

BHS/CPHSEP01 – Construction Phase Health, Safety and Environmental Plan

Talbot Mill
44 Ellesmere Street
Castlefield
Manchester
M15 4JY



Revision Information

Revision Number	Revision Details	Revision Date	Revision Completed by
1	Draft Issue prior to Principal Designer appointment	13/10/2015	Mark Baker

Distribution Information

Title	Name
Bardsley Pre-Construction Manager	Peter Godfrey
Bardsley Construction Director	Sean Kempley
Bardsley Design Director	Michael Nevitt
Bardsley Contract Manager	Mike Quinn
Bardsley Senior Project Manager	David Watts
Bardsley Site Manager	Chris Duignam
Bardsley Project Engineer	Paul Buckley
Principal Designer (s)	Jenkins Design Services

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Section 1.0 – Description and Nature of the Project

1.1 Nature of the required enabling and construction works

Enabling Works

- Ground Investigation Surveys
- Survey to locate underground services (statutory authority drawings have been received)
- Seek permission (Hoarding Permit)
- Structural Survey
- Drainage Survey
- Dilapidation Survey
- Site Access Works
- Construct compound (see TMP)
- Hoarding erection (Temporary works)

Main Construction (from programme)

The Talbot Mill complex works consist of the conversion and refurbishment of the existing mill buildings and the construction of a new nine storey residential apartment block including new rooftop extensions to Mill 1 and 2, and rear extension to Mill 1. With the creation of a new landscaped courtyard area, with associated services and landscaped grounds. Please refer to the Traffic Management Plan (TMP1) located within File 3 of the SHEQ Management System.

1.2 Project programme details inclusive of key dates (start/end dates and duration)

The works are based on a -week programme.

The start date is 3rd December 2018.

1.3 Project Directory (key parties involved with the project)

Bardsley Internal Project Management Team	
Principal Contractor	Bardsley Construction Ltd Globe Square Globe Lane Dukinfield Manchester SK16 4RG (T) 0161 330 4444 (F): 0161 330 5391
Senior Project Manager	David Watts
Bardsley Site Manager	Chris Duignam
Site Engineer	Paul Buckley
Principal Contractor Health & Safety Management	Neil Taylor, SHEQ Manager – 07989 356792 Mark Baker, SHEQ Advisor – 0161 330 4444 Helene Watson, SHEQ Advisor – 0161 330 4444

External Project Team	
Client	Capital and Centric (Adored) Limited Sun House, 2-4 Little Peter Street, Manchester, M15 4PS.
Employer's Agent	Cinns Limited, Eastgate, 2 Castle Street, Castlefields, Manchester M3 4LZ
Architect (Lead Designer)	Shed Km 61a Bold Street, Liverpool, L1 4EZ 0151 709 8211
Landscape Architect	Exterior Architecture Studio 537, The Royal Exchange, St Ann's Square, Manchester, M2 7DH 0161 850 8101
Structural Engineer	Joule Consulting Engineers Timber Wharf, 40 Worsley Street, Castlefield, Manchester, M15 4LD 0161 832 3487
Services Engineer	Progressive Design Services 21 Argyle Street, Birkenhead, Wirral, CH41 1AD 0151 647 0857
Fire Engineer	Omega Fire Engineers 2 Jordan Street, Manchester, M15 4PY 0161 279 8470
Acoustician	Hann Tucker Associates First Floor, 346 Deansgate, Manchester, M3 4LY 0161 832 7041
Principal Designer	Jenkins Design Services 2-4 Houghton Street, Bury, Manchester, BL9 0TA 0161 761 3500

1.4 The surrounding environment & 1.5 Existing and surrounding structures

The site measures 0.48 hectares and is roughly rectangular in shape. It is situated on the North West side of Ellesmere Street and is bounded by Worsley Street, the Burton Place apartment building and a canal arm off the Bridgewater Canal and a two storey brick building that was an extension to the mill building that is in separate ownership. Beyond the building to the south west is the Britannia Mills apartment complex. The Timber Wharf apartment building and underground car park lies to the North West across Worsley Street and is a nine storey building with fully glazed elevations. Burton Place to the north east is seven storeys. The area to the north east and west of the site mainly comprises of residential buildings, some with ground floor commercial and retail units. The area to the south east is an industrial estate, some of which is being developed for residential purposes.

The site is within Castlefield Conservation Area and there are four listed buildings within the vicinity: Albert Mill (Grade II) to the west; Hulme Locks (Grade II) to the north beyond Timber Wharf; St George's Church (Grade II) to the east; and the former Turville Public House at 252 Chester Road (Grade II) to the south west. The site comprises two mill buildings and a central courtyard with additional smaller buildings served by a canal arm along the western boundary. The main mill buildings are four to five storeys and the mill complex was established c.1855. Whilst none of the component buildings are listed, the complex is a non-designated local heritage asset.

Mill 1 is brick built, four storeys high and fronts onto Ellesmere Street.

Mill 2 is brick built, four storeys high and its side elevation fronts onto Ellesmere Street.

The Time Keeper's Lodge is located within the courtyard and is a rectangular brick built structure with a double-pitched slate roof and a chimney stack. It is two storeys, but only the first floor is visible on the eastern elevation due to the rising ground level. It would be dismantled, logged and stored until it is rebuilt during a later stage of the scheme.

There are currently a number of buildings which will be demolished before the site is handed over including:

- A brick built stair tower which links Mills 1 and 2
- An Engine House that abuts the north elevation of Mill 2
- A single storey 20th Century building (c. 1950) erected against the north face of the Engine House
- A single storey rectangular brick built structure that abuts the north side of Time Keeper's Lodge

There are temporary highway issues within the area, which are a consequence of the amount of construction projects that are taking place within the local area. The traffic impacts of the development are expected to be accommodated within the existing highway network without further intervention. There is minimal parking provision within the area and there could be parking problems in the Ellesmere Street area and on the surrounding side streets near Chester Road. Site operative's vehicles would need to park with due care and consideration to the surrounding properties and must use local car parks. Ellesmere Street is already busy for much of the day being used to access the Chester Road / Ring Road junction as a means for avoiding the Chester Road roundabout.

1.6 Existing plans and records information

Surveys	Received Y / N	Description & Comments
Phase I Site Ground Investigation Report	N	Preliminary investigations have been undertaken and will be finalised after completion of the demolition stage.
Phase I Geo- Environmental Assessment Report	N	Preliminary investigations have been undertaken and will be finalised after completion of the demolition stage.
Phase II Geotechnical and Environmental Assessment Report	N	Preliminary investigations have been undertaken and will be finalised after completion of the demolition stage.
Topographical Survey	Y	To be finalised
Building Condition Survey	N	Part completed - on-going
Fire Strategy	Y	
Flooding , Foul and Surface Drainage Assessment	Y	
De-construction Survey for Demolition	N	Part completed - on-going
Gas Monitoring Report	N	
Ecology/Tree Reports	N	
Asbestos Survey	Y	
Archaeological Assessment	Y	

a) **Asbestos Register, Asbestos Management Survey & Asbestos Refurbishment / Demolition Survey**

Not applicable, as existing structures on site have had all materials including those containing Asbestos removed from site as part of the in preparation for the project.

Further investigations will be required if the presence of further ACMs are encountered during the works being undertaken. Should any hazardous materials be discovered during the course of the works, work in the area must cease immediately and the Client's Representative and Principle Designer are to be advised as soon as possible.

b) **Ground Investigation Surveys** – Some information has currently been supplied as part of the PCI and further enquiries will be required. The basic information supplied in this report below is based on works undertaken by Bardsley on nearby sites and would need to be confirmed.

Geology – The BGS Geological Sheet 85 (Manchester) for this area is noted as being largely underlain by Glacial Till and Devonian deposits, mainly comprising of silts and sediments. The underlying solid geology consists of Chester Pebble Bed Foundations (sandstone – gravelly). Records would indicate Drift deposits to be expected relatively consistent across the site,

generally comprising stiff high strength to very stiff very high strength gravelly CLAY with gravel of sandstone.

Made Ground / Topsoil / Ground Contamination – It is considered due to the sites history that there is a moderate risk of soil/groundwater contamination and a low risk of hazardous ground gas at the site. As some contamination may exist on the site, it is recommended that further site investigation is carried out , requiring a site investigation.

Glacial Till - TBC

Groundwater – TBC

Soakaways – Soakaways are not considered to be viable for the new development.

Hydrological – The Environment Agency website indicates that the site is not within a currently designated Flood Risk Area. Their flood maps show that the site would be located within Flood Zone 1 (low probability of flooding) and as such, does not require a site specific flood risk assessment.

Pluvial Runoff – N/A

Critical Drainage Area – N/A

Landfill Sites - There are no operational or non-operational landfills recorded within 1km of the site.

Ground Gases – No ground gas information has been supplied for the purpose of this report and therefore currently has not been assessed. The risk posed to the end user from harmful ground and what is required is available in the CIRIA Report C665 'Assessing risks posed by hazardous ground gases to buildings' (2007) and following the guidelines in 'Radon: guidance on protective measures for new dwellings' (BR211 2007). A full assessment will need to be in accordance with the requirements of CL:AIRE RB17 and on-site measurements.

Radon – It is considered that the property is in a lower probability radon area, as less than 1% of homes are above the action level and that the BGS reports that full radon protective measures are not necessary in the construction of new dwellings or extensions.

Coal Mining / Land Stability – The site is within an area recorded to require a Coal Authority mining report. A review of the Coal Authority GIS system and the published geological information suggests that the Chester Pebble Beds is likely to be in the region of 90m in thickness and has indicated that the site is not located within an area that is affected by shallow coal mining.

Archaeological Information – No archaeological information has been obtained for the purpose of this report though it is considered that some archaeological remains could exist on the site and further investigation will be required whilst the demolition and reduce level dig is being undertaken. Where considered appropriate, reference should be made to an archaeological consultant in this respect.

c) Environmental / Ecological Surveys

There has currently been no information supplied for the following subjects, therefore further enquires will need to be made.

Sensitive Land Uses – TBC

Environmental Considerations – TBC

Bat Survey – TBC

d) Service/utility records (see table below):

The nature and extent of the existing site services and utilities have not been fully identified and further works needs to be undertaken to confirm exact service location. All service related information will be forwarded to all relevant parties and will be available within File 3 of the onsite Health, Located in Section 5 of File 3 of the onsite SHEQ

Services Records	Received Y / N	Description & Comments
Electricity (underground / overhead)	N	Bardsley have not received service drawings from Electricity Northwest (ENW) and the PCI. Further enquiries and investigations are required.
Gas	N	Bardsley have not obtained service drawings from National Grid Gas and the PCI. Further information and investigation is required before any works commences.
Water	N	Bardsley have not received a copy of clean water drawings from United Utilities, who are the host water provider and therefore responsible for maintaining any existing infrastructure in the area. Further enquiries and investigations are required to confirm locations of the water service infrastructure.
Drainage	Y	Bardsley has received a copy of drainage drawings covering the utilities services from the PCI. These drawings shows that there is known drainage within the footprint of the site and in the adjacent public highways. Further enquiries and investigations are required from United Utilities and on site to confirm locations of the drainage infrastructure.
Telecommunications	N	Further enquiries and investigations are required.
Other / Optic Fibre	N	Further enquirers and investigation are required.
Other	N	Further enquiries and investigations are required.

Owing to the city centre location of the site it is assumed that there will be a considerable quantity of live services including electricity and gas networks within the pavements surrounding the site.

Before any excavation work is undertaken, a risk assessment must first be carried out to assess the degree of hazard. The results of the risk assessment will dictate the contents of the method statement; the method statement should then mirror the complexity of the excavation works to be undertaken and it will specify the risk control measures to be applied. Further guidance and relevant information is specified in Bardsley guidance form BHS/G31 – Excavations Guidance.

Section 2.0 – Management of the Work & General Arrangements

2.1 Project management structure (overview)

This section contains the details of those with responsibility for the Management of Health & Safety on this project.



Pre-Construction Manager - Peter Godfrey



Head of Construction - Sean Kempley

Site Team



Contract Manager – Mike Quinn



Project Manager – David Watts



Engineer – Paul Buckley



Site Manager – Chris Duignam

Head Office Support

	
SHEQ Manager – Neil Taylor SHEQ Advisor – Mark Baker SHEQ Advisor – Helene Watson	Quantity Surveyor – Curtis Huynh
	
Buyer – Steve Albinson	Site Coordinator – TBC

2.2 Outline of roles and responsibilities of persons involved with works on the project

The Senior Project Manager will be David Watts

The Site Manager will be Chris Duignam

In the event of the Project / Site Manager having to leave site the deputy Manager will be Paul Buckley

The construction works will be fully managed by Bardsley to ensure compliance with the Principal Contractors duties as per CDM 2015.

Contract Manager (visiting) / Project Manager / Site Engineer

- To ensure the Policies for the prevention of accidents, damage and waste are carried out
- To know the requirements of the Construction Regulations and all other appropriate regulations and to ensure means for their observation on site
- To ensure that all levels of staff and members of the workforce receive appropriate information pertaining to the project which will be covered during their induction training and site rules e.g. surrounding land use.
- To ensure that all levels of staff and members of the workforce receive adequate training, including induction training
- To make certain that all Site Supervisors and Foremen understand the policy
- To set a personal example
- To ensure that all occurrences and accidents on site are reported and investigated

Site Manager / Supervisor

- a) In conjunction with the Site Manager to organise the site so that the work is carried out to the required standard whilst minimising risk to the workforce and those affected by Bardsley undertakings
- b) Know the basic requirements of the CDM Regulations and ensure their observance on site, including the completion of all necessary registers and reports.
- c) Maintain good housekeeping on site and eliminate all hazards
- d) Check that all plant and equipment is maintained in good condition
- e) Ensure that protective clothing and equipment is available and used
- f) Check that the welfare facilities are maintained in accordance with the CDM Regulations
- g) Set a personal example.
- h) Monitor and manage the flow of traffic on and off site and to co-ordinate/programme site deliveries

Site Operatives

- a) To use the correct tools and equipment for the job and use safety equipment and protective clothing supplied
- b) To keep tools in good condition
- c) To report to supervisor any defects in plant or equipment
- d) To warn new men of known hazards
- e) To refrain from horseplay and the abuse of welfare facilities
- f) Set a personal example.

Contractors/Subcontractors

- a) To comply with any reasonable directions from the project / site manager, and with any relevant rules in the construction phase plan
- b) Co-operate with the project / site manager, Principal Designer and others working on the project or adjacent sites
- c) Inform the project / site manager about risks to others created by their work
- d) Provide details to the project / site manager of any contractor whom he engages in connection with carrying out the work
- e) Undertake construction work and associate activities that ensures the health safety and welfare of their employees and others who may be affected by their workplace activities
- f) Comply with all current legislation and requirements of Bardsley Construction Ltd
- g) Inform the project / site manager of any problems with the plan or risks identified during their work that have significant implications for the management of the project
- h) Inform the project / site manager about accidents and dangerous occurrences
- i) Provide information for the health and safety file

2.3 Health, safety and environmental goals for the project

- Zero harm & RIDDOR Reportable Incidents
- Zero Enforcement Action or Fees For Intervention (FFI)
- Full compliance of health & safety rules by all site personnel
- Promotion and engagement/consultation with the workforce
- 100% induction of all personnel on arrival to site
- All working areas to be clean and tidy at all times and at the end of every working day
- All access and egress points to be kept clear at all times
- Pedestrian and traffic routes to be maintained and kept clear at all times
- Traffic management to be monitored and complied with throughout the Construction Phase
- Protection of surrounding Flora & Fauna

2.4 Review of health, safety and environmental performance

The Project / Site Manager will be responsible for carrying out ongoing safety inspections which will be supplemented by a weekly site safety inspection by the Representative of Employee Safety (ROES). A copy of the document is to be issued to the Individual Contractors site representatives who will ensure that any remedial action is undertaken.

Additionally, up to three site inspections per month will be carried out by the Health and Safety Department. Any safety issue which becomes apparent are to be brought to the attention of the Project / Site Manager.

The following documents shall be displayed / provided on site:

- Health and Safety Law Posters plus all other relevant statutory notices and signs
- Site Rules
- Form 10 (F10)
- Accident Book
- Visitors signing in book
- Bardsley insurance certificate (Public & Employers Liability)
- Details of first aiders and fire marshals
- Fire action notices
- Health and Safety Policy Statement
- Site emergency details

2.5 Liaison with the Project Team and project review

The Project Manager will hold scheduled site meetings (day and time to be identified by the Project / Site Manager). The meetings will include a dedicated slot for health and safety related issues such as:

- Health and safety related incidents / accidents
- Programme the forthcoming works
- Health and safety implications of the on-going program / anticipated activities
- Scheduled labour on site and the need for induction / risk assessment approval
- Results of safety inspections
- Training requirements

2.6 Liaison with persons whom may reasonably be affected by the project

Relationships will be forged with the local community, schools and businesses in respect of any emergency arrangements that may affect their undertaking and theirs on ours given the environment in which the works are to take place. These arrangements are documented in this Construction Phase Health & Safety Plan and are displayed on the site Emergency Plan. The effectiveness of such arrangements is only possible where effective communication is fostered with the abovementioned parties. This is achieved through on-going communication with above.

Bardsley ensures compliance with the Construction (Design and Management) Regulations 2015 by involving Clients, Designers and Contractors in the whole construction process. This is achieved by regular meetings between all parties where the health and safety aspects of a project are discussed.

Cooperation also extends to local residents and businesses in the areas where construction works are being undertaken. This is best achieved through the delivery of safety talks at the local schools, letter drops and by visiting local residents and businesses in person to inform them of the works. Sites are registered with the Considerate Constructors Scheme, which allows for the independent inspection of a project.

2.7 Worker consultation and engagement

General Site Health, Safety & Environmental Information

Health and safety literature is posted on the Health & Safety Information & Notice Boards in line with campaigns being run by the Company or external Companies such as the Health & Safety Executive (HSE). These boards contain statutory notices, names of first aid personnel, along with Health & Safety literature which includes Safety Bulletins, Alerts and copies of the most recent Health & Safety Inspection Report.

At pre-start meetings with our supply chain partners, it is identified if migrant workers are employed or if there may be individuals whose first language is not English. Arrangements are then made to have a bilingual Supervisor/Manager present during the induction given by Bardsley and to supervise the work of these individuals. Bardsley Site Safety Rules are also provided in ten different languages with examples being Polish and Punjabi. In addition to the above, we also download information from the HSE website in any additional languages that may be required in addition to English. All site instructions are supported by signage, which complies with the Safety Signs and Signals Regulations 1996.

Worker Consultation (Committee & RoES)

As part of Bardsley on-going commitment to a positive Health & Safety culture, the Company has formed a Construction Health & Safety Consultation Committee. This is conducive with the requirements of the Health & Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations.

The benefits of this Committee are that employees of all levels do have an opportunity to have their say on real (site and company-wide) issues relating to Health and Safety. The Health & Safety Committee meetings take place monthly at sites on a rotational basis.

Bardsley has appointed members for this committee from all levels of the business with the overall objective being the engagement of the workforce on a multi-discipline level to consult on Health & Safety matters that affects individuals and the business as a whole.

Site Management operates an open door policy and all employees are encouraged to bring issues of concern to the Project/Site Manager.

2.8 Exchange of design information between persons involved with works on the project & handling of design changes during the project

Design information will be uploaded and stored on our Workspace document management system (or equivalent), which all team members will be able to access and disseminate all relevant project information.

Any design changes will be uploaded and distributed to all relevant parties within the design team by means of Change Control Procedures (CCP). Members of the team will have 7 days to discuss and comment on changes before they are incorporated into the design.

In addition to the information stated above, Bardsley have in place a Design Manager whom is responsible for Exchange of Design Information / Handling Design Changes. The Principal Designer has been notified that Mr Michael Nevitt (Bardsley Design Director) is the point of contact for this and he will address the following points and provide information to the Principal Designer in line with the PCI Document.

- Review and recording in designers risk log
- Dissemination of information to the relevant personnel
- Impacts on AI's and PMI's where appropriate

2.9 Selection and control of appointed Contractors and Sub-Contractors

For works by appointed contractors working under the control of Bardsley, a formal Competency Assessment is undertaken on contractors and consultants by the Health & Safety Department.

Bardsley have identified the Contractors Health and Safety Assessment Scheme (CHAS), any otherSSIP member scheme and Achilles as appropriate mechanisms for helping us to verify contractor competence. It is a mandatory requirement that all contractors are accredited with Constructionline Certification

Membership of any of these schemes qualifies our supply chain partners for inclusion on our list of approved contractors. However, we reserve the right to request additional information in the event that we should deem it necessary.

To ensure our Contractors, Subcontractors and Consultants 3rd Part Accreditations (as above) remain current, Bardsley has online access to all 3rd Party Health & Safety Accreditation buyer/supplier listings (e.g. CHAS and Construction-line). We receive regular email updates to verify competency and validity of accreditations.

Prior to the formal appointment of the Contractor/Sub-Contractor a meeting is held to further ascertain competence. At this meeting, the Contractor/Sub-Contractor is required to formally 'sign up' to our Company Health, Safety and Environmental requirements (this information is given to contractors in the form of our Contractors Information Pack (CIP) to ensure that our supply chain partners adhere to legal and company standards).

Our Contractor Approval & Risk Management Procedure – BHS/P09 is included within the appendices section of this document.

2.10 Production and approval of written Safe Systems of Work (SSoW)

Bardsley approach to risk assessment

Risk Assessments are undertaken for all work activities to determine the measures required to ensure compliance with Health & Safety legislation thus ensuring the health, safety and wellbeing of employees, contractors, visitors and the general public. Method Statements (safe systems of work) are produced upon completion of a Risk Assessment to describe how a task will be executed and the risk control measures required.

The Method Statement describes how the work is to be executed and clearly references the procedures and controls necessary to ensure the work is done safely and to identify any specific tools, equipment, plant, machinery, products, materials, etc. that are required.

The Risk Assessments are formulated using the HSE 5 Step Approach:

- Identify the Hazards
- Decide who may be Harmed and How
- Evaluate the Risks and Decide on Precautions
- Record the Findings
- Review and Update

The Risk Assessment process, forms the cornerstone of the Company's Health, Safety and Environmental Management System (HSEMS), and a suite of Generic Risk Assessments has been produced which consider the activities regularly undertaken by the Company's employees. These Risk Assessments are referred to when preparing site-specific Risk Assessments. The finding of such assessments allow for the formulation of safe systems of work that include Method Statements and Permits to Work.

In addition to the above, the following SSoW's will be devised for this Project:

- Project Specific Risk Assessment – Ref: BHS/KRC/GRA01
- Trade Specific Risk Assessment – Joinery Operations
- Trade Specific Risk Assessment – Bricklaying Operations
- COSHH Risk Assessment – BHS/CRA/09 – RCS Dust
- COSHH Risk Assessment – BHS/CRA/10 – Wood Dust

These assessments are located in Section 1 of File 4 – Site Induction & Visitors Log.

Contractor risk assessments, method statements (RAMS)

The approval of risk assessments/method statements occurs at the pre-appointment stage at contractor pre placement meetings. Contractors are issued with a contractor information pack (BHS/G17b), which outlines the code of conduct on site and information and guidance for contractors in relation to the formulation of risk assessments and method statements.

From this point (where possible) contractors are given a lead time of four weeks to formulate safe systems of work and have these forwarded to the Project Management Team a minimum of one week prior to the commencement of works – it is not permissible for persons to commence work operations without a suitable and sufficient risk assessments / method statements being in place.

The Project Management team assess the suitability of risk assessments/method statements using information and guidance from the Health & Safety Management System and where this exceeds their capabilities, this information is referred to Bardsley Health & Safety Department which may make recommendations or refer to specialists if required. Once a suitable check has been made, the risk assessment is approved and all persons that may be exposed to risks arising are required to read and sign the risk assessment / method statement.

Prior to the commencement of work on site (at the project specific / site induction) it is ensured that all persons working / visiting sites are briefed upon the relevant safe systems of work (Risk Assessments/ Method Statements etc.) and a record of this is made and held on site. This is in accordance with our Induction and Contractor Management Procedures.

2.11 Site security arrangements

The works area on site will be deemed a controlled site and will be secured utilising corporate Bardsley site fencing / hoarding (2.0 m high minimum). Designs for all types of fencing (solid panel, mesh and timber) have been commissioned by Bardsley through Rubix Consulting or another suitably qualified and competent organisation / person, in line with our Temporary Works Procedure.

These designs shall be forwarded to the Principal Designer if required. It shall be ensured that the hoarding shall be constructed by a competent person in line with the recognised design. It is anticipated that three types of fencing will be used including weld mesh, heras and timber hoarding (these will be detailed on the traffic management plan)

The Project Site Manager will ensure as far as is reasonably practicable that unauthorised personnel do not enter the site compound. For further details please refer to the traffic management drawing which denotes the boundary positions.

Warning signage shall be displayed on the perimeter of the Project to deter unauthorised persons (as per the requirements of the Occupiers Liability Acts of 1957 & 1984) and additionally on the interior of the site to advise persons on site of relevant hazards, requirements and arrangements as appropriate). All signage must to comply with the Safety Signs and Signals Regulations 1996.

Persons working on site or visitors visiting site shall report to the 'Signing in Point' (located within the Project access gate-house, welfare cabin or Project / Site Managers' office. On arrival all persons will sign the relevant signing in sheet (BHS/SF04 – site personnel and BHS/SF05 for site visitors), persons must also sign out upon leaving site.

CCTV Camera Protection - Monitored CCTV will be provided throughout the Construction Phase to comply with the terms and conditions of our insurance contract, Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation and HSG 168 (second edition).

The above CCTV will be protected against electrical surge or electrical power loss by way of an un-interruptible Power Supply Unit (UPSU), which will be installed as part of the CCTV package.

Bardsley shall also, so far as reasonably practicable, prevent access to plant and scaffolding on an unauthorised basis. The controls shall be as follows:

Scaffolding

In addition to the site perimeter fencing / hoarding with signage, it shall be ensured that any incomplete scaffolding (whether in stages of construction/dismantling) shall have appropriate 'Danger Incomplete Scaffold/ No Unauthorised Access' signage displayed at all appropriate vantage and access points.

In the case of complete scaffolding the following shall be adopted:

- Stair access towers to scaffolding shall have 'No Unauthorised Access' Signage outside of business hours
- In the case of ladders, these are to be removed where reasonable to do so, alternatively, access ladders shall be boarded off and signed to prevent unauthorised access to scaffolding.

- Should it be required that any scaffolding be located on the public highway or walkways then it be ensured that any appropriate highways licence be obtained from the local authority, which is in this case Manchester City Council.

Access equipment e.g. MEWPS

During business hours, all access equipment shall have in place an exclusion zone for the prevention of injury to persons (in danger of injuries arising from falling persons/materials) working in the vicinity. Whilst any plant/access equipment is not in use and also in the case of outside office hours, they are to be locked and have keys removed at all times and stored inside the buildings or compounds where practical to do so:

- Should it be required that any MEWPS are to be used on the public highway or walkways then it be ensured that any appropriate highways licence be obtained from the local authority, which is in this case Manchester City Council.

2.12 Site induction arrangements

The Project / Site Manager / Site Engineer will ensure that all Bardsley employees, Contractors staff and visitors are given the standard Bardsley site induction before they commence work on site or carry out their visit. This induction takes the form of an A3 Flipchart which covers general aspects of health and safety but also a section focuses on the site specific elements and hazards relevant to the specific project.

On completion of the induction the employee / visitor will be asked to acknowledge in writing that they have been made aware of the current site rules and regulations which are recorded on Bardsley Form BHS/SF03. The aforementioned will be given a health & safety pocket card along with a safety helmet induction sticker to show visual verification of the induction. Where appropriate, reference to standard Tool Box talk's procedures will be made.

Inductions take place in the site office/meeting room facility located within the welfare cabins (or temporary facility – combined unit that is used for enabling works phases). These will normally take place at 08:00am though this may be flexible based on the nature and times of works operations.

2.13 Temporary and semi-permanent project welfare facilities (and arrangements)

In compliance with the Construction (Design & Management) Regulations 2015, Regulation 13 suitable welfare facilities will be provided on site.

Temporary welfare facilities

During the main works temporary welfare facilities will be afforded by the provision of a self-contained unit (diesel driven generator, stored potable water and sewage).

The temporary facility has the following facilities and arrangements:

- WC and washing facilities with a sewage tank contained within it which will be pumped out by the hire company.
- Diesel Powered for electrical services
- Potable Water Storage Tank
- Small office, canteen facility for rest breaks

Main welfare facilities

These shall be detailed in the traffic management plan which will be forwarded to the Principal Designer. It shall be ensured that these comply with Construction (Design & Management) Regulations 2015, Regulation

Generally, these will consist of:

- 1 No. Site Offices
- 1 No. Meeting Room
- 1 No. Combined Canteen / Drying Rooms (suitable for numbers on site)
- 1 No. Water Closet Facilities (suitable for numbers on site)
- Hot water facilities
- Cooking Facilities (Toaster, Fridge, Microwave, Kettle etc.)

Servicing/maintenance of welfare arrangements

Suitable arrangements for power, water and the removal of effluent (either tank or drainage) shall be established on site for site cabins.

Portable Appliance Testing will be undertaken on site in line with our risk assessment and following guidance specified in HSE Guidance Document HSG236 (Rev 2).

Bardsley takes a sensible 'risk based' approach to this which means that all non-site based equipment (e.g. cooking equipment or IT equipment in welfare cabins is checked as appropriate, at intervals not exceeding 6 months and all site based equipment (power tools etc.) are checked on a 3 monthly basis – this is also checked during monitoring / inspection visits from site management and Bardsley Health & Safety Department (Note: All equipment should be visually checked for damage before use).

Separate male and female sanitary conveniences will be provided along with a Drying Room and storage containers as appropriate to the number of users. The temporary electrics to the temporary accommodation units and cabins and the site itself (e.g. transformers) will be installed by a competent person and fed via a locked distribution board(s). The competent person will issue the Project Manager with an initial Electrical Installation Certificate to verify that the installation is safe and to ensure legislative compliance with BS 7671- 17th Edition IEE Regulations and the Electricity at Work Regulations 1989 (EAW Regulations).

All temporary electrics will subject to a 3 monthly Electrical Installation Condition Report (formerly a periodic test and inspection).

2.14 First aid arrangements, First Aiders and Fire Marshals

Bardsley Construction Ltd will supply First aid provision for all its staff and members of the workforce/visitors as required by CDM 2015 and Regulation 3 of the Health and Safety (First Aid) Regulations 1981 as amended in 2009. The contents of the first aid box will be reviewed on a regular basis to ensure that the contents are consistent and appropriate for the work activities being undertaken,

The first aid box will be located in the Project Managers offices. Eye wash stations will be placed within the welfare facilities and at the workplace.

Contractors and site visitors must report all accidents / near miss incidents to the Project Manager/Supervisor and these will be recorded in the site accident book (see section 2 (1.4) below).

The registered First-aider/s will be the Project/Site Manager(s) or Site Engineer(s) with the Project Labourer /RoES being the Project Emergency First Aider.

The nearest accident and emergency department is specified within the project fire and emergency arrangements section of this document (2.17).

2.15 Accident, incident and near miss reporting and investigation (where so required)

All accidents and incidents, however minor, will be investigated to ensure that Bardsley is fulfilling its obligations under Health & Safety legislation and that mistakes are learned from and trends identified.

The Project shall be issued with a B1510 Accident Book and the Company reporting procedure is clearly displayed within the Site Office and Mess Room.

Accidents/incidents reportable under RIDDOR are subject to an in-depth internal investigation. This data is collated to identify areas for improvement in order to allocate resources and so minimise the likelihood of a recurrence. From the information gathered from formal internal investigations cause and causative factors are identified. This then allows suitable and sufficient risk control measures to be introduced to prevent recurrence.

In addition to this, other methods of proactive accident prevention techniques are utilised which include trend analysis, incident analysis and issues identified via the use of specialist persons i.e. consultants and enforcement bodies.

Information gleaned from accident and incidents is discussed with Board of Directors and Senior Managers during the weekly Management meeting, monthly Health & Safety meetings and at Board meetings. The purpose of which is to highlight pertinent safety issues and raise awareness to assist in the implementation of the Company accident prevention strategy.

RIDDOR

Should a fatal accident, major injury, dangerous occurrence occur on a Bardsley project this will be reported to the Health & Safety Executive (HSE) immediately either to the Incident Contact Centre or to the local HSE office via the Company Health & Safety Department.

This ensures compliance with the provisions of RIDDOR 2013. With respect to an over seven day lost time accident a completed copy of the form F2508 would be sent to the Incident Contact Centre within 15 days.

The address and telephone number of the nearest HSE office will be displayed in the Construction Health & Safety Plan and are posted on the Health & Safety Notice and Information Boards. In addition to this the Project Manager/Client and the Principal Designer will be notified of all accidents and incidents as part of the reporting chain.

Where so required, Bardsley shall advise the Client of any RIDDOR Reportable Accidents, Incidents or Dangerous Occurrences on site.

2.16 Site rules - general requirements and information (inclusive of alcohol and drugs)

Bardsley Site Rules - BHS/G12 (Included in the appendices of this document) shall be in place for this project. Any modification or withdrawal of these rules is to be agreed in advance with the Project Management Team, Health & Safety Department and Principal Designer.

Enforcement of Site Rules

Site rules are enforced by the Project Management Team to ensure compliance. This is supported by a warning system for our own and contracted operatives which may result in their removal from site (dependent on the severity of the contravention). Should a significant issue(s) be identified on site, Directors and the Health & Safety Department have the authority to stop those activities which have given rise for concern.

Bardsley Health, Safety & Environmental Management System (HSEMS) BHS/SF29 – Breach of Safety Notice – Contractors (A Sub)		bardsley	
Project Name	Project Manager		
Sub Contractor	Operative(s) Name		
Date of Notice	Time of Notice		
1) Safety Breaches Observed Bardsley records the following breaches of safety for work under your control.			
2) Instruction Given Your operative(s) was / were immediately given the following instructions:			
3) Immediate Action Required You are required to take the following action:			
4) Future Remedial Action Required You are required to take the following long term action:			
Indicate / Tick Warning Level (Severity) Below (See guidance BHS/G10 – for severity categories)			
Category A	☐	Category B	☐
Category C	☐	Category D	☐
5) Health & Safety Department – Action Request			
Name of Issuer	Signature of Issuer		
Name of Receiver	Name of Receiver		

BHS/SF29 (Rev. 3 – 09/06/2012) Page 1 of 1

Bardsley Health, Safety & Environmental Management System (HSEMS) BHS/SF30 – Breach of Safety Notice (Direct Employees)		bardsley	
Project Name	Project Manager		
Operative Name	Date & Time Issued		
Description of Health & Safety Breach / Reason for Warning			
Name of Issuer			
Signature of Issuer			
The Person receiving this form should note that this in itself is not the actual warning. You will receive a letter inviting you to attend a disciplinary hearing and given the opportunity to bring along a witness. You will then be officially notified in writing of whether the warning is appropriate, and given the opportunity to appeal against any warning issued. Any disciplinary matters arising from the issue of this form will be in conjunction with the company's handbook, a copy of which can be obtained from our Head Office. A copy of this form should be given to the operative in question & the original should be returned to Dave McEwan / Mark Hellwell as soon as possible after issuing to the operative.			

BHS/SF30 (Rev. 3 – 09/06/2012) Page 1 of 1

Bardsley Health, Safety & Environmental Management System (HSEMS) BHS/SF40 – Notice to Suspend Operations		bardsley	
Notice to Suspend Operations – (Health & Safety Department Use ONLY)			
Project Name	Project Manager		
Date Issued	Time Issued		
Works Location			
Name of Contracting Company			
Name of Person Informed (Contractor)	Position of Person Informed (Contractor)		
Contract Details	Date & Time Informed		
The following operation/activity has been suspended with immediate effect due to insufficient and inadequate safety precautions and MUST NOT be resumed until written authority has been received from the Contract Manager.			
Description of Operation / Activity			
Reason for Suspension (Summary)			
You are required to take immediate action to rectify the specific items listed below to comply with statutory requirements and company policy.			
Item No.	Description	Actioned by (signed)	
Signed by Issuer (H & S)	Position		
Operations may be resumed when authorized by the appropriate contract manager and notified to the health and safety manager. I am satisfied that the items of concern given above have now been rectified to a satisfactory standard and I authorize the operation/activity to resume.			
Signed (Bardsley Contract Manager)			
Date of acceptance			

BHS/SF40 (Rev. 3 – 09/04/2012) Page 1 of 1

Employee medical considerations

All employees whom work directly for Bardsley are issued with a medical assessment form BHS/SF41 prior to starting works for the Company. It is required that appointed Contractors also ascertain medical details for their own employees and pass on any appropriate information to Bardsley as required (Bardsley cannot reasonably be expected to undertake this on behalf of appointed Contractors).

Persons undertaking the Bardsley Induction are encouraged to pass on details to the person giving the induction (in confidence) and details of their medical conditions (including any prescribed medication) which may reasonably affect their ability to work. This is particularly importance if a medical condition will affect a person's egress from the site during an emergency.

2.17 Project fire and emergency arrangements

Fire Procedures /Precautions

If the works are to take place within close proximity to an existing recycling centre. This information and other business related issues have been incorporated into the Bardsley TMP/ Emergency Plan, which will be passed onto the local fire authority and our insurers.

General Fire Precautions

With respect to the former, the emergency arrangements will be in accordance with CDM 2015 and the requirements of the Fire Prevention on Construction Sites-The Joint Code of Practice from Fire of Construction Sites and Buildings Undergoing Renovation, Eighth edition: July 2012. These arrangements will include the appointment of a Fire Marshal(s) and Emergency co-ordinator whose name(s) will be identified on the Health and Safety Notice and Information Boards that will be located within the Project Manager's office and mess room(s) respectively.

Fire points will be placed on site as per the emergency plan and will also be located within proximity of the site office and mess facilities. Smoke/heat detectors will be placed within both the Project Managers office and mess room. The fire fighting equipment will be identified by suitable signage. These fire points will be located as per the marked up TMP.

Emergency and pedestrian traffic routes and final exits points will be kept clear at all times. These will be clearly indicated by the required suitable signage.

Fire points will be placed at vantage points and will be equipped as required by the fire risk assessment. Equipment will include standalone push button sounders to make the workforce / visitors aware of any potential emergency.

Appropriate tested portable extinguishers will be located at each fire point. The arrangements will be in accordance with Bardsley procedure BHS/P07-Site Fire & Emergency Planning procedure. All hot works will be controlled under the Hot Works Permit system with the emphasis on the importance of good housekeeping which will be stressed during the site induction. These control measures will be monitored to ensure compliance with company policy.

The emergency/ fire arrangements will be in full compliance with the Regulatory Reform (Fire Safety) Order 2005, Regulation 8 of the Management of Health and Safety at Work Regulations 1999 and The Construction (Design and Management) Regulations 2015.

Bardsley's Health and Safety Department will provide suitable and sufficient fire risk assessment and support to the site management team as the project progresses. This will ensure that any potential fire hazards are identified and the appropriate control measures are introduced.



Roles and Responsibilities

In order to discharge the duties that have been identified above, the Site Manager or his delegated representative will assume the role of Principle Fire Marshall and Emergency Co-ordinator. They will be responsible for implementing the Emergency / fire management plan and liaising with the Fire / Emergency Service, Client and any other regulatory organisations.

The primary objective of the fire / emergency management plan is to:

- Establish an effective emergency response and evacuation procedures
- Enable the emergency and evacuation procedures to be carried out effectively
- Provide for the safety of all personnel and visitors
- Liaise with the client or their representatives to enable compliance with any specific site rules when working in occupied buildings
- Provide an accurate report to the Fire Service upon their arrival at the site and to establish, as far as practicable, whether all personnel have evacuated and accounted for

Secondary objectives include providing assistance to the Emergency Services with:

- Site knowledge
- Nature of raw materials stored on site
- COSHH information and location of any products stored on site
- Information and storage location of any gas cylinders stored on site
- To minimise or prevent pollution of the water systems and immediate and surrounding environment.

The Emergency Services should be informed about:

- The flammability and toxicity of products or raw materials
- The possible toxicity due to the breakdown of products or materials
- The possible impact on the immediate or surrounding environment should any raw material or contaminated run off material enter a water system(s)
- Location and access to the dry riser connection points

Emergency plans

The purpose of emergency plans is to ensure that everyone on site reaches a place of safety in the event of a fire or other emergency. Small and low-risk sites, i.e. development projects, may only require simple plans whereas higher risk projects, such as timber frame construction methods being employed will need more careful and more detailed consideration.

An emergency plan should:

- Be available before work starts (currently in the process of being developed)
- Be up to date and appropriate for the site and circumstances concerned
- Make clear who does what and when during a fire or emergency
- Where CDM applies it will be incorporated in the Construction Phase Health and Safety Plan
- Be effective if and when it is ever needed

Fire drills will be carried out and documented at suitable intervals, with a frequency not exceeding 6 month intervals. This may vary to a greater frequency if it is deemed appropriate via site specific fire risk assessments.

Note: Specific information relating to Fire Emergency plans and detailed below

Whilst occupying accommodation /office units

- Each person should know what they are required to do in the event of a fire
- Managers need to make sure that everyone on their sites knows what they must do
- Regular checks should be made to ensure that fire precautions are appropriate and in place

Provision of information

Fire / Emergency action notices should be clearly located and displayed where everyone on site will see them, for example at fire points, site entrances or welfare areas.

Fire Emergency Plan

Upon notification of a fire / potential fire the Fire Marshal / Emergency Co-ordinator (or his delegated representative) will immediately contact the emergency services, They will also ensure that the site's fire / emergency plan is implemented; and to ensure that as far as practicable all site operatives and visitors leave the site safely and make their way to the designated fire assembly point(s). Under no circumstances should persons attempt to re-enter the site unless directly instructed to do so by a Fire Marshal or member of the emergency services.

Note: The site manager or a representative of Bardsley should contact the health and safety department and the client's representative / Principal Designer as soon as is appropriate.

On arrival of the Fire Brigade

On arrival at the site the Fire Brigade will take control of the situation and site directing any subsequent action(s).

The Fire Marshal / Emergency Co-ordinator will advise the emergency services of any relevant information pertaining to the site as may be required such as:

- The location of the fire / incident
- The location of any flammable materials stored on site
- The location of the flammable gas bottle storage (if applicable)
- The names of any unaccounted persons who were known to be on site and their last known location
- Any other relevant information which they may be required to control the incident.

If a member of Bardsley staff is requested to re-enter the building to assist the Fire Brigade or other Emergency Services. That this request must be made directly from a designated Fire Marshal or a member of the Emergency Services. They must satisfy themselves that in doing so that they will not compromise their own health and safety or that of others.

Fire Evacuation Procedures

The following procedures apply to all staff, workers, visitors and others who are located within the Building without exception. Failure to evacuate the building and report to a designated assembly point may result in disciplinary action being taken. The projects emergency arrangements will be discussed with all site operatives and visitors (including Bardsley and contractors employees) during site inductions.

In the event of a fire

If you discover a fire, you must sound the alarm immediately by shouting fire and activate the site alarm system, which in this instance is a standalone push button alarm, which are located at known designated vantage points.

When you hear the alarm or are instructed by an authorised member of staff, you must leave the site immediately. You must make your way in a safe manor to a designated muster point to await further instructions from an authorised person or the Project Manager.

Specific duties: Staff and Workers

When leaving the Site, staff and workers must:

- Leave via the nearest or safest fire / emergency exit point (if more than one);
- Turn off any equipment which may worsen the situation or place others at risk (only if it is safe to do so and does not put yourself at risk);
- Close doors behind themselves;
- Congregate at the designated assembly point(s) which will be located in a safe area. Staff and workers must familiarise themselves with its location(s);
- Report to the Fire Marshall and relay any information they have which may assist the Fire Brigade / Emergency Services i.e. possible sources of ignition, stored flammables, casualties etc. A no blame culture will / must be encouraged to prevent persons from withholding vital information.

If you, or a visitor, are located on an upper floor and have a disability that may affect your negotiation of stairs or emergency routes. Please make your way to an emergency staircase or safe haven. Make your presence known to a Fire Marshall, or ask someone to report your location and evacuation requirements to a Fire Marshall or the site Emergency Coordinator.

Staff and Workers must not

- Stop to collect belongings
- Congregate in front of the building unless in a designated assembly point
- Seek to leave the site during an evacuation other than to a designated assembly point
- Attempt to re-enter the building until the all clear has been given by an authorised person
- Attempt to fight a fire unless they have been appropriately trained to do so and / or if in doing so compromises their own health and safety

The possible causes of a fire at this site are considered to be:

- Arson
- Failure to carry out hot works safely
- Smoking in unauthorised areas

- Faulty electrical tools and equipment
- Faulty electrical systems
- Faulty site accommodation and welfare facilities
- Faulty on site heaters or heating systems
- Covered or inappropriately sited heaters
- Faulty gas installations
- Faulty/leaking fuel tanks
- Poor housekeeping.

The potential for fires to occur will be greatly increased where the following are stored or used:

- Diesel
- Petrol
- Oxygen
- Acetylene & Propane (LPG)
- Flammable liquids and accelerants, such as paints and adhesives etc.
- Flammable substances such as polythene protection
- Large quantities of paperwork
- Large quantities of flammable waste i.e. wood, paper plastic wrappings etc.

General Precautions

- Before any hot works take place, it must be authorised and a Bardsley Hot Works Permit must be obtained from the Site Manager
- Smoking will not be permitted on site except in the designated smoking area, (see plan). Any person observed smoking on site will be immediately removed from site
- All temporary site electrical systems must comply to a recognised standard and will be examined / PAT tested every 3 months or as appropriate
- An effective security system will be put into place including the signing in and out of all persons to establish the number of persons of site
- Good housekeeping will be observed throughout the site to ensure that waste materials do not build up to an unacceptable level (the build-up of waste materials may cause fire, slip and trip hazards and obstructions to emergency routes)
- No unauthorised petrol / diesel driven machinery will be permitted on site
- Storage of flammable gases / oxygen will be kept to the minimum and will be stored and secured in designated well ventilated locked cages at least 3 metres apart (marked on site / emergency plan)
- All flammable substances will be kept to a minimum in flame proof locked steel cabinets / containers, where possible in a secure place outside the building and accompanied by the appropriate spill kits
- All site offices to be kept clean and tidy at all times
- All site accommodation heaters to be securely fixed to the wall with non-flammable backings and be kept clear of waste, furniture and clothing
- Daily checks to be carried out by the fire co-ordinator with a weekly recorded inspection being undertaken
- Fire evacuation drills to be held at a maximum 3-month interval.

Fire Fighting Equipment

Portable fire extinguishers will be made available within all site accommodation units. A water and dry powder unit will be located adjacent to the final exit door, although Carbon Dioxide extinguishers may be used dependant on fire risk assessments.

Fire Extinguishers should be chosen to ascertain the correct type given the materials being used within the area:

Class A: SOLIDS such as paper, wood, plastic etc.

Class B: FLAMMABLE LIQUIDS such as paraffin, petrol, oil etc.

Class C: FLAMMABLE GASES such as propane, butane, methane etc.

Class D: METALS such as aluminium, magnesium, titanium etc.

Class E: Fires involving ELECTRICAL APPARATUS

Class F: Cooking OIL & FAT etc.

Types of fire extinguisher;

Water Fire Extinguishers: Should be used for Class A fires. Not suitable for Class B (Liquid) fires, or where electricity is involved.

AFFF (Aqueous Film Forming Foam) - Foam Fire Extinguishers: Should be used for Classes A & B fires. Foam spray extinguishers are not recommended for fires involving electricity, but are safer than water if inadvertently sprayed onto live electrical apparatus.

Dry Powder Fire Extinguishers: Are often termed the 'multi-purpose' extinguisher, as it can be used on classes A, B & C fires. Best for running liquid fires (Class B). Will efficiently extinguish Class C gas fires, **BEWARE, IT CAN BE DANGEROUS TO EXTINGUISH A GAS FIRE WITHOUT FIRST ISOLATING THE GAS SUPPLY.** Special powders are available for class D metal fires.

Warning: when used indoors, powder can obscure vision or damage goods and machinery. It is also very messy.

CO2 Fire Extinguishers: Carbon Dioxide is ideal for fires involving electrical apparatus, and will also extinguish class B liquid fires, but has NO POST FIRE SECURITY and the fire could re-ignite.

Wet chemical: Specialist extinguisher for class F fires.

For Metal Fires: A specialist fire extinguisher for use on Class D fires - metal fires such as sodium, lithium, manganese and aluminium when in the form of swarf or turnings.

Colour Coding

Water - Red

Foam - Cream

Dry Powder - Blue

Carbon Dioxide (CO2) - Black

Halon - Green (now 'illegal' except for a few exceptions such as the Police, Armed Services and Aircraft).

All portable fire extinguishers used on site must be inspected and tested during site establishment phase and or annually or as part of an agreed maintenance schedule. Dates of inspections should be clearly marked on the extinguishers.

Contractors bringing their own fire extinguishers to site must demonstrate:

- They are in date
- That the operative / trades persons are competent to use them

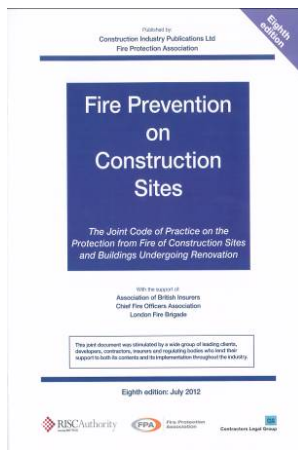
- And have the correct type for their work activity being carried out

In the event of a fire the Fire Procedure & the Fire Marshal /Emergency Co-ordinator's instructions must be followed. The Health and Safety Department will complete any necessary notifications the appropriate authorities including the HSE or the Environment Agency etc. as required.

Smouldering Materials

On discovering a smouldering raw material, intermediate or finished product, the employee must activate the alarm immediately. They must also activate the site alarm system which in this instance is a Wes Wireless interconnected fire alarm systems which will be supplemented with standalone push button alarm, which are located at known designated vantage points.. They must also isolate the area, evacuate all nearby personnel to the designated safe assembly areas and inform the Fire Marshal / Emergency Co-ordinator about any materials, quantities, location and any adjacent sensitive locations such as drains, flammable materials, toxic chemicals, etc.

Available Guidance pertaining to Fire Safety Management



Emergency contacts and details local Accident & Emergency Department details

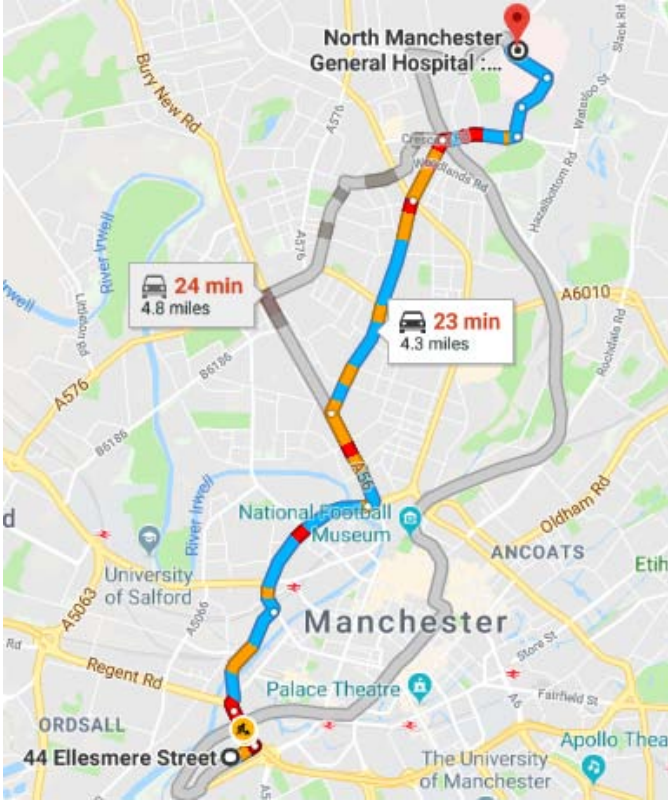
Project Name	Talbot Mill	Project Manager(s)	David Watts
Project Address	Talbot Mill, 44 Ellesmere Street, Castlefield, Manchester, M15 4JY		

A copy of the following list of contact numbers will be displayed in the Site Office and Site Welfare provision.

Service	Contact Details (where applicable)	Telephone Number
Local A & E Department	North Manchester General Hospital Delaunays Rd, Manchester M8 5RB	0161 795 4567 999 (Emergency)
Police	Greenheys Police Station Charles Halle Rd, Manchester M15 6NP	0161 872 5050 999 Emergencies 101 – Non Emergency
Fire & Rescue	Moss Side Fire Station Denhill Rd, Moss Side, Manchester M15 5NR	999 Emergencies 0161 608 5202
Ambulance Service	North West Ambulance Service 156-158 Bury Old Rd, Whitefield, Manchester M45 6AQ	999 Emergencies 0161 279 4800
Local Authority	Manchester City Council MANCHESTER M60 2LA	0161 234 5000
Health & Safety Executive	Health and Safety Executive Redgrave Court Merton Road, Bootle, Merseyside L20 7HS	0151 951 4000 0845 345 0055
Gas	National Grid Gas	0800 111 999 (emergency) 0800 688 5800 (plant protection team)
Electricity	Electricity North West	0800 048 1820
Water	United Utilities	0800 048 1820 0845 026 4297
Communications	BT Openreach	0800 800 154
Environment Agency	General Enquiries Emergencies	0845 933 3111 0800 807 060 (24hrs)

Local Accident and Emergency Department details

Accident and Emergency – Location Plan & Details

Site Address:	Talbot Mill, 44 Ellesmere Street, Castlefield, Manchester, M15 4JY
A & E Address	North Manchester General Hospital, Delaunays Rd, Manchester M8 5RB
A & E Map	

**A & E
Directions****44 Ellesmere St**

Manchester M15 4JY

- Get on Dawson St/Ring Rd/A57 from Ellesmere St

1 min (0.2 mi)

- Continue on Ring Rd. Take Waterloo Rd/B6180 to Greenhill Rd

12 min (2.9 mi)

- ↑ Continue straight onto Greenhill Rd

1 min (0.3 mi)

- Turn right onto Crescent Rd

1 min (0.3 mi)

- Take Crescent Dr and Central Dr to your destination

3 min (0.5 mi)

North Manchester General Hospital Accident & EmergencyNorth Manchester General Hospital, Delaunays Rd,
Manchester M8 5RB

Section 3.0 – Arrangements for Controlling Significant Site Health & Safety Risks

3.1 The delivery and removal of materials and work equipment

Access to the project will be through the secure vehicular and pedestrian entrance gates, which will be located off Ellesmere Street as denoted on the Traffic Management Plan(s).

The following restrictions are in place for the delivery and removal of materials and work equipment to avoid any conflict with the surrounding environment:

- Bardsley will make its operatives and other contractors aware of peak times and local speed limits on Ellesmere Street
- Ensure deliveries are managed to avoid these times: - 08:00–09:00 and 15:00–17:00 hours to avoid conflict with local schools and residents
- Deliveries will be scheduled to take place outside of peak hours
- To contact site 30 minutes prior to arrival.

3.2 Traffic management (routes and the segregation of vehicles and pedestrians)

A combined traffic / emergency management plans will be produced for the Project on confirmation of site welfare layout and will be forwarded to the Principal Designer and all relevant parties. This will be a living document and will be updated as appropriate.

General Site Controls to be adopted consist of:

- The sites entrance will be clearly identified
- All delivery and collection vehicles will be escorted on and off the project by a dedicated vehicle marshal;
- Road traffic signs will be placed at vantage points along Wilbraham Road giving due warning to users of the public highway that construction works are taking place and that construction plant will be in operation in that area. All the sites entrance will be clearly identified with appropriate signage
- Any works in the adopted Highway will be undertaken in line with the New Road and Street Works Act 1991 (NRSWA)
- All deliveries will be pre-planned around peak-traffic flows. On arrival at site all vehicles will be accepted by a Bardsley/Contractor Banks person who shall be responsible for its management.

Speed restrictions for Bardsley / Contractor vehicles will be established on site to a maximum speed of 5 mph due to site restrictions.

Bardsley / Contractor staff will be instructed not to park anywhere that may cause an obstruction or breach the Road Traffic Act or cause unnecessary issues for the local community.

3.3 Health, safety and environmental risks affecting adjacent land

- a) Pollution prevention measures will be implemented to ensure that no materials will enter drains and or watercourses; this will include the safe storage of fuels and hazardous substances. Fuel tanks will be placed on designated areas of suitable hard standing with appropriate spill kits being available to clear/contain any spillage during refuelling operations.

- b) Noise - to be established via project specific site assessments and monitoring to enable site / job specific risk assessment and method statements to be produced – it is our intention to conduct a noise survey on site as per the requirements of BS:5228-1:2009 and project planning conditions.
- c) Dust - to be established via site / job specific assessments and monitoring to enable a site / job specific risk assessment and method statement to be produced. Where necessary suitable dust suppression techniques will be employed during both the demolition and construction process i.e. dustless systems / wet cutting / extraction etc.
- d) Mud - Site management will monitor the condition of adjacent roads and implement suitable cleaning regimes, which may include the attendance of a road sweeper to ensure that the surrounding highways remain clean and safe.

Where there is an impact on the public highways from contamination from site vehicles and activities, such as spills of dust or deposits of mud. This contamination will be cleaned up either by labourers (small isolated quantities with the assistance of pressure washer equipment) or specific road cleaning vehicles as mentioned above. However to mitigate the risk of spoil and or mud entering the highway, systems may be provided such as a jet wash at the sites entrance to enable the wheels of delivery vehicles to be suitably cleaned prior to leaving site by Bardsley gate management operative(s).

- e) Construction waste will be managed in accordance with Bardsley's Site Waste Management Procedures (HSEMS File 8 section 1). All waste will be contained in the appropriate secure storage containers to prevent environmental contamination to drains, watercourses, land and the general surrounding area etc.

3.4 Dealing with services (existing and new proposed services) / 3.5 Temporary site services (e.g. electrical installations, water and effluent)

Please refer to Section 1.6 (f) of this document which details our procedure for works involving services and electrical installations.

Effluent shall be removed from site cabins via a licensed waste carrier under a Consignment Note or via an appropriate drainage discharge system.

3.6 Asbestos (inclusive of surveying, handling, removal and inadvertent discovery / exposure)

Should ACM's be identified during the ground works phase, Bardsley will appoint a competent, Licensed Asbestos Removal Contractor (licensed by the HSE and members of ARCA) to remove the ACM's in line with a SSoW/Plan of Work to comply with the Control of Asbestos Regulations 2012 and associated Health & Safety guidance documents HSG 247 & 248. With respects to non-licensable asbestos, this will be removed by a competent person and if so required notified to the HSE under an ASB>NNLW1 form.

Any non-notifiable asbestos containing materials shall be removed by competent persons who have had the required training as per the requirement of Regulation 10 of the Control of Asbestos Regulations 2012.

Bardsley employees have / are given Asbestos awareness training and specific training on managing the accidental disturbance / exposure to ACM's.

In the unlikely event of inadvertent discovery of asbestos containing materials Bardsley shall implement controls as specified in activity specific risk assessment BHS/ASRA/02 and HSEMS BHS/P15 Asbestos Refurbishment and Demolition.

3.6 Demolition / deconstruction (as required)

The demolition works buildings and/or part of, will require the integrity of the remaining parts and party walls to remain intact and is envisaged to extend to the removal of sections of the existing building in a controlled sequence, hand digging, shuttering and pouring concrete to underpin the walls and structures. Shuttering and pouring of concrete to produce foundation blocks and the attachment of steel work to the foundation blocks and walls to stabilise the existing structure.

3.8 Ground contamination and remediation (where applicable)

Where works are to be undertaken on sites a thorough Risk Assessment associated with the known contamination will be carried out based on information gained from the Site Investigation Survey. The assessment should be based on 'the suitable for use' approach and identify 'pollutant links'. This will include deciding the potential sources of contamination and identifying any risks to people, animals, plants or buildings on a site-by-site basis.

Having identified and quantified any potential risks arising from the works, suitable and sufficient control measures must be employed. The control measures will address the following topics:

- Securing the site from access by unauthorised personnel
- Providing the site work-force with suitable information on the type of contamination and associated risks
- Providing site staff with safe working procedures, welfare arrangements and appropriate Personal Protective Equipment (PPE)
- Suitable and sufficient gas monitoring where required where a build-up of gas is detected
- Where appropriate undertaking health surveillance on operatives working with specified contaminants;
- Decontamination / remedial measures and equipment to be used including measures to deal with emergency situations
- Protection of adjacent land usage

Waste management and disposal procedures including recording information are contained within the Site Waste Management Plan.

All works are to be carried out in accordance with Bardsley's Policies, Procedures, Planning Policy and the Environmental Protection Act and subordinate legislation and guidance provided by the Environment Agency (EA) i.e. Pollution Prevention Guidelines (PPG6).

3.9 Work in or adjacent to excavations and / or where there are poor ground conditions or near water

Poor / unstable ground conditions

Information in relation to the ground report / desktop study shall be included within the PCI section which is located within File 3, Section 5 of the onsite Health, Safety and Environmental Management System.

Prior to commencement of any works that would be affected by the ground report / desktop study findings at the Contractor Pre Selection / Pre Placement stage, it shall be ensured that this information is passed on either externally or internally to the relevant parties to allow them to formulate safe systems of work (e.g. ground-workers and scaffolding contractors etc.)

It shall be ensured that the relevant parties (direct employees / ground works contractors, scaffolding contractors and others as required) have access to this information at all times whilst undertaking works operations on site.

The appointed ground-works contractor shall be responsible for the construction of the scaffold pad (they will use the copy of the ground report / desktop study to construct this).

The details of the structure and its permutations shall be forwarded to the appointed scaffold contractor whom will in turn provide details to scaffold designers (where and as required). From this, the scaffold contractor will be able to take reasonable account of the loadings imposed by the scaffolding (inclusive of persons and materials) in order to construct the scaffold to be able to sustain the imposed loadings. In addition to this, safe loading signage shall be incorporated onto the scaffolding and operatives shall be briefed accordingly.

This information will be disseminated to Contractors to assist them in the formulation of Safe Systems of Work.

Where any areas cannot be avoided for the usage of mobile plant usage during the enabling and construction phases, it shall be ensured that these areas are excavated and backfilled with clean quarried stone (this will be compacted and potentially a geogrid or similar used) to allow the safe use of portable plant.

Working near water

A task-specific risk assessment for work over/near water must be conducted and reviewed periodically by a competent person:

- All potential hazard(s) involved in the work over/near water, e.g. drowning, overturning of mobile plant /equipment into water and collapse in confined spaces, should be identified, listed out and addressed
- A safety plan for work over/near water, including but not limited to the following, should be established:
 - Planning of work
 - Formulation of method statements/safe working procedures
 - Emergency preparedness, e.g. contingency plans, rescue/evacuation arrangements and drills, safety equipment (Life Jackets, Life rings etc.)
- The safety plan for work over/near water must be regularly reviewed and, where necessary, revised as appropriate
- Safe work methods should be properly implemented according to the safety plan
- Implementation of safe work methods should be adequately monitored and supervised

This information will be disseminated to Contractors to assist them in the formulation of Safe Systems of Work. “Safety Guide for Construction Work over/near Water”, published by the Labour Department and the Marine Department and will be located within File 3 of the SHEQ management system.

3.10 Work in confined spaces

Unauthorised entry to a confined spaces should not be undertaken by anyone. Should it be identified that as part of the project, access is required into a confined space. These works will be undertaken by a suitably qualified and competent person whom has received the appropriate level of confined space training that is commensurate to the risk factor imposed. These works will be undertaken under a documented permit to work system. A safe system of work will be used which shall include documented atmospheric testing, confined space entry/rescue procedures and the ensuring of suitable ground support (pre entry) checks where required.

3.11 Temporary works

Control of Temporary Works as identified under BS5975:2008 (Code of practice for temporary works procedures and permissible stress design of false work). Bardsley has in place a Temporary Works Procedure (BHS/P23) which is available upon request.

Bardsley Construction shall utilize the services of its structural engineering Consultants - Rubix to give advice relating to temporary works. Following this advice, information shall be passed on to a competent contractor to incorporate this into their safe systems of work to ensure safety is maintained throughout the works.

Bardsley's appointed Temporary Works Coordinator for the Talbot Mill Project is Mr. Mike Quinn assisted by Mr David Watts (Senior Project Manager) and Mr. Chris Duignam (Site Manager) acting as Temporary Works Supervisors. All temporary works information is located in File 12 of the onsite SHEQ System.

Hoarding / Fencing Works

These will be undertaken by a nominated competent 3rd party health and safety accredited hoarding/fencing contractor under an agreed safe systems of work (risk assessment / method statement / temporary works design).

Should it be necessary to erect hoarding in an area that impinges on pedestrian walkways externally to the site, the local authority will be approached for permission and it shall be ensured that adequate licenses / permits are in place. In this instance a Scaffold/Hoarding/ Structure permit will be applied for to the Local Authority

Information in relation to the perimeter fencing (designs and structural calculations) shall be forwarded to the Principal Designer upon request.

3.12 Control of lifting operations

It is envisaged that a mobile tower crane shall be used on this project to safely lift components for the new building.

All lifting operations shall be conducted under strictly controlled safe systems of work (Risk Assessment, Method Statement and Lifting Plan) which, shall be thoroughly verified through Bardsley Contractor Management Procedure BHS/P09.

Initially, Bardsley shall utilise the services of 'Test Consult' to undertake 'Plate Bearing/California Bearing Ratio Calculations' and provide this information to all persons involved with the planning, supervision and undertaking of crane lifting operations.

It shall be ensured that controls to be included as a minimum requirement shall be segregation (Crane Exclusion Zones), prevention of the over-sailing of loads and load level devices/indicators and that all operators and supervisors are competent to undertake the activity under a contract lift of a hired and managed arrangement with suitable and sufficient liability insurance.

As part of our comprehensive Health, Safety and Environmental Management System (HSEMS) (Bardsley Procedure BHS/P10), only competent persons shall be used for the purposes of lifting operations. Our procedure defines the provision of Statutory Inspections for Lifting Equipment (12 monthly) and Lifting Accessories (6 monthly) prior to the usage of any lifting operations on site in compliance with the Lifting Operations and Lifting Equipment Regulations 1998.

The records of which shall be retained in File 7 section 9 & 10 of our HSEMS. In addition to this, periodical checks on lifting equipment shall be undertaken in line with the requirements of this. These checks shall be held in our onsite HSEMS (File 7).

3.13 Prevention of falls (inclusive of safe work at height or where there is a perceived risk of a fall)

Under the Construction (Design and Management) Regulations 2015 and the Work at Height Regulations 2005 (Regulation 4), construction work activities carried out at height are to be adequately planned and undertaken in a manner which is so far as reasonably practicably safe.

Suitable and sufficient Risk Assessments/Method Statements shall be developed to ensure that adequate controls measures are in place and have been implemented for all work at height activities. The hierarchy of work at height control measures, range from total avoidance through to fall mitigation. The control measures identified for each work activity at height shall be strictly adhered to throughout the construction phase of the project.

Bardsley has taken specialist advice from its Scaffolding and Access Consultants 'Simian Risk' and has collectively produced a comprehensive Work at Height Procedure (BHS/P20) to fully support this statement. This procedure can be forwarded should it be requested.

In accordance with Regulation 12 of the Work at Height Regulations 2005 scaffolding and TRAD (or similar) and other fall protection equipment (e.g. nets or bags) shall be inspected at handover prior to first use (handover certificate issued) and then inspected at periods not exceeding 7 days or should there be reason to suspect that structural strength and stability may have been affected. Simian Risk shall also undertake monthly independent scaffolding inspections

In addition to this, in the case where work packages are contracted out, all Contractors safe working methods will be vetted in advance of the commencement of works and due consideration shall also be given to the controls specified above.

Falls from Vehicles

Bardsley Work at Height Procedure (BHS/P20) includes protection of falls from vehicles.

At Bardsley Construction Limited we should always be seeking innovation to prevent accidents. This includes falls from vehicles while loading and unloading materials on site. Where possible, workers should avoid accessing the vehicle beds. However this is not always possible therefore the Construction Phase Health and Safety Plan and the Contractors/ safe systems of work must

consider suitable measures for loading and unloading that best suit the layout of the site and the nature of work



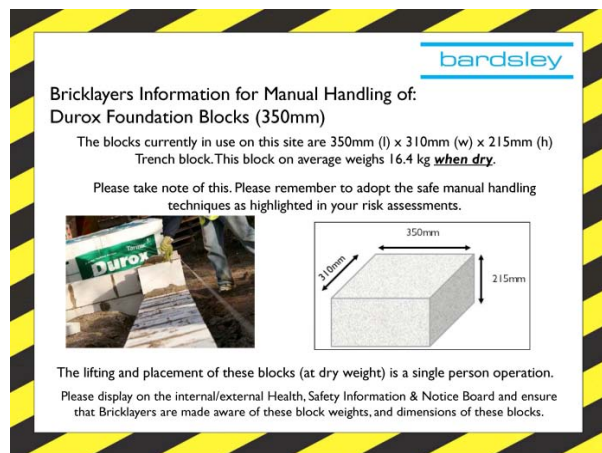
3.14 Manual handling

Bardsley shall avoid the need for hazardous manual handling as far as is reasonably practicable to do so. The risks of injury due to manual handling shall be assessed, specifically for hazardous manual handling operations, which cannot be avoided. The Risk Assessment shall take account of the risk of injury from such manual handling operations.

The principal objectives of the Risk Assessment are to minimise the risk from the manual handling activities and evaluate if the operation can be undertaken by utilising different more appropriate methods. Mechanical means can be utilised in many circumstances but this may not be achievable in all situations.

Where mechanical means are impractical / not required, safe manual techniques will be adopted as advised in the Project Specific, Trade and Activity risk assessments for manual handling.

In addition to this, it shall be ensured that operatives are aware of what they are lifting – onsite information (e.g. Block weight Posters) shall be on display.



3.15 Storage of materials and work equipment

Bardsley has a legal duty to ensure that its construction activities (including those of appointed supply chain partners) are planned in a manner that does not give rise to health and safety risks.

The initial Traffic / Emergency Plan specify initial storage arrangements which may be updated as the site progresses.

Storage arrangements should include:

- Lockable, storage containers (clearly marked if flammable – which must include fire fighting provision and means of automatic smoke detection – alarms)
- Flammable gases must be stored in external areas only if not practical to be removed from site daily (flammable gas stores to be adequately ventilated, locked and appropriately signed)
- Storage of flammable gases and substances should be situated as far as reasonably practicable from temporary or permanent buildings and boundary fences. This is in line with the requirements of the Joint Code of Practice for the Protection from Fire Protection on Construction Sites (JCoP) and compliance is a requirement of our insurance

3.16 Handling of hazardous (and potentially hazardous) substances & health surveillance/monitoring

The Control of Substances Hazardous to Health Regulations (COSHH) places duties on the Bardsley to make an assessment of all substances used within the project (our supply chain shall be expected to do the same).

A COSHH Assessment shall be utilised to identify substances and works processes which may create health problems. A detailed suite of COSHH Assessments has been produced which consists of the most commonly utilised materials within our scope of works. The COSHH regulations require us to:

- Compile an inventory of substances
- Obtain manufactures Safety Data Sheets for substances
- Determine which substances are hazardous and the development of a hierarchy of control;
- Provide appropriate training
- Undertake medical surveillance where the assessments identify this requirement

Within our COSHH manual the main principles of the above are laid down together with how to produce record and monitor the works being undertaken with substances. The Health

Surveillance is a mandatory process listed in the COSHH ACoP. In the majority of cases the Company does not utilise any substances which are required to have health surveillance carried out. However in certain operations and where new substances are being used checks of an informal nature shall be carried out.

If substances have a potential to be hazardous to health, they will where reasonably practicable to do so be substituted for less harmful alternatives. If the substance is substituted, the measures to control the use of the substance must be assessed and put into practice.

The Buyers, Contracts and Construction Management and persons who order substances shall make sure that the relevant COSHH Safety Data Sheets are available (these can be obtained from the manufacture). Where Safety Data Sheets are not available, an assessment shall be carried out by the Health & Safety Department before the substance is used.

To help the process, the Health & Safety Department maintains a database on substances that are used in the general work activities of the company. The COSHH assessments shall be reviewed every 12 months.

All new COSHH Safety Data Sheets will be sent to the Health & Safety Department to be included on the database. The Site and Line Manager is responsible for making sure that employees are aware of the dangers and put control methods into practice.

The Site Manager shall maintain a COSHH record file for each site, and shall include COSHH information in the Health & Safety file.

3.17 Safe usage of plant and work equipment (including environmental personal, dust, noise and vibration exposure)

Plant usage

As per the requirements of the Construction (Design and Management) Regulations 2015, Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998, works involving plant and machinery are to be undertaken in a controlled manner under documented safe systems of work.

The key requirements of work equipment usage are that:

- Equipment to be suitable for the task
- Operatives to be competent (training and experience)
- Work equipment to be checked prior to use
- Work equipment shall / may be subject to statutory inspection
- Consider other people whom may be affected
- Ensure effective segregation between people and vehicles (it may be necessary to segregate areas supported by appropriate safety signage)
- Only use components specifically made for work equipment
- Where so required, works are undertaken under a 'Permit to Work'

Plant and work equipment inspection

As per the requirements of the Provision and Use of Work Equipment 1998 (Regulation 6) and other health and safety legislation, not only must work equipment be fit for purpose, it must also be regularly checked / to ensure that it is safe to use.

Inspection requirements will differ between types of equipment and the complexity and frequency of checks / inspections will depend on the level of risks that persons could be exposed to.

Checks / Inspections are categorised as:

- Pre use / daily visual only
- Pre use / daily recorded
- Weekly recorded
- Thorough Examination / Inspection as required by law
- Tagging on the work equipment itself

It is imperative that checks / inspections are completed accurately and 'on time' failure to do so may lead to a fault not being identified and lead to potentially fatal accidents and enforcement actions.

Bardsley has two pieces of documentation within the HSEMS – BHS/P10 (Inspection Procedure) and BHS/G07 (Standard Forms Completion Matrix) to assist in ensuring work equipment is regularly checked / inspected. These documents deal with the inspection of all work equipment onsite and can be made available upon request.

Plant usage including the control of dust, noise and vibration

Large and small scale plant is often used across Bardsley sites for works operations.

Under the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005 Bardsley has a duty of care to minimise the effects of dust, noise and vibration to its operatives and those persons who may also be affected (e.g. Employees of Supply Chain, Visitors, Residents and General Public etc.)

Under the Construction (Design and Management) Regulations 2015, we also have a duty to appoint competent persons with the required knowledge, skill and experience (contractors & sub-contractors) who also adequately assess risks of this nature to their own operatives and others.

Exposure to dust, noise and vibration can produce acute and chronic ill health effects such as (list not exhaustive):

- Respiratory disorders
- Occupational deafness / noise induced hearing loss
- Vibration White Finger (VWF)
- Whole Body Vibration (WBV)

It is imperative that the following is known to ensure a suitable and sufficient risk assessment can be implemented:

- Noise output of plant db(A) decibels
- Vibration Magnitude in m/s²
- Trigger time of plant (time spent on plant)
- Types of materials being used (determine dust type)

Risk control measures should typically consist of:

- Selection of low noise and vibration plant
- Good maintenance of plant
- Regular testing and inspection
- Dust suppression at source and ventilation / extraction
- Personal Protective Equipment (PPE) (Face Fitted Respiratory Protection Equipment (RPE), Eye protection and Hearing Protection
- Competent operatives using plant and equipment
- Suitable health surveillance
- Correct selection of PPE & RPE

The information above effectively protects operatives working on Bardsley sites. It must be taken into consideration that noise, dust and vibration can affect people outside of the site (e.g. occupants of businesses, educational establishments and local residents).

Where this is the case and as part of planning conditions, environmental monitoring for noise, dust and vibration may be necessary. This can be arranged via the Health & Safety Department.

3.19 Working in weather conditions (inclusive of UV and extremes of temperature)

It is recognised based upon the duration of the Project that the programme will extend over an annual seasonal weather variance where hazards will arise due to or, in part be exasperated by weather conditions (e.g. rain, sleet, and abnormal snowfall, high winds, ice, extremes of temperature and exposure to UV light, reduced visibility from fog/glare etc.).

With this in mind, operatives during the site induction are briefed accordingly on how inclement weather/weather variation can affect work activities. It is ensured that all Safe Systems of Work make reasonable account of weather conditions.

The following information is given at induction:

- Welfare facilities are provided including drying rooms (drying only - not storage)
- Ensure you are adequately covered up in the sun (sunscreen lotion is provided)
- Remember surfaces can become more slippery in the presence of rain ice and snow
- In windy conditions ensure any external materials are removed or secured
- Should your task be affected by wind (lifting operations, use of scaffold towers etc.) do not undertake them if wind is outside of the safety limits of the equipment or operation
- Bear in mind weather condition may affect structures and excavations etc.
- Re-inspection may be necessary following adverse weather
- Ensure suitable weather protective clothing is worn (no shorts or bare torso's)

Section 4.0 – Health & Safety File Information

4.1 Information requirements for the health and safety file

Below is our general information on the Health & Safety File & Operating and Maintenance Manuals (Building Manual).

The health and safety file (HSF) is not to be confused with the operation and maintenance (O&M) manual and the two files should be kept entirely separate. However, that is not to say that one cannot be referred to in the other, and that documents such as as-built drawings and safety data sheets cannot be shared. The accepted method is for the Bardsley to collate information pertaining to the development of a Completed Building Manual, which includes the Health and Safety File information, Operation and Maintenance manuals and all other relevant project documentation, the aim being is to avoid repetition and with it the possibility of errors occurring.

Each contractor shall provide the required information to Bardsley for inclusion in the aforementioned. Similarly, designers shall provide information under their control, which is relevant to the Health and Safety File. The Principal Designer will produce an Executive Summary, which will identify the relevant information along within the any highlighted residual risk.

Information needs to include that which will assist persons carrying out construction work on the structure at any time after completion of the current project and should include (as applicable to the type of work):

- A brief description of the work carried out
- Any residual hazards which remain and how they should be dealt with
- Key structural principles and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there
- Hazardous materials used and control measures necessary
- Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc.)
- Health and safety information about equipment provided for cleaning or maintaining the structure
- 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 structure, its plant and equipment
- A cleaning and maintenance strategy

All information shall be provided both in hard copy and electronically (e.g. CD ROM or DVD). Drawings at A3 size are preferable, but must be legible.

When producing the File in hard copy, the File should be contained in loose leaf A4 size, 'D' type four ring hard plastic covered binders with clear plastic sleeves on the front cover and spine to receive printed card inserts. Each binder should be indexed, divided and appropriately cover titled.

Electronic format must utilise common packages such as Microsoft Word and Excel (but not Access). Drawings and other scanned documents shall be in PDF format, and not in any CAD format (e.g. DWG), although such drawings may be required for other purposes.

Section 5.0 – Appendices and Additional Information

Appendices Contents

The following documents have been given in support of this Construction Phase Health, Safety and Environmental Plan and cover a number of key issues Regulations (these are samples extracted from the Company OHSAS 18001 Accredited Health, Safety and Environmental Management System). Additional procedures may be requested by the Principal Designer as required.

5.1	BHS/G12	Bardsley Site Rules
5.2	BHS/G07	Bardsley Standard Forms Completion Matrix
5.3	BHS/P03	Accident / Incident Procedure
5.4	BHS/P07	Bardsley Fire Planning Procedure
5.5	BHS/P09	Bardsley Contractor Selection & Risk Management Procedure
5.6	BHS/G13	Bardsley Site Services & Electrical Installations Procedure
5.7	BHS/G14	Excavations Procedure

In addition to this Construction Phase Health, Safety and Environmental Plan, a Project Specific Site Risk Assessment and Combined Emergency and Traffic Management Plan have been produced which have been or will be forwarded to the Principal Designer.

5.1 BHS/G12 Bardsley Site Rules

Rule 1 – General Conduct, Behaviour and Demeanour

Whilst on site, or in the immediate vicinity of the site, all staff, operatives, employees of contractors and suppliers must ensure that their general behaviour and demeanour does not to cause offence or disturbance to any resident, visitor, student or staff member within the vicinity of the Project they are working on. This includes the use of foul or inappropriate language and the displaying of lewd material within the site welfare facilities.

Rule 2 - Site Induction / Safe Systems of Work

You are not permitted to work on site unless you have been inducted.

Rule 3 - Attendance Record

All site personnel are required to record their attendance each day in the attendance register; this would be used in the event of an emergency.

Rule 4 - Appropriate Work Wear

The wearing of shorts on site is strictly prohibited. Bare torsos are not allowed.

Rule 5 – Hand Protection

A mandatory Gloves Policy is in force on all Bardsley projects. The type of hand protection worn will be in accordance with your Employer's risk assessment. Such protection must be worn at all times other than within the Welfare area and when entering and leaving the site.

Rule 6 - Smoking

Smoking is to take place only in the designated area; this is identified by the 'Smoking Area' sign.

Rule 7 - Safe Working

All site personnel to have been briefed on their Company safe system of work (Risk Assessments / Method Statements) and a written record of your briefing made. You are required to comply fully with your employers Method Statement and Risk Assessment(s).

Rule 8 - Safety Equipment (PPE/RPE)

Where required, must be worn, example: eye protection when chipping, grinding using cartridge tools etc – you only have one pair of eyes, and yes they are irreplaceable.

Where risks to the respiratory system cannot be eliminated, then respiratory protection of the correct type and standard must be worn. When in doubt, ask! Wear hearing protection when working in noisy locations or with noisy equipment. These areas will be identified with warning signs – obey them!

Where safety equipment, e.g. gloves, protective clothing is required, it will be provided, and it must be worn and not misused. Only Personal Protective Equipment provided by your employer must be used.

Rule 9 - Head Protection & High Visibility Vest

You are working on a Bardsley Construction site. It is the policy of this company that when working on any of our sites a safety helmet, safety footwear and high visibility vest must be worn. In certain circumstances this policy may be eased by the Project Manager for head protection only, after discussions with the Health and Safety Department and when a suitable and sufficient risk assessment has been made negating the need for head protection.

Refusal to co-operate with this policy could result in you being instructed to leave the site, or disciplinary action being taken against you.

Rule 10 - Working at Heights

The law on construction sites is strict when working at heights, or where there is a risk of falling, (into water/chemicals etc.).

Only when permanent / collective protection (e.g. guardrails and toe boards) cannot be provided may other means of fall protection be used. Safety harnesses and lanyards are available for this purpose. Make sure they are undamaged, fit comfortably and securely anchored to efficiently arrest a fall. If you are required to work at height, then proper approved means of access must be used.

If safety harnesses are used as a protective measure, a means to retrieve any person who falls must be in place prior to the commencement of the associated work (Rescue Plan).

Drums, single planks, crates, pallets or bricks etc., will not be permitted to be used as means of access.

Rule 11 - Safety Barriers/Devices

No unauthorised person must remove protective devices, e.g. machine guards, guard-rails, toe-boards, brick guards, hop-ups, ladders, etc. Holes in floors / surfaces are never to be left unprotected.

Rule 12 - Hazardous Substances (COSHH)

Make sure you have the Health and Safety information on the substances you are using. This information is available on packages, tins and containers. Copies of local hazard data sheets are held in the Site Office. If the substance is a hazardous substance under the COSHH Regulations, you will require an assessment of the risks and the control measures required to work safely with the substance.

Rule 13 - Safety Signs

Obey Safety Signs. These are displayed for the benefit of everybody entering the site. You have a legal responsibility to co-operate in maintaining safety measures on site, and to ensure you do not place anyone else at risk from your activities.

Rule 14 - Electrical

You must not interfere with electrical equipment. If defective, inform your supervisor, and have the equipment / tool withdrawn from service. Only qualified electricians are authorised to carry out repairs to electrical equipment.

Only electrical equipment that is 110v, correctly maintained and PAT tested is allowed on site.

Proof of PAT tests must be readily available at all times (identified by test label on the equipment).

Rule 15 - Safe Access & Egress

Keep all access and exits points/routes clear of obstructions; do not store equipment or materials in front of fire exits, fire equipment and other safety facilities.

Equipment and materials should not be left in a dangerous or inconvenient position.

Rule 16 - Waste Material

Ensure skips and materials are located in the agreed designated locations and that skips are promptly removed when full. Damp down or cover skips as necessary to prevent excess dust and debris contaminating the area.

Where segregated skips are provided, only the designated materials shall be placed into the skip.

Rule 17 - Mobile Plant and Equipment

No person is to operate any mechanical plant or equipment unless they have been trained and have been certified as competent, e.g. cranes, dumpers, hoists, fork-lift trucks, excavators, abrasive wheels, etc.

When left unattended machines must be turned off and the keys removed. At the end of each shift, plant must be returned to the compound/designated area with the machine immobilised, secured and the keys removed.

Where PPE is required see Rule 7.

Rule 18 - Parking

Site personnel and visitors must park their personal transport either in the designated area, or where on the public highway in a manner so that it does not cause an obstruction, a visibility problem, inconvenience residents or restrict access to emergency vehicles.

Rule 19 - Report all injuries/Near Misses

The smallest cut can become infected, and blood poisoning could occur. The names and location of the site first aider(s) and facilities are displayed on the site Health and Safety and Information notice boards; all accidents must be recorded in the Accident Book. Emergency numbers are also displayed on site. Site management must also be informed of near miss incidents.

Rule 20 - Welfare Facilities

Welfare facilities are provided. Treat these with care, and assist in keeping them clean and tidy. You eat your food in these facilities, so do not risk illness/disease, or encourage vermin.

Use the litter bins provided.

Any person found causing damage or writing graffiti in the welfare or toilet facilities will be dealt with under the disciplinary procedures; this may include their prohibition from site.

Rule 21 - Site Vehicles/Transport

There will be no unauthorised riding on site transport or other vehicles. Only vehicles fitted with the manufacturer's facilities for carrying passengers will be used.

No person shall remain on any vehicle, e.g. Dumper Trucks during the loading or unloading of any loose material, unless a safe place is provided and maintained, for example the cab of a lorry.

Rule 22 - Duty of Care

If you discover a dangerous situation, report it to the Site Manager immediately.

Examples are:

Machine guards, missing or defective, defective or missing toe-boards and ladders, unguarded openings in floors, lift shafts, unprotected excavations, trailing cables, slip, trip or fall hazards.

Rule 23 - Occupied Buildings

If you are working within an occupied building treat the occupants with courtesy and respect. Do not use inappropriate language or be rude, no smoking in the building - treat the building as if it were your own. Remember, it may be your workplace but it is somebody else's property.

Rule 24 - Drugs or alcohol

Drugs or alcohol are prohibited on site, any person deemed to be under the influence of drugs or alcohol will be asked to leave site. The Site Manager must be informed when prescribed drugs are being taken, as these may have possible side effects.

Rule 25 - Nuisance Noise

Radios, personal stereos/iPods/Walkman etc. are not to be used on site.

Rule 26 - Public Safety

Wherever practicable, contractors are expected to cordon off their works and indicate with suitable signs and notices, that this area is 'out of bounds' to the Public.

Rule 27 – Construction Site Accidents and Mobile Telephones

While, for the most part, mobile phones on construction sites are welcomed, allowing workers and management to communicate instantaneously and effectively, they also have the potential to be a construction site accident risk.

The adverse effect of phoning and texting on response times is well documented, and in an industry as hazardous as construction, worker concentration needs to be maintained at all times.

The use of mobile phones at the workplace is strictly prohibited including the sending of text messages. Mobile phones can only be used within the Mobile Phone Area which is identified by a sign.

5.2 BHS/G07 Bardsley Standard Forms Completion Matrix

Bardsley Health, Safety & Environmental Management System (HSEMS)
BHS/G07 - Site Standard Forms Completion Matrix

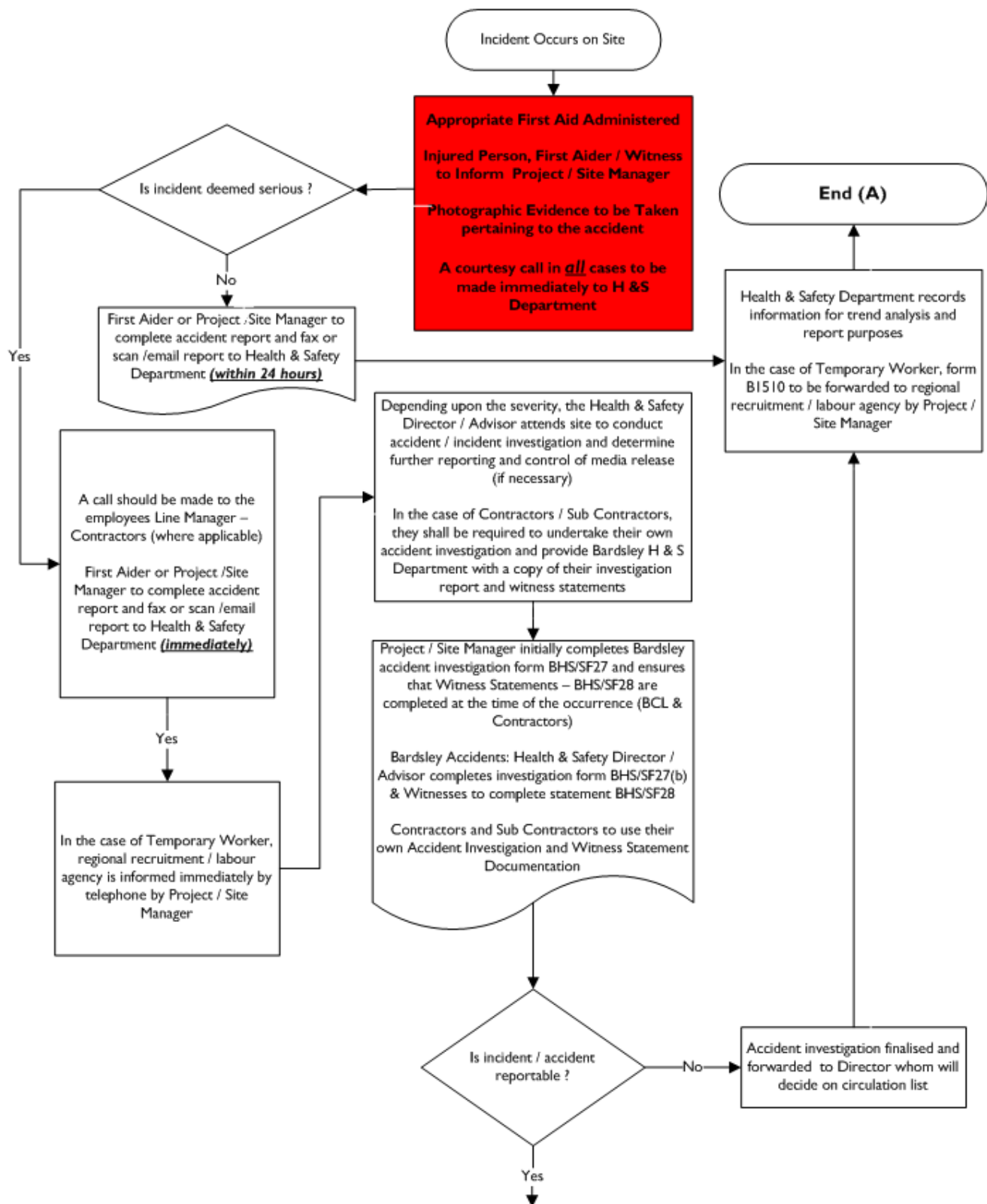
bardsley

Standard Forms Completion Schedule (Matrix) (Site A3 Planner) - Shaded areas indicate completion timescales						
All 'master' standard forms are located in file 1 – working forms are to be filed in the file number indicated in the bracket below (e.g. file 4 etc.). Filed alphanumerically (with the latest completed form to the front where appropriate) NOTE: Some forms may have multiple completion timescales						
Reference, Description & Location	Completed by	As Required	Weekly	Monthly	Quarterly	Adverse Weather
BHS/SF01 – Risk assessment acknowledgement & BHS/SF01(b) – Method Statement/Risk Assessment Checklist (Contractors File)	PM / C					
BHS/SF02 (& 2a)– Short duration training record (Toolbox) (file 2)	PM / C					
BHS/SF03 – Induction record (file 4)	PM					
BHS/SF04 - Site personnel log (file 5)	All Persons on Site					
BHS/SF05 - Site visitors log (file 4)	All Site Visitors					
BHS/SF06 – Scaffold and access inspection (file 6)	PM and or C					
BHS/SF07 – Mobile tower inspection (file 6)	C					
BHS/SF08 – Harness and lanyard inspection (file 6)	C					
BHS/SF09 – LOLER / PUWER inspection & 09a (QH) (file 7) & SF09 b/c	C					
BHS/SF10 – Telehandler inspection (file 7)	Tele-handler Operator					
BHS/SF11 – MEWP inspection (file 7)	C					
BHS/SF12 – Portable Appliance Test Log (Filed with PAT Tester) (file 9)						
BHS/SF13 – Site start up checklist (file 9)	PM					
BHS/SF14 – PPE issue record (file 9)	PM					
BHS/SF15 – Site marshals & site safety (general) weekly inspection (file 9)	PM / Fire Marshal					
BHS/SF16 – Excavation inspection (file 9)	PM / C					
BHS/SF18 – Permit to work – Hot work (file 9)	PM / C					
BHS/SF19 – Permit to work – Excavating / breaking ground (file 9)	PM / C					
BHS/SF21 – Permit to work – Confined space & 21(a) Roof Work (file 9)	PM / C					
BHS/SF21 – Permit to work – With or near live electricity (File 9)	PM / C					
BHS/SF22 – Permit to work – Lone work (file 9)	PM / C					
BHS/SF23 – Permit register (file 9)	PM / C					
BHS/SF46 – Permit to work – Ladder/Stepladder (file 9)	PM / C					
BHS/SF47 – Permit to Work (General) (File 9)	PM / C					
BHS/SF26 – Action taken response (file 9)	PM					
BHS/SF29 – Breach of safety notice – S/contractors (file 9)	PM					
BHS/SF30 – Breach of safety notice – direct employees (file 9)	PM					
BHS/SF31 – Enforcing authority visit (file 9)	PM					
BHS/SF32 – Young Persons Register (file 9)	PM					
BHS/SF33 – Safety Net Inspection Report (File 6)	PM / C					
BHS/SF34 – HSEMS amendment request	PM / H & S Dept					
BHS/SF37 – Confined Space (Top Man record) (file 9)	C					
BHS/SF38 (a – c) Hand-arm vibration surveillance (file 9)	H & S Dept					
BHS/SF38 (d-e) Noise Surveillance Records						
BHS/SF39 (a-c) – Decking, Propping & Hatch Checklist (File 6)	PM					
BHS/SF42 – Contract Managers Sampling Inspection (File 9)	CM					
BHS/SF44 – Temporary Works (a-e) (File 12)	PM / TWC(S) / C					
BHS/SF45 – RoES Inspection	RoES					
BHS/SF48 – Considerate Constructors Internal Audit						
BHS/SF49 – MEWP Rescue Drill (File 7)						
BHS/SF50 – Face Fit Record (File 9)						
BHS/SF49 – Operative Emergency Contacts (completed at induction)						

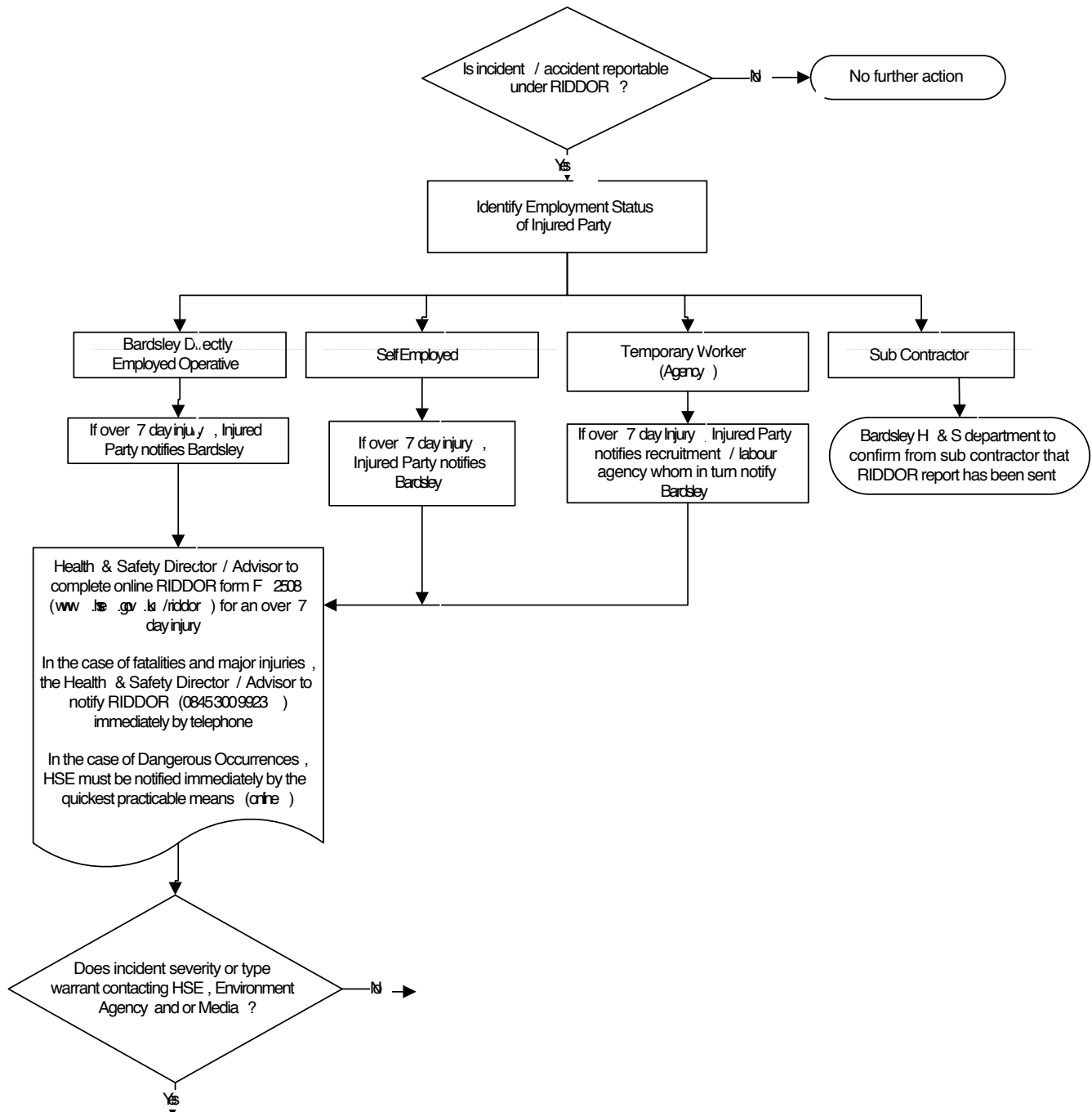
Completion Key: PM (Project Management), CM (Contract Manager), R (ROES), C (Contractor), O (Operative), TWC/S (Temporary Works Coordinator / Supervisor)

Please Display in Site Office

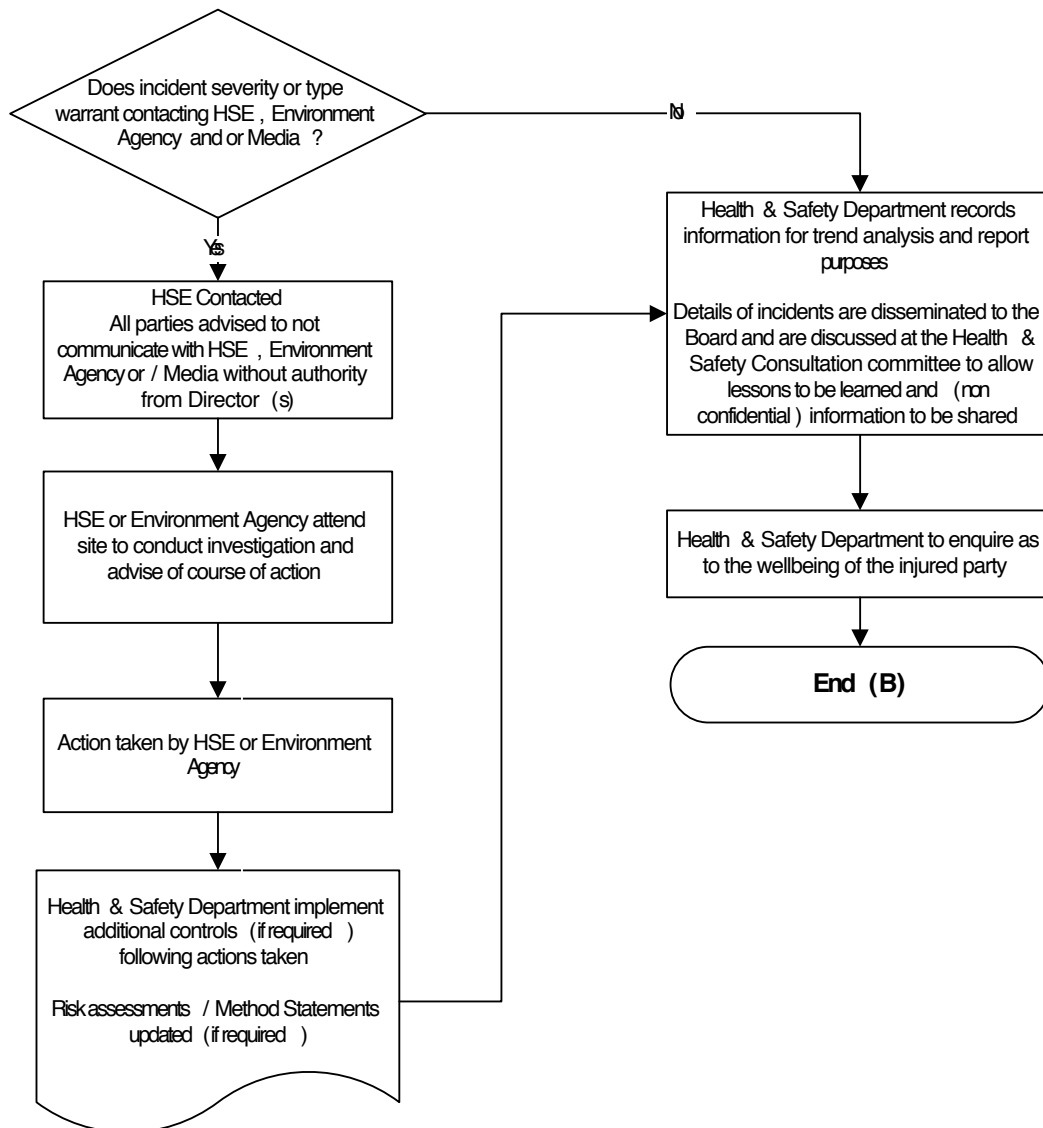
5.3 BHS/P03 Accident / Incident Procedure



Part 2 of 3 - Reportable / Notifiable Incidents

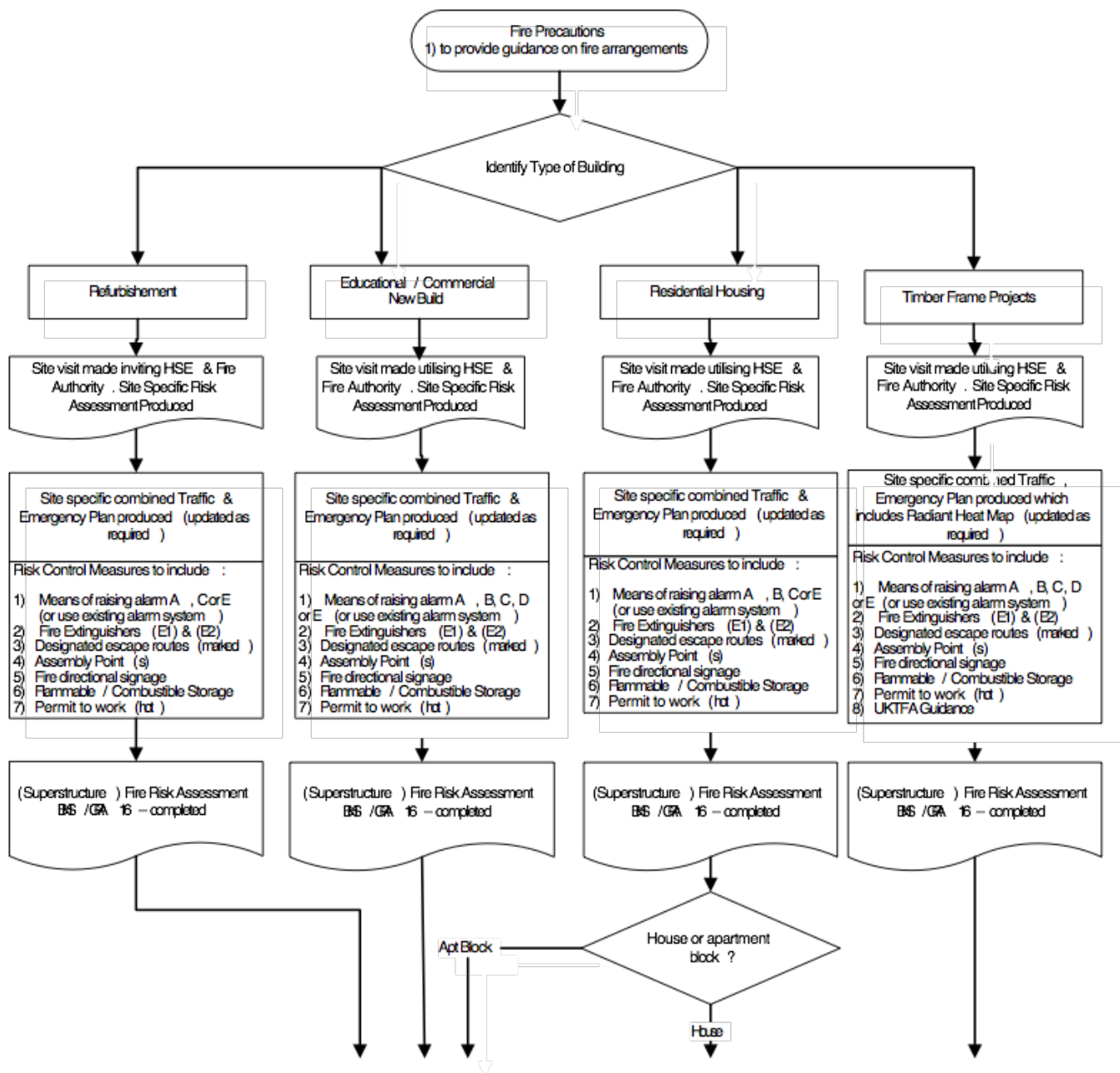


Part 3 of 3 - Reportable / Notifiable Incidents

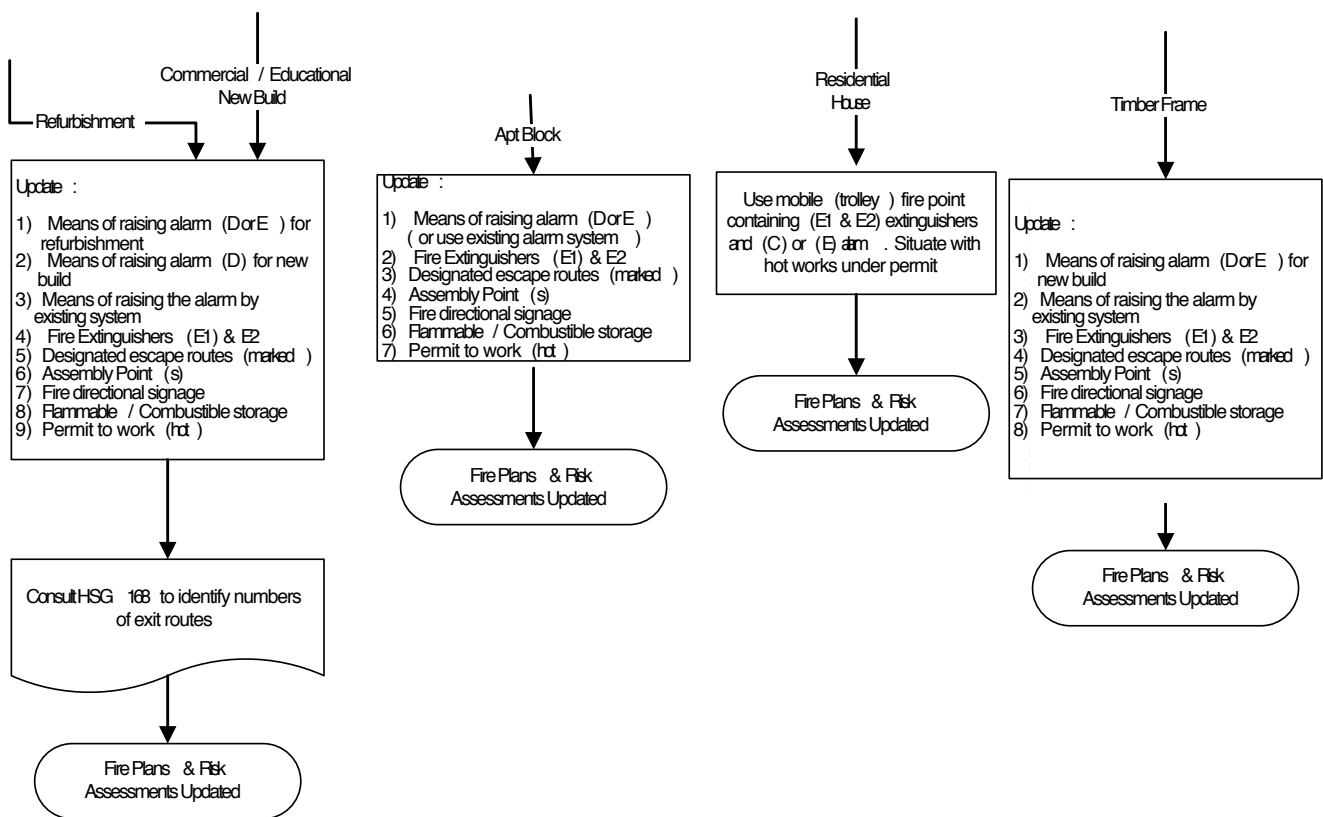


5.4 BHS/P07 Bardsley Fire Planning Procedure

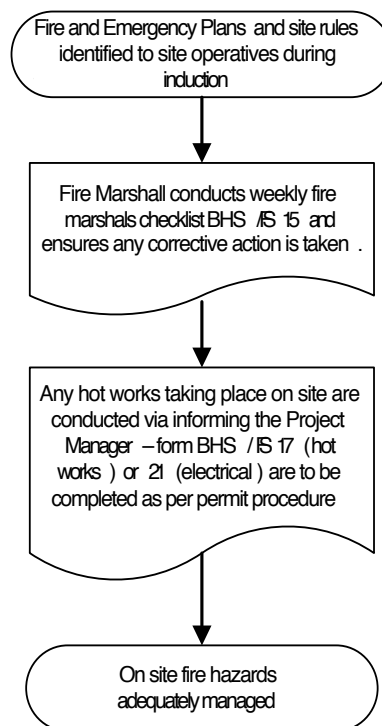
Part 1 of 4 - Initial Assessment

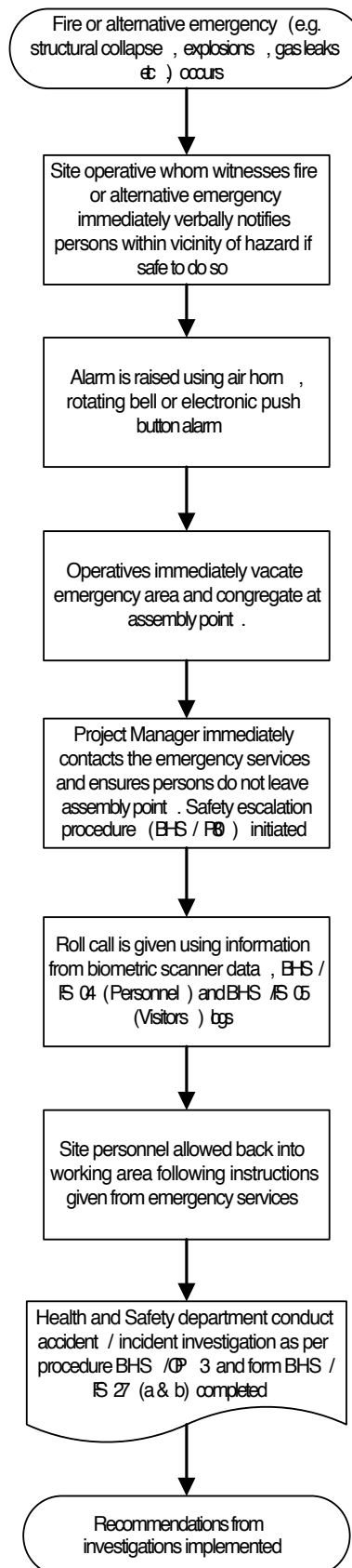


Part 2 of 4 - Review of arrangements through project progress



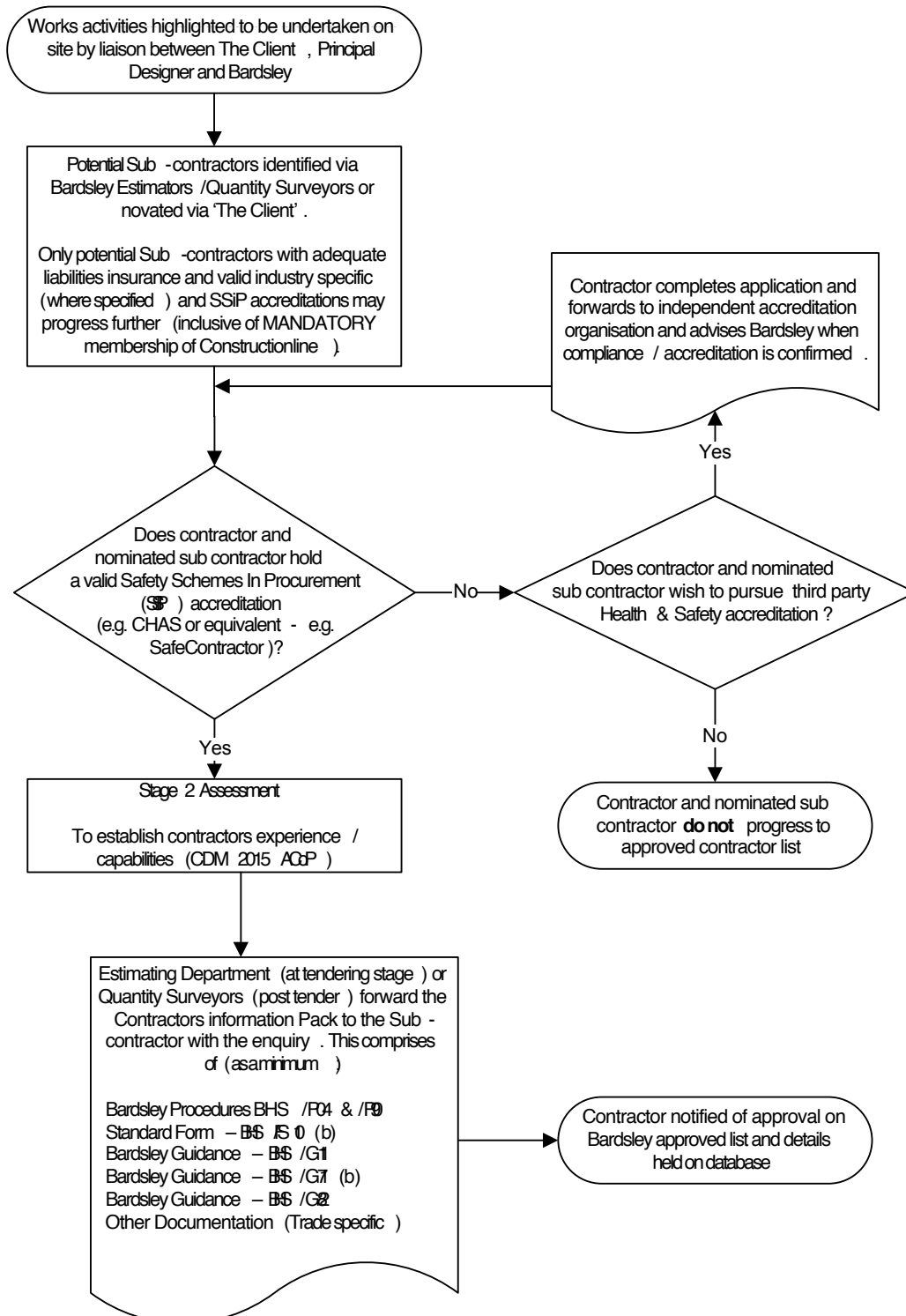
Part 3 of 4 - Operational fire risk management



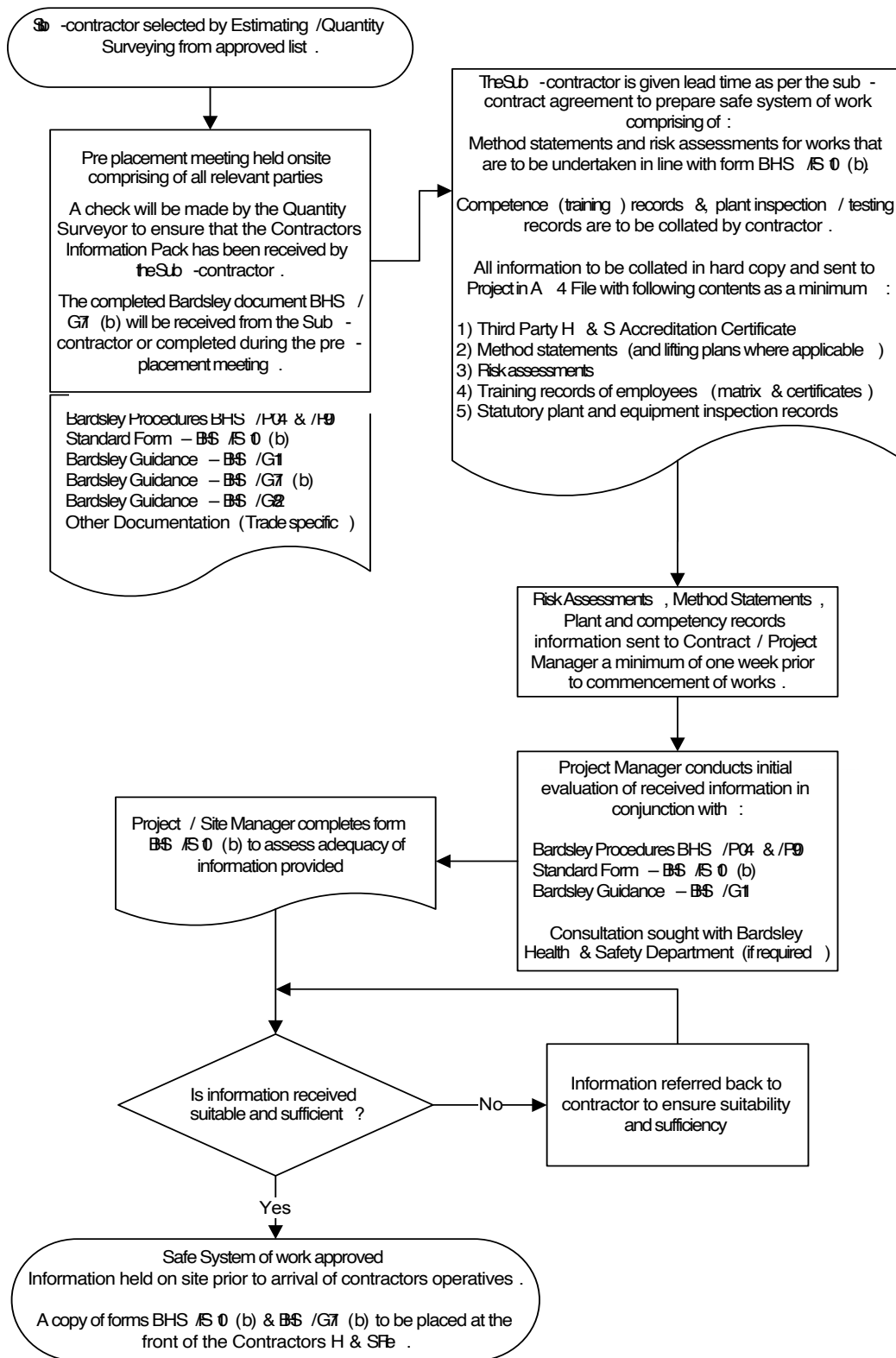


5.5 BHS/P09 Bardsley Contractor Selection & Risk Management Procedure

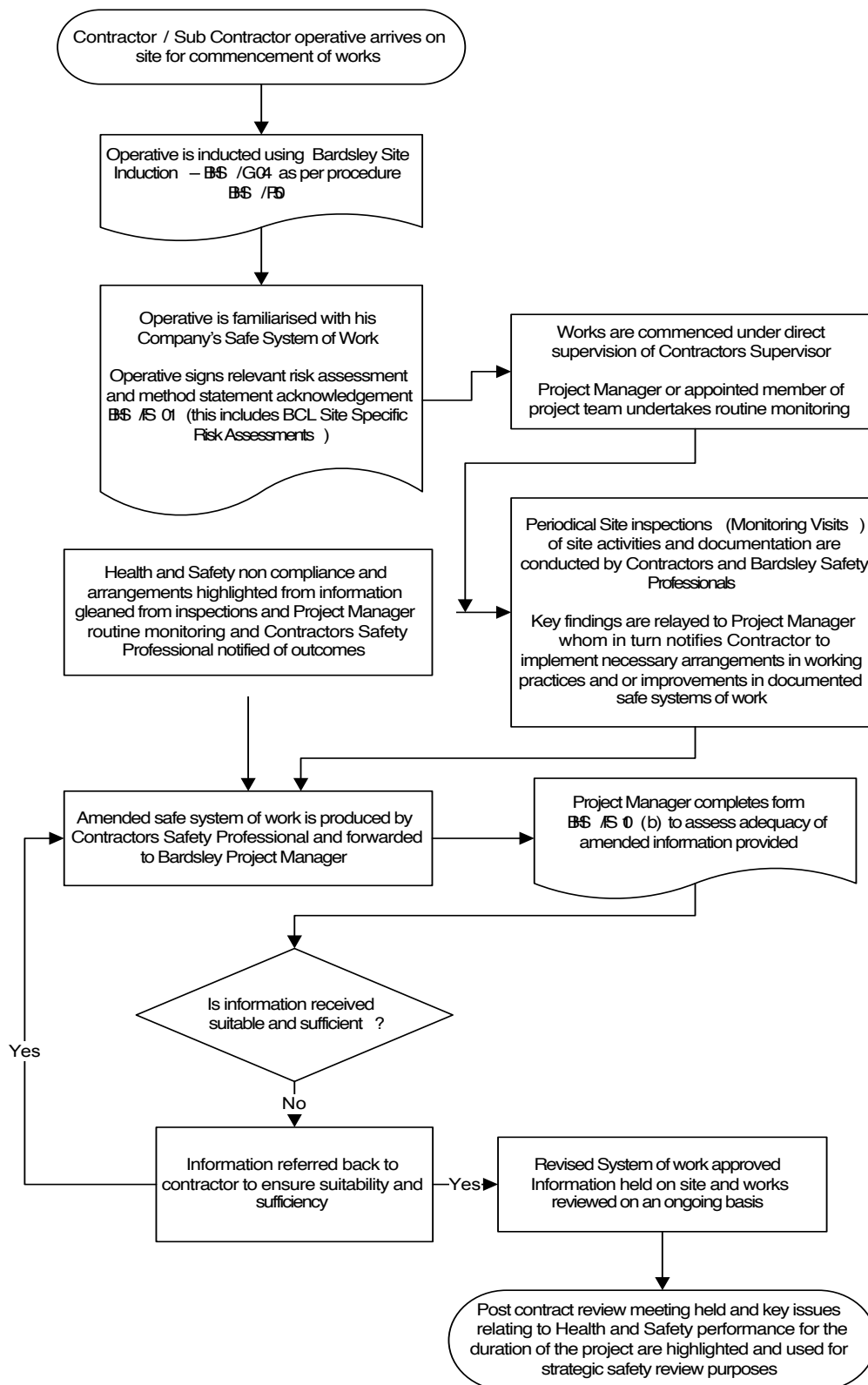
Part 1 of 3 – Progress of Contractor to Bardsley approved list



Part 2 of 3 – Bardsley acceptance of Contractors Safe System of Work

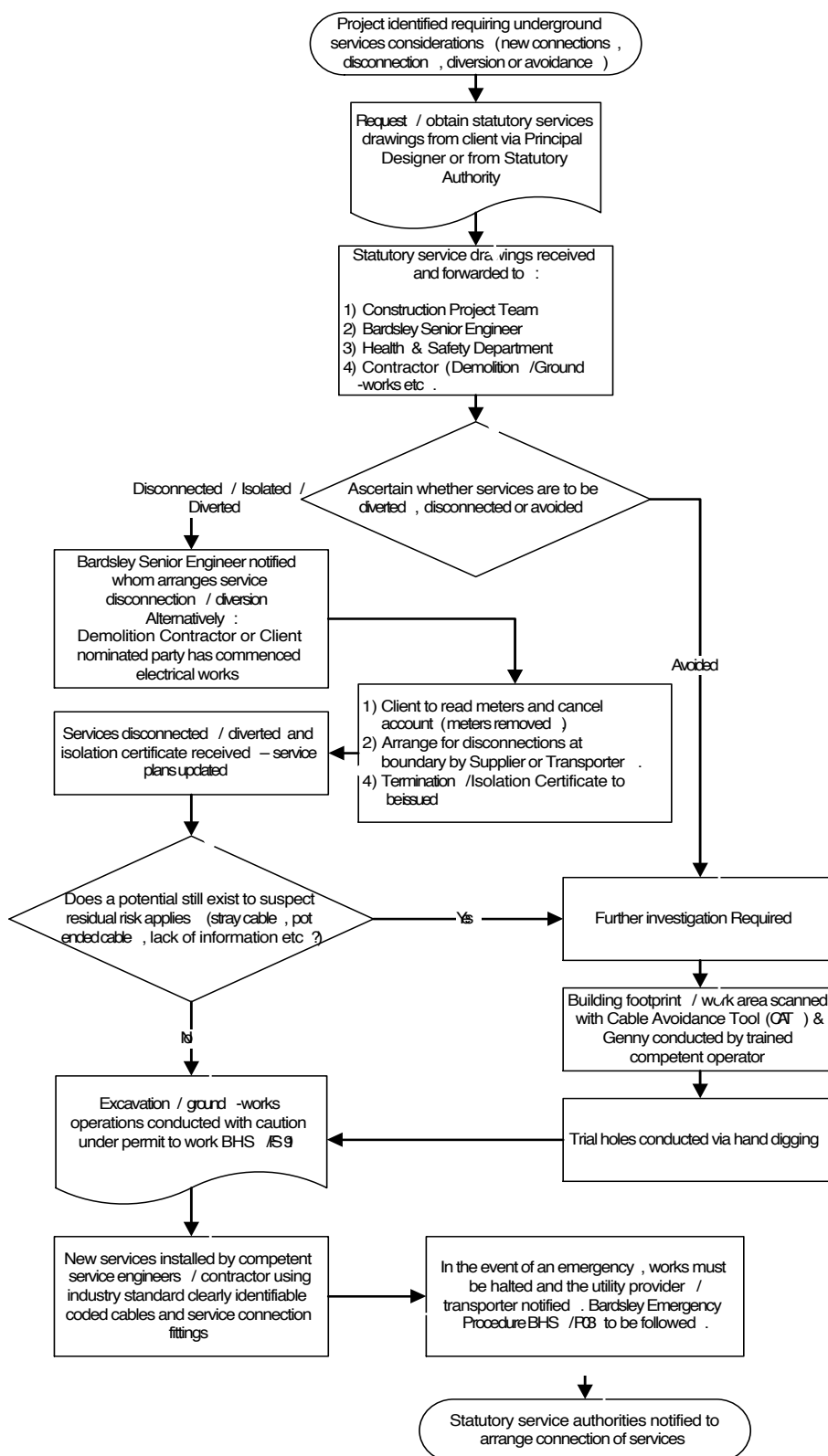


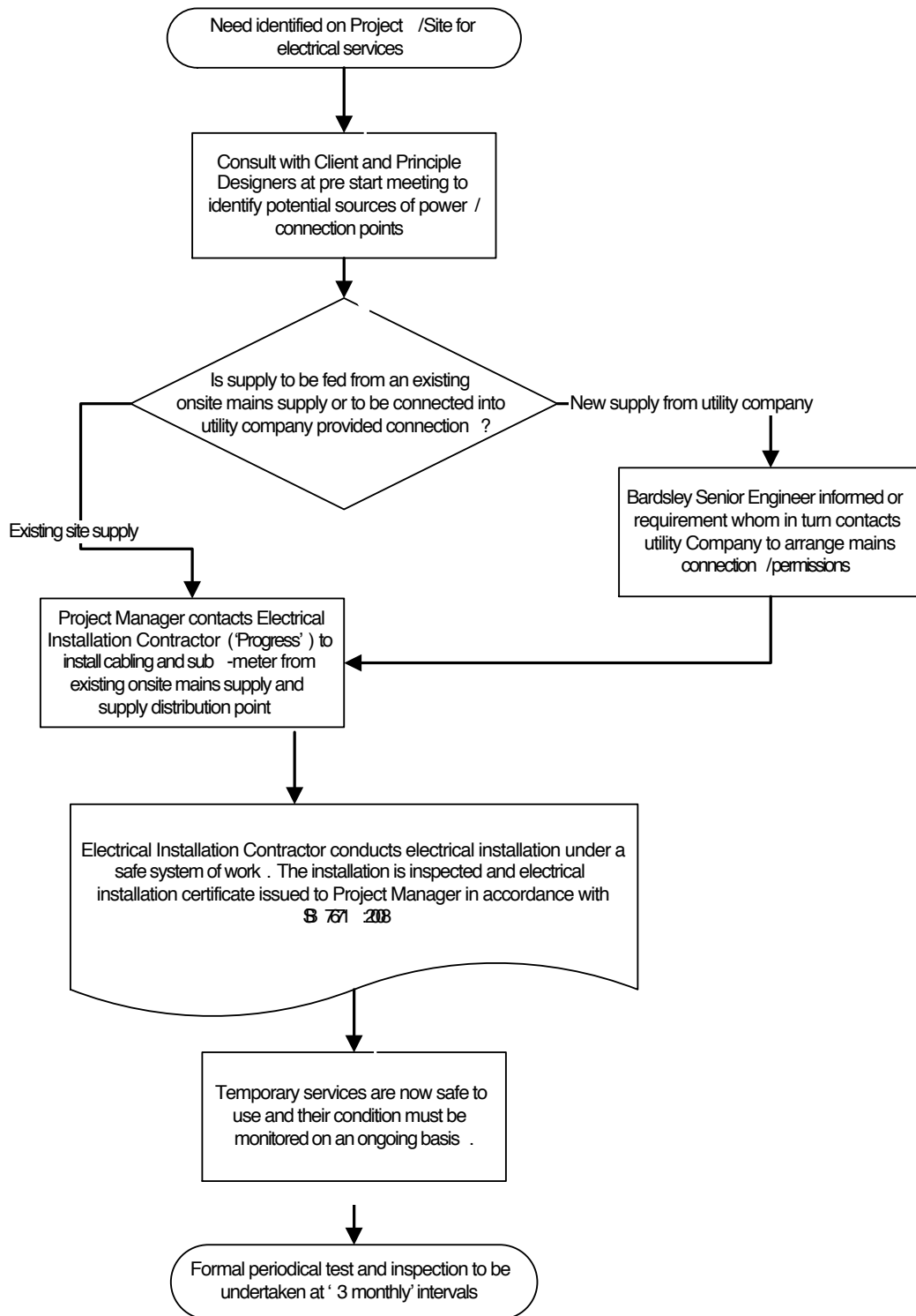
Part 3 of 3 – Site Operations, Monitoring and Review



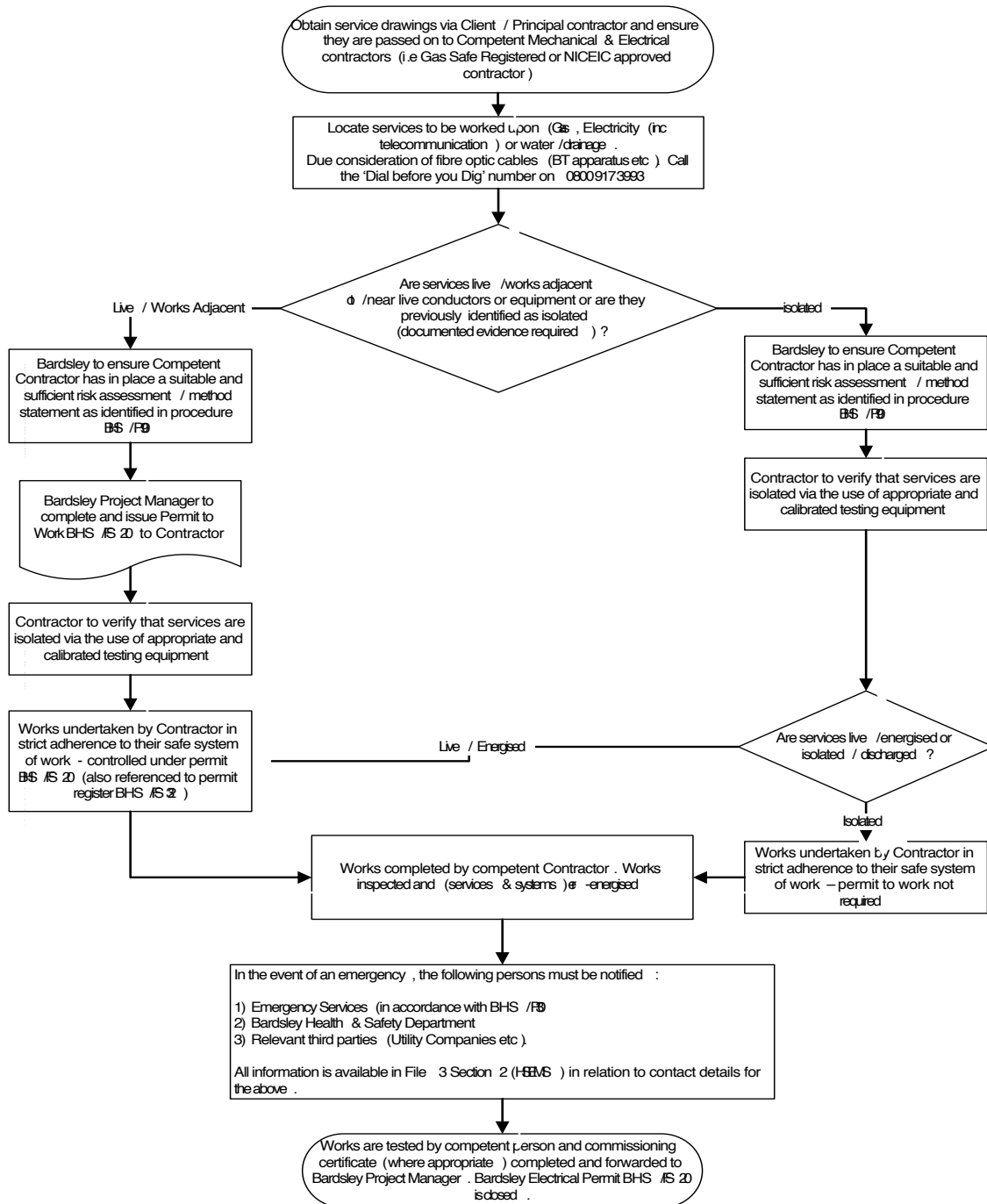
5.6 BHS/G13 Bardsley Site Services & Electrical Installations Procedure

Part 1 of 3 – Underground and Overhead Services & Utilities



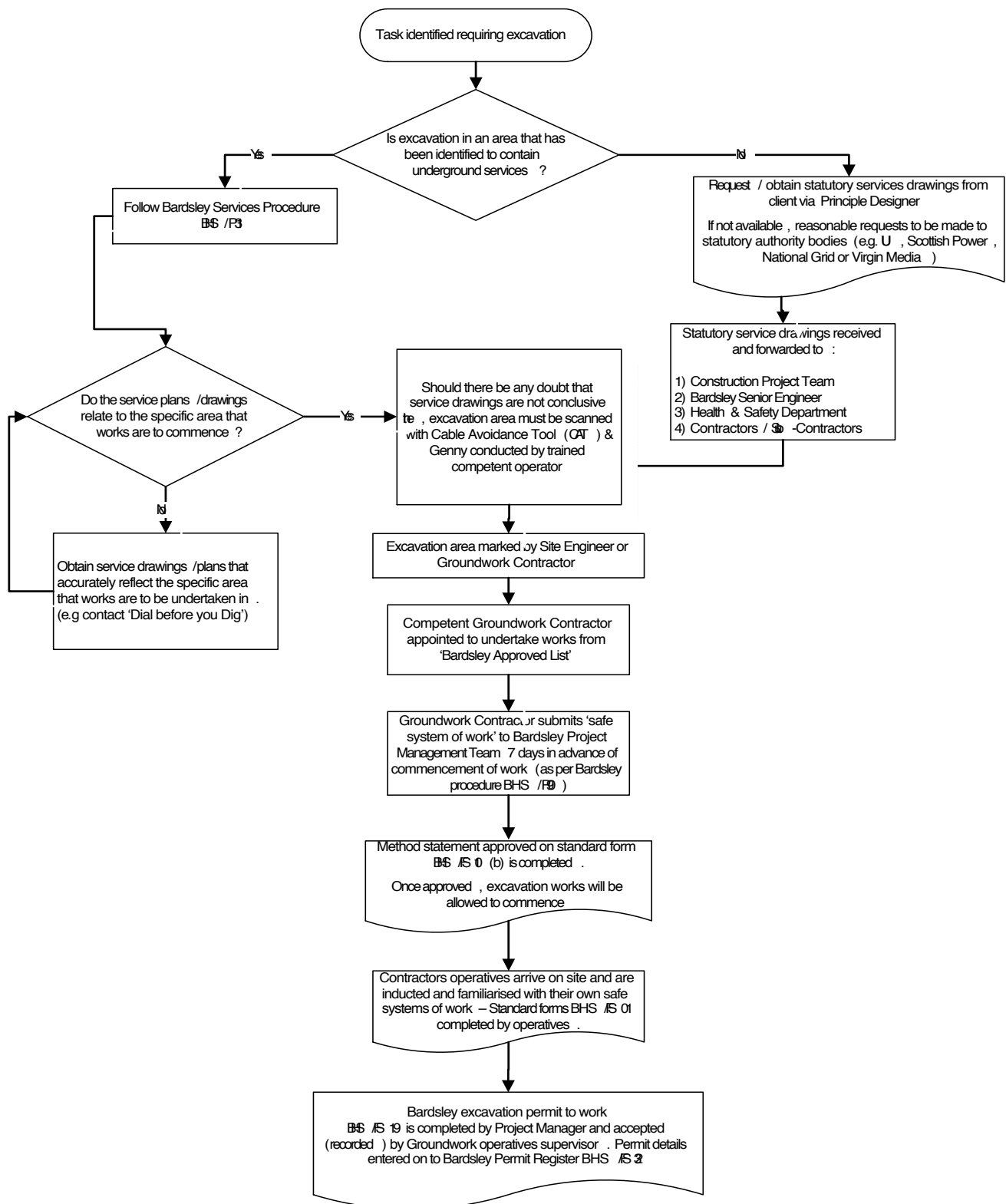


Part 3 of 3 – Internal Services (Gas, Electricity & Water) Installation and Upgrade

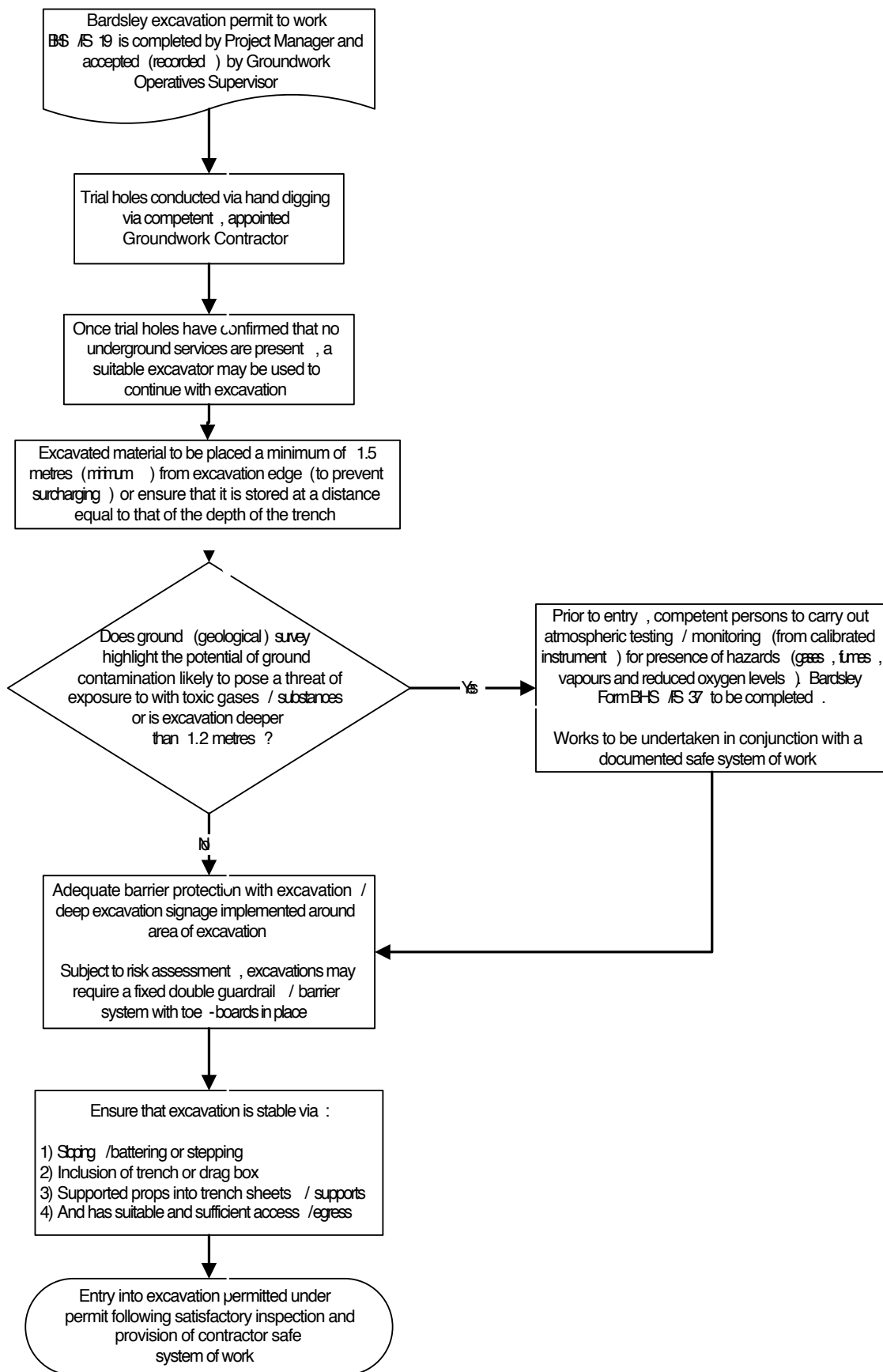


5.7 BHS/G14 Excavations Procedure

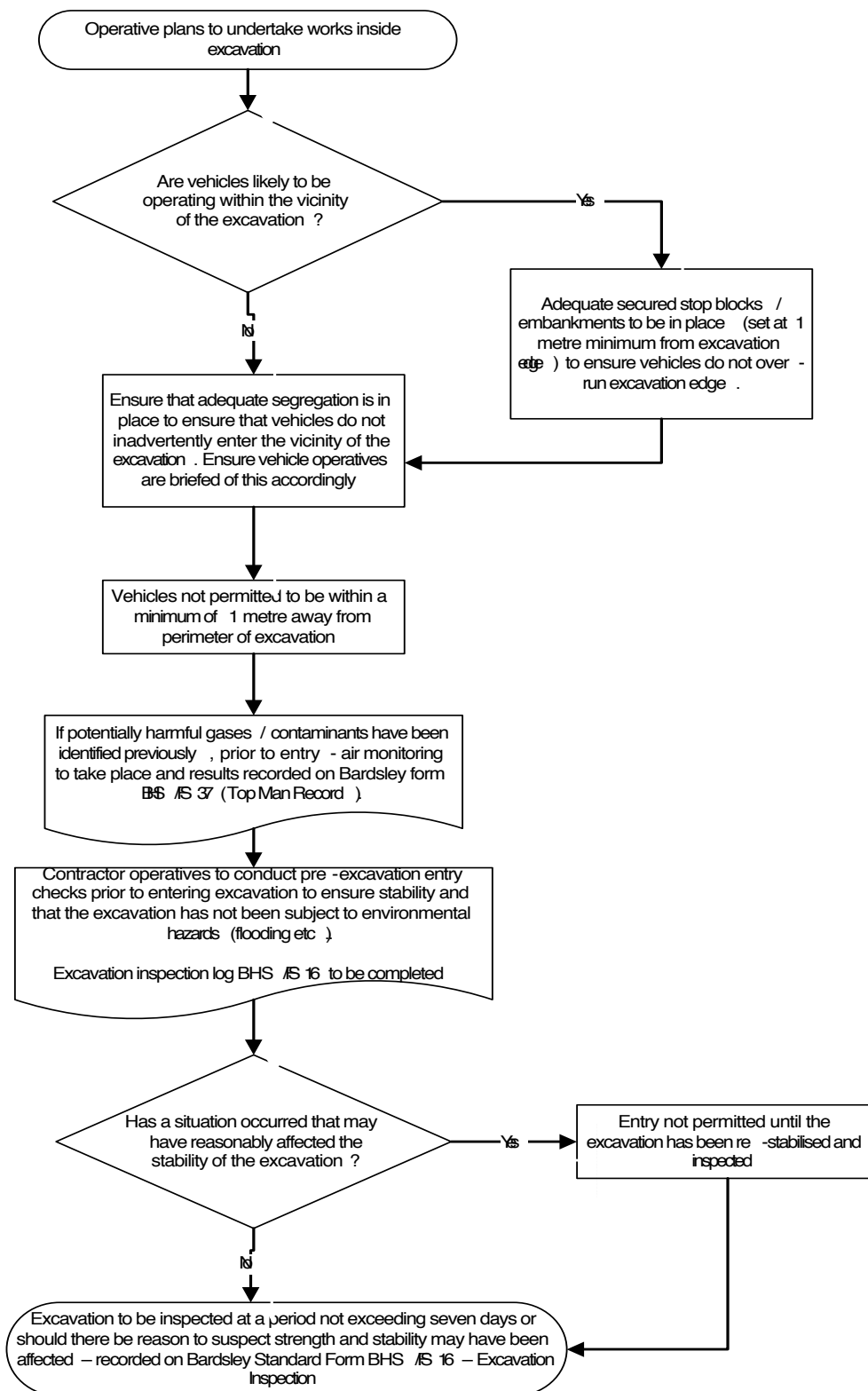
Part 1 of 3 – Excavation Planning (Plan to permit to work issue)



Part 2 of 3 – Permit issue to safe excavation and support stage



Part 3 of 3 – Operations in and around excavations and ongoing monitoring and inspection



FIRE ACTION



On discovering a fire – operate the nearest fire alarm call point or shout Fire! Fire! Fire! Dial 999, call the Fire Brigade – Your Address is:

Site: Talbot Mill
44 Ellesmere Street, Castlefield, Manchester, M15
4JY



Only attempt to fight the fire, if it is safe and practical to do so – using an appropriate fire extinguisher.

Do not use water on ELECTRICAL or
FLAMMABLE LIQUID fires.



On hearing the fire alarm – leave the building by the nearest AVAILABLE EXIT.

- Close – All doors and windows as you leave (if safe to do so).
- Do NOT – Stop to collect belongings
- Do NOT – Use lifts
- Do NOT – re-enter the building until instructed to do so by the Project / Site Manager



When clear of the building – proceed to your designated ASSEMBLY POINT at:

(See Traffic Management Plan)