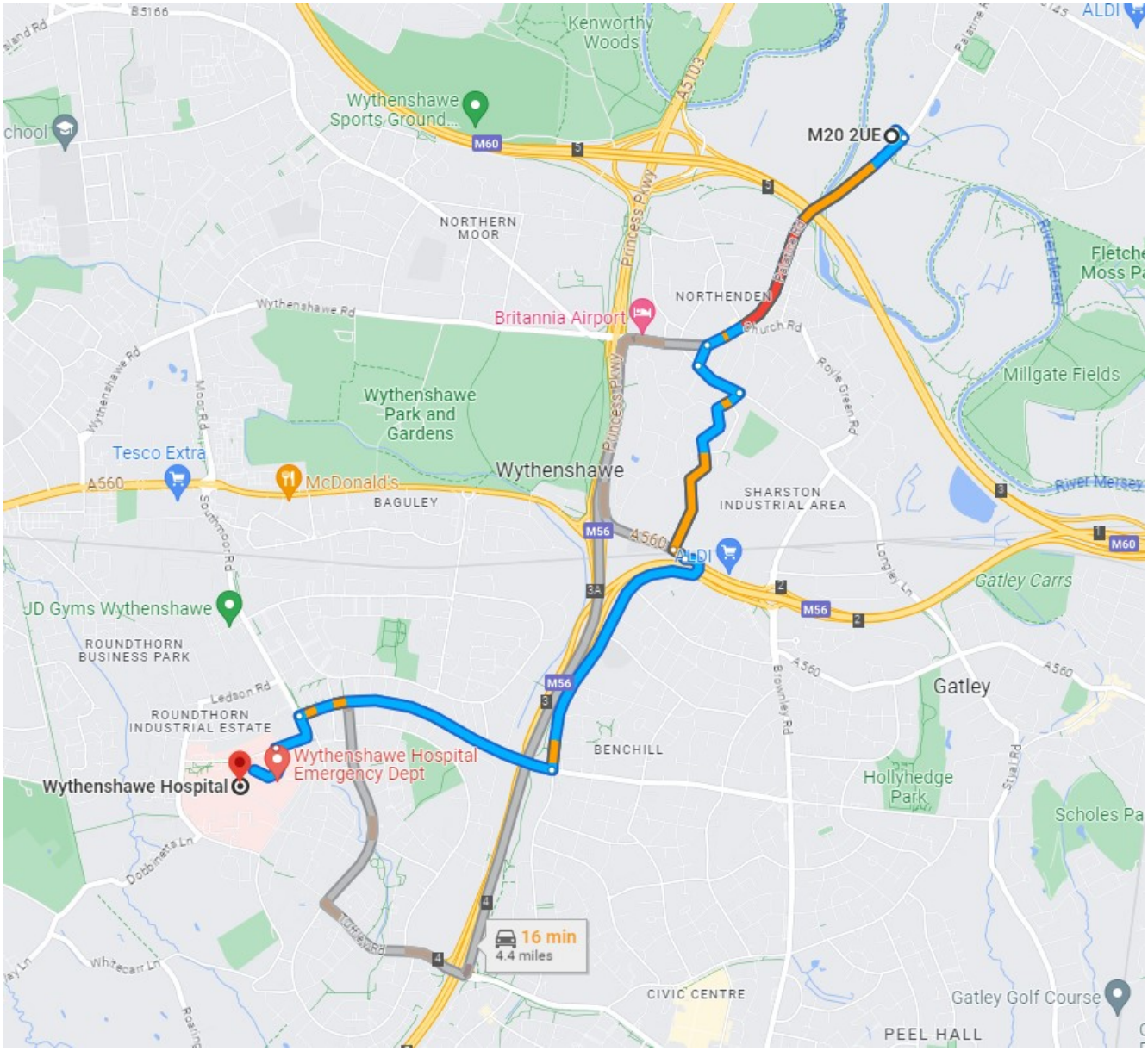
Appendix 3

Site Lay out / Traffic Management plan



Appendix 4

Map to local Hospital



Appendix 5

Example Principal Contractor Health & Safety Policy

Health and Safety Policy Statement

The principal contractor recognises its duty to comply with the Health and Safety at Work, etc Act 1974 & supporting legislation.

Our statement of general policy is:

- To provide adequate resources to maintain health and safety.
- To carry out risk assessments and review them at least annually and when necessary.
- To provide and maintain systems of work, which are safe, and without risk to health.
- To establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.
- To provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
- To ensure that all machinery, plant and equipment are maintained in a safe condition.
- To maintain adequate provision and arrangements for welfare facilities at work.
- To keep the workplace safe and ensure that access and egress are safe and without risk.
- To prevent accidents and cases of work related diseases.

The duties of employees and sub contractors are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- Co-operate with others in the company to fulfil our statutory duties.
- Not interfere with, misuse or wilfully damage, anything provided in the interest of health and safety.

To ensure that this policy is effective, we will:

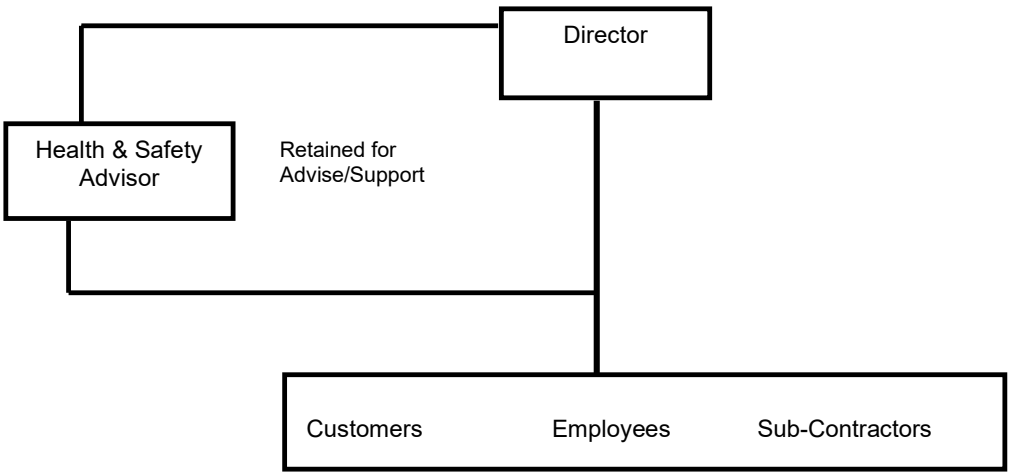
- Review it annually, or on significant changes in our business.
- Make any such changes known to employees and other interested parties.
- Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare.
- Retain a Competent Health and Safety Advisor
- Arrange for quarterly HS&E Inspections, updates to be carried out

Signed:…… **Director**

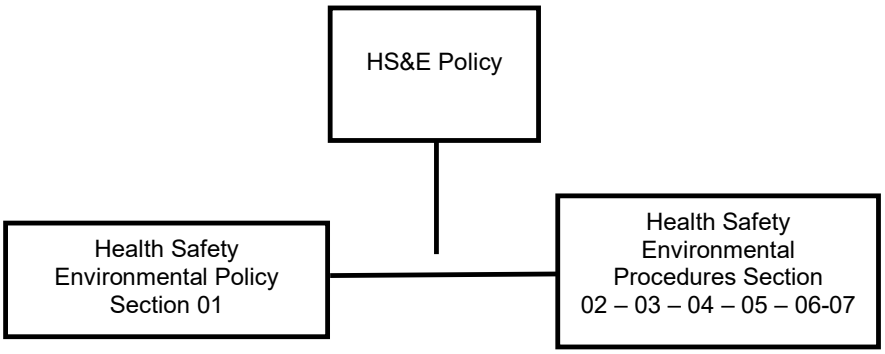
Date: Revision 05

Appendix 6

HEALTH, SAFETY ENVIRONMENTALGROUP STRUCTURE



COMPANY HEALTH SAFETY ENVIRONMENTAL DOCUMENTATION



The Company Health Safety and Environmental Policy Statement is supported by the following sections contained within the manual:

- HS&E 01 Health Safety Environmental Policy, Organisation & Arrangements
- HS&E 02 Health Safety Environmental Procedure
- HS&E 03 Health Safety Welfare Rules
- HS&E 04 Method Statements
- HS&E 05 Risk Assessments
- HS&E 06 Sub Contractor Assessment
- HS&E 07 Legal and Company Forms

These sections are available to all employees and sub contractors as part of the our legal duty to provide information instruction training and supervision and to bring the health and safety policy, organisation and arrangements including work place precautions to everyone's attention.