

Construction Phase Plan

Bridgewater Heights – Re-Cladding Scheme



Project Details	
Project Name and Number	Bridgewater Heights -
Project Address	1 Great Marlborough Street, Manchester, M1 5NJ
Project Commencement Date	November 6th, 2023
Project Planned Completion Date	May 02nd, 2025
Phase and Period this CPP Applies to	

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Our commitment to each other

We don't subscribe to a 'Safety First' philosophy, because in reality, safety is part of how operations are completed. However, your safety, happiness and wellbeing is still a priority to us and to be successful (especially with high risk tasks) we would like to work with you to create the best work environment that we can.

- Therefore, whilst undertaking works on an RG site, we aim to:
- Create a positive culture where everyone is respected and given a voice
- Consult and communicate with anyone involved in the project and listen when feedback is given
- Provide a high quality working environment where you feel safe and cared for
- Cause minimal disruption to anyone involved in the project and learn when unwanted outcomes occur

Introduction to the project and our progress

This Construction Phase Plan (CPP) supports you in implementing RG's Health, Safety & Wellbeing (HSW) policy and our Health & Safety Management System (HSMS), and to develop your own plans for working safely.

All of our CPP's are unique and contain specific information relevant to the risks each project/ site. This CPP will help you to understand our approach for managing and understanding risk, and details the planned arrangements for conducting works in compliance with the Construction, Design & Management (CDM) Regs.

This CPP has been compiled, in part, from Pre-Construction Information issued by the Principal Designer, and in part from supporting information obtained as the project evolves ie from site visits, Designers Risk Assessments, drawings and specifications issued by other project team members.

Site Description and History
(Enter a brief description of what the site was previously, and any relevant history)
The site is an existing PBSA building owned and operated by Unite Students
Scope of works for this Project
(Enter a description of what the site will become, how the project is broken down by phases, and what the current phase consists of)
Bridgewater Heights is a large student residential development. It is located in Manchester City Centre sitting on the corner of Great Marlborough St and New Wakefield St. Construction was completed in 2010 and the development was opened for occupation. The property is now approximately 13 years old and has been in full time use providing residential accommodation to students studying in Manchester. The development is under a NOMS agreement with Manchester University. The development is in the form of 1 independent tower block sitting at 34 storeys (Ground + 33) with 3 lower roof sections. The building is clad in a mix of Terracotta and Aluminium on all 4 elevations with a sections of Curtain Wall at ground level and running from L1 up the tower. The development is connected on the East elevation from ground to approx. level 4 with mixed use building. In addition, the development is adjacent to carpark at the South / East of the tower which has planning permission for a 50+ storey building called 'The Cheese grater'. And finally, to the North elevation, is Oxford Road Train Station, which is operated by Network Rail. Located on the Ground Floor is the following management/amenity spaces: • Reception • Management Office

- Mailboxes
- Common Room Space
- Lift lobby

In addition, plant rooms and recycling/refuse rooms (to be verified onsite if still in use) are also located on the ground floor.

The project scope is limited to external façade replacement as follows:

Works will comprise of the removal and disposal of the existing metal rainscreen cladding material, thermal insulation, support bracketry and fire barriers to all elevations. The existing terracotta rainscreen tiles to all elevations are to be retained for re-use. A suitable location to temporarily store the terracotta tiles has been identified.

The existing SFS inner leaf is being retained. We are to install a new A1 non-combustible CP Board and replace all thermal insulation, support bracketry, fire barriers (horizontal, vertical and glazing surround) to all elevations. The retained terracotta will be reinstated to all elevations, with new metal rainscreen cladding being installed to all elevations.

The client has provided existing O&M which contain External Wall construction assessment / reports compiled by the following:

Bridgewater Heights, 1 Great Marlborough Street, Manchester, M1 5NR, External Wall Survey 12th October 2021 compiled by Hydrock (Unite Fire Engineer) 18492-HYD-XX-ZZ-RP-FE-1033.

Engagement will be required early within the design stages with Building Control and Fire Engineer to define the Fire Strategy for the buildings.

Mastclimbers, Cradles, and Scaffolding will be used to facilitate access to each of the elevations to create a safe working platform for both the removal and replacement works. Due consideration will have to be given due to the close proximity of the existing buildings, roads and most importantly the student residents, FM staff and general public.

The works include (but may not be limited to):

- Removal and disposal of the existing metal rainscreen cladding;
- The careful removal and storage of the existing terracotta tiles for re-use later;
- Removal and disposal of all thermal insulation, support bracketry and fire barriers;
- A new CPB (Cement Particle Board) will be used, with new support bracketry, thermal insulation and new and existing cladding systems installed;
- Full cavity barriers will be installed on all compartment wall and floor lines and around every window or door opening in full accordance with Fire Strategy. The barriers will be selected to suit the new external leaf composition and will be mechanically fixed, all in accordance with the system manufacturers recommendations and directions and in full accordance with current Building Regulations.

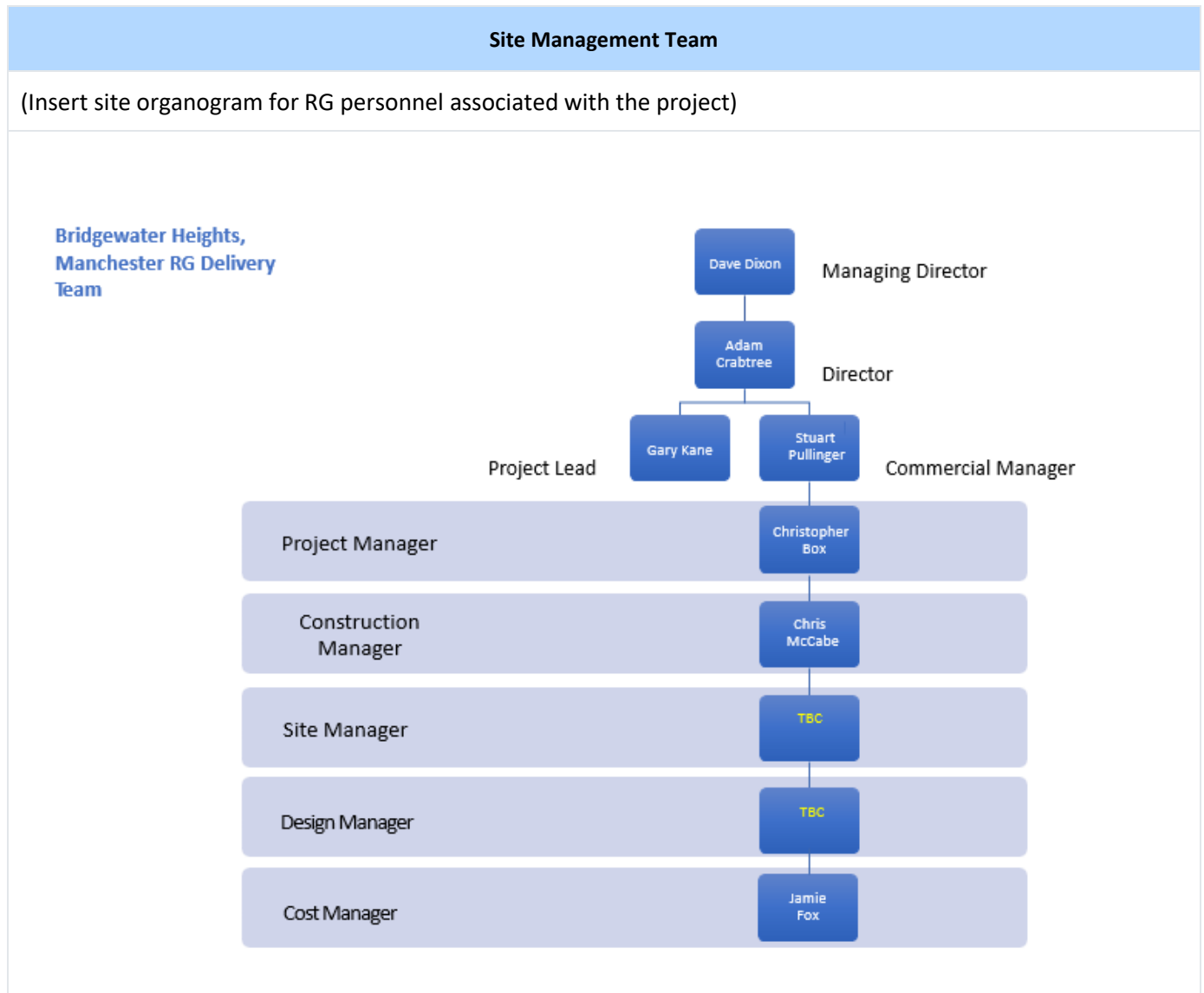
Progress to Date

(Enter Project Overview & Progress, add update photos to this section)

No progress to date.

Project team details

All site management team, site professional team and subcontractors will be notified of changes to this CPP.



Site Professional team

Client	Company Name & Address	Contact Details
	Unite Students, St. Vincent's Place, 30 Hollis Croft, Sheffield, S1 4NE	Name: Jason Kilner Email: Jason.Kilner@unitestudents.com Phone: 07841 033924
Principal Designer (s)	Company Name & Address	Contact Details
	Faithful & Gould, 3100 Century Way, Thorpe Park, Leeds, LS15 8ZB	Name: Henry Burdekin Email: Henry.Burdekin@fgould.com Phone: 0782 7845154
Principal	Company Name & Address	Contact Details

	RG Group, Chadwick House, Unit 5 Carolina Court, Doncaster, DN4 5RA	Name: Christopher Box Email: Christopher.box@rg-group.org.uk Phone: 07534665974
Designer	Company Name & Address	Contact Details
	Design Engine, 5th Floor, East Wing, Trinity Point, Halesowen, B63 3HY	Name: James Rollinson Email: james@d-engine.co.uk Phone: 07590 226972
Local HSE Office	Company Name & Address	Contact Details
	North West HSE Office - HSE Head Office, Redgrove Court, Merton Road, Bootle, Merseyside, L20 7HS	Name: Email: Phone: 0300 003 1747
Local Council	Company Name & Address	Contact Details
	Manchester City Council, Town Hall Albert Square, Manchester	Name: Email: Phone: 01612345000
Architect	Company Name & Address	Contact Details
	Hadfield Cawkwell Davidson Ltd, Broomgrove Lodge, 13 Broomgrove Road, S10 2LZ	Name: Andy Swift Email: andy.swift@hcd.co.uk Phone: 07966 399468
Structural Engineer	Company Name & Address	Contact Details
	Hadfield Cawkwell Davidson Ltd, Broomgrove Lodge, 13 Broomgrove Road, S10 2LZ	Name: James Peacock Email: james.peacock@hcd.co.uk Phone: 07500 444958
M&E Consultants	Company Name & Address	Contact Details
	NA	Name: Email: Phone:
Building Control	Company Name & Address	Contact Details
	Cook Brown, The Guildhall, St. Martins Courtyard, Coney Street, York, YO1 9QL (C: Rob Cuthbertson E: Rob.Cuthbertson@cookbrown.co.uk M: 07756 206734	Name: Email: Phone:
Considerate Constructor	Company Name & Address	Contact Details
	NA	Name: Email: Phone:
Other	Company Name & Address	Contact Details

	Lyndon/SGB	Name: Patrick Mahon Email: pmahon@lyndon-sgb.co.uk Phone: 07775 035844 Ltd
Other	Company Name & Address	Contact Details
	C&D Electrical, 3 Lindrick Way, Barlborough Links, Barlborough, Chesterfield, S43 4XE	Name: Andrew McCormick Email: andrew.mccormick@c-delectrical.co.uk Phone: 07753 240293
Other	Company Name & Address	Contact Details
	Metclad Contracts, Hazelford Way, Newstead Village, Nottingham, NG15 0DQ	Name: Mark Smith Email: mark.smith@metclad.co.uk Phone: 07539 677185
Other	Company Name & Address	Contact Details
	Starkold Building Services, Old Engineering Works, Rennys Lane, Durham, DH1 2RS	Name: Andrew Scott Email: andrew.scott@starkold.co.uk Phone: 07966 083693
Other	Company Name & Address	Contact Details
	Northern Site Electrics, Tenter Street, Rotherham, S60 1LB	Name: James Hickey Email: james@northernsite.co.uk Phone: 07841 371990
Other	Company Name & Address	Contact Details
	NA	Name: Email: Phone:

Subcontractors

Below is a list of Sub Contractors associated with this project and the person responsible for distributing the CPP within their respective business.

As the CPP is updated every 3 months to keep it relevant, we don't need every subcontractor that has ever worked on the project, just ones working on/ for site in the upcoming 3 months.

Company Name	Trade/ package	Person responsible for distribution of this CPP	Planned start	Planned completion
Metclad Contracts Ltd	Cladding	Mark Smith	04.12.23	02.05.25
Lyndon/SGB	Access Scaffolding	Patrick Mahon	06.11.23	02.05.25
SBS	Multi-Service	Andrew Scott	06.11.23	02.05.25
C&D Electrical	M&E	Andrew McCormick	13.11.23	02.05.25

Fox Aluminium	Glazing			

HSW goals for the project

Company goals

We have 4 business wide HSW goals at RG:

- Provide assurance and build resilience with risks presented through the operation of our business
- Create a culture of care- set people up for success
- Re-define HSW risk so that it is pragmatic and proportionate to the nature of our work
- Provide visible and curious HSW leadership

We benchmark performance on these 4 objectives on a site by site basis via a heatmap, which is available in section 7 of our HSW Framework.

Whilst undertaking works on this project, it is also our intention to:

- Consult and communicate with all those involved in the project, and listen when feedback is shared with us
- Arrange engaging communication of HSW issues and opportunities, and encourage everyone to involve themselves to create impact
- Recognise those who make a positive contribution towards helping us meet our HSW goals
- Learn from Normal Work to help set people up for success and create a supportive culture
- Provide access to expert advice and coaching on occupational health, safety and wellbeing upon request
- Promote monitoring of occupational health within RG Group and to our supply chain, including HAV, dermatitis, sight, hearing and respiratory, where applicable
- Ultimately deliver projects which are safe to build, use, maintain and demolish

Project goals

In addition to the Company Goals above, we also set HSW goals for each project so that the team can work together in providing the best work environment for everyone.

Project Specific HSW Goals
(Discuss the expectations laid out in section 7 of the HSW Framework and agree as a team what you would like your HSW Project goals to be)
Complete Works Accident and Incident Free.

Information for subcontractors

Shared information

All Designers Risk Assessments will be issued to the appropriate subcontractors, so that you can take the risks into account when planning your works.

We will empower you, as specialists in your own field, to manage your operations and conduct them to a standard which prevents exposure to risks arising from your works.

Even though you are responsible for managing the risks associated with your works, we need to be aware of your intentions and will provide feedback on your plans, methodology, drawings and specifications. All design information pertaining to each of our projects is available on myHub for you to access and upload design information to.

Document Management
(Include details of which system(s) the site is using for document management and who is contactable on site for subcontractors to call if they need support)
MyHub – TBC

Site HSW information will be displayed within the common areas to set everyone up for success with our operations. This will include typical information such as Emergency contacts and processes, Nearest Hospital Information, Lifting Plan and Crane Team, Traffic/ Access Routes and Logistics Team, First Aid & Defib Locations etc.

It will also include information on HSW initiatives, micro experiments/ trials/ innovations, recognitions & awards etc.

HSW Improvements/ Innovation
(Include details on previous HSW Initiatives, micro experiments/ trials/ innovations, recognitions & awards etc at this site, which have helped us to manage risk effectively)
NA

Inductions

We have developed a simple, engaging induction which is required to gain access to site for anyone who may enter beyond the segregated loading/ unloading bay with an intention to assist with, or undertake works pertaining to this project. The induction is for all personnel including subcontractor workforce, visitors vehicle drivers and RG employees.

The RG induction is not intended to replace subcontractor inductions, instead it provides an overview of the site and the intentions on how the site is to be managed.

Visitors to site shall be escorted by a company representative, unless qualified and inducted.

Site Inductions

(Include details of the induction booking process and the contact details for who to call for support. List the different inductions available, ie general site induction, segregated loading/ unloading bay and high rise induction)

Online Site Induction – Chris McCabe

Tendering and subcontractor selection

Tender lists will be prepared of potential subcontractors and their past safety performance will be considered. Companies that demonstrate an unsatisfactory approach to managing HSW risk not being invited to tender.

Potential subcontractors will be sent tender documentation, including drawings and specifications, a copy of the Pre Construction Information and associated Health and Safety information, and the Subcontractor HSW Standards document.

During the tendering process the requirements for Operation and Maintenance manuals, as built drawings and technical supporting information for materials and components will be provided to each subcontractor to ensure that they have allocated enough resources for these items within their tender bid. Checks will be made at the post tender interviews to ensure that this is the case.

Only approved subcontractors will be selected for contracted works.

The person responsible on this site for tendering and subcontractor selection is:

(Include RG commercial contact and/ or RG Surveyor details)

Jamie Fox

Hazard identification and communication

Prior to an order being placed each subcontractor shall be required to produce and issue Method Statements, Risk Assessments (incl. manual handling and COSHH assessments). These will be regularly reviewed by RG Group Contracts Manager/ Project Manager/ Site Manager but will be held by the subcontractors to enable communication to their operatives.

RG Group will request to periodically view subcontractor documentation and it is the subcontractors responsibility to ensure that no works are conducted without RG having reviewed the documentation first.

Any changes that Designers make as the Construction Phase progresses will be communicated to the relevant subcontractors, especially where additional hazards are presented and where personnel will be affected by the change.

RG Hub

Each contractor has the ability to report hazards to site management via RG hub, where actions can also be allocated and viewed.

Plant and machinery provided by RG- common use

RG may provide plant and machinery for common use, such as hoists, tower cranes, mast climbers etc. These items will be properly selected, installed and maintained by RG, using an appropriate contractor.

The following common use plant and machinery has been provided for you on this site:

Common use Plant/ Equipment	Serial Number	Location

All common plant and machinery is to be operated by trained and authorised personnel only.

Welfare facilities

The following welfare facilities are provided for you on this site:

Facility	Location
Welfare, Drying Room and Toilet Facilities)	Bridgewater Heights

Locations of the Site Welfare Facilities can also be seen on the Fire Plan Layout which can be found within the Emergency Management Plan.

If food is prepared for sale in a canteen, the necessary certification will be displayed ie food hygiene, insurance and fire risk assessment.

To help manage vermin on site, please ensure food is only consumed within the canteen area and waste placed in bins provided.

All welfare facilities are to be in a good state of repair and cleanliness. A cleaning regime for the site offices and all welfare facilities will be put into place. Please do your bit to help maintain the standards.

Site hours

The sites normal working hours will be as follows:

Day(s)	Working Hours
Monday - Friday	0800hrs – 1700hrs

Saturday	0800hrs – 1300hrs (as required)
Sunday	NA
Bank Holidays	NA

If it is agreed that working outside these hours is required, it must be ensured that any potential noise related issue has been discussed and agreed with the relevant party, e.g. Local Authority, Local Residents.

Coordination, communication and cooperation

Business and Project Risk Assessment

All significant reasonably foreseeable risks associated with the project lifecycle of a building have been included in the Business Risk Assessment. The risk assessment includes controls for RG as a management company and are to be reviewed at site level for applicability.

Construction programme

All works will be carried out in accordance with the Construction Programme(s). If the construction programme is updated, then they will be re-issued to all relevant subcontractors.

The Construction programme sets a sequence to which all design and works are to be undertaken, they are critical for planning safe and logical operations.

Project meetings

The following project meetings will be implemented to assist in the smooth running of the project, and will support good coordination, communication and cooperation between all parties involved.

Meeting	Purpose	Parties Involved	Frequency
Subcontractors HSW Meetings	Each subcontractor on site will be required to attend subcontractor HSW meetings to communicate HSW issues, opportunities and also to discuss required exclusion zones/ re-routes, future works, consideration of others, housekeeping, unwanted events and incidents. RG Group will hold subcontractor HSW meetings monthly, all subcontractors will attend with a HSW advisor and a Senior member of staff on the project who has the authority to make policy changes.	Metclad, Lyndon/SGB, SBS	Monthly
Crane Team Meetings	Crane Team meetings will be held bi-weekly (unless the team has had a new member) and all members of the Crane Team must attend. Objectives of the meeting will be to discuss any HSW issues and their solutions, any changes within the Lifting Operations Plan, Future Lifts, Schedule of Common Lifts, the Lifting Plan layout.	NA	NA
Employee Consultation Meetings	This meeting is designed to collate the operatives view and also any concerns they have on site regarding site facilities, site management, working practices, other contractors and any other aspects affecting their HSW. Operatives are encouraged to share any ideas they have or initiatives they have seen on other	Metclad, Lyndon/SGB, SBS	Monthly

	projects that they would like to see implemented. Supervisors and management are discouraged from these meetings, instead they will attend a daily coordination meeting.		
Tool Box Talks	Each subcontractor on site will be required to carry out Tool Box Talks to their operatives to communicate and reinforce HSW, however they are not to be a tick box exercise and should only be conducted where it is necessary to communicate on a particular topic. Subcontractors are responsible for compiling and keeping records of the communications with their workforce.	Metclad, SBS	Lyndon/SGB, Weekly
Daily Activity Briefings	Prior to conducting works on site, subcontractors should brief their workforce on the activity they are tasked with and any significant hazards associated with their work or generally on site, especially where the work environment has changed. A DAB should be a two way conversation so that operatives can provide feedback and check they have all the required information and equipment/ materials needed.	Metclad, SBS	Lyndon/SGB, Daily
Other			
Other			

HSW standards

There are generic HSW standards to be met across the lifecycle of the project, the following lists will ensure these standards are met and that the project is set up for success. Discuss the requirements as a team and capture their completion within this CPP. Some of the items may be completed by more than one person, depending on their remit.

Everyone should be satisfied that the actions have been addressed **before** the next phase commences.

Cost Management/ Surveying/ Planning Phase(s)	Completed by
Ensure that all subcontractors on the tender list are approved or undergoing the process of approval	Stuart Pullinger
Arrange post-tender meetings with all potential subcontractors to discuss HSW considerations, including results from previous Subcontractor Review(s)	Christopher Box

Conduct sub-contractor Start up meetings with all successful contractors	Chris McCabe
Supply the appointed subcontractors with a copy of the project Construction Phase Plan, site rules and HSW Subcontractor Standards	Chris McCabe

Pre-Construction Phase	Completed by
Obtain the Pre Construction information to prepare and maintain this CPP	Faithful & Gould
Complete/ obtain and display a current copy of the F10 Notification	Faithful & Gould
Organise regular project HSW meetings with subcontractor HSW management in attendance	Chris McCabe
Obtain Design Risk Assessments (from designers and subcontractors) and issue to the relevant subcontractors to enable risk to be designed out as early on as possible	TBC
Ensure subcontractors have produced suitable Site Specific Method Statements and Risk Assessments (including COSHH, Manual Handling and Noise/ HAV assessments) prior to any work starting	Chris McCabe
Generate a simple and engaging project HSW induction	Steven Robinson
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous material	Steven Robinson
Ensure adequate PPE is available for visitors, including sizes for a range of visitors	Chris McCabe
Prepare the Traffic Management/ Site Logistics Plan	Christopher Box
Prepare the Emergency Management Plan, including fire risk assessment, Incident and escalation forms, drills for Fire, suspended at height rescue evacuation, JCOP checklist and installation & maintenance of an appropriate fire detection and alarm system for the duration of the project	Christopher Box
Prepare the project Lifting Plan	Metclad Contracts
Plan and Arrange installation of temporary services and electrics	Chris McCabe
Identify significant pre-construction phase hazards and mitigate the risk by implementing suitable common control measures. Complete a project risk register to reflect these significant hazards and controls. (Obtain guidance and advice from the HSW Team, as required)	Faithful & Gould

Construction Phase	Completed by
Obtain additional notifications from Local Authority, HSE etc	Christopher Box
Obtain and display the current Insurance Certificate	Chris McCabe
Implement the Considerate Constructors scheme and notify third parties of works. Engage with the local community ie neighbouring houses, schools, businesses, etc.	Chris McCabe

Plan and arrange for high quality Site Welfare Facilities, including the provision of wifi and multi faith rooms, where possible	Chris McCabe
Plan and Arrange installation of temporary services and electrics	Chris McCabe
Review the project risk register to identify significant construction phase hazards and mitigate the risk by implementing suitable common control measures. (Obtain guidance and advice from the HSW Team, as required)	Christopher Box
Update the Traffic Management/ Site Logistics Plan upon significant change or every 3 months	Chris McCabe
Update the Emergency Management Plan, including fire risk assessment, Incident and escalation forms, drills for Fire, suspended at height rescue evacuation, JCOP checklist and installation & maintenance of an appropriate fire detection and alarm system for the duration of the project upon significant change or every 3 months	Chris McCabe
Update the project Lifting Plan upon significant change or every 3 months	Metclad Contracts
Once complete, issue this Construction Phase Plan to the Client, PD, RG Project Team and all contractors.	Christopher Box

RG Management and Coordination	Completed by
Ensure Risk Assessments, Method Statements and other related assessments ie COSHH, manual handling, HAVS/ Noise etc are realistic, engaging and relevant to the operatives undertaking the work	Chris McCabe
Actively check that regular communications between supervisors and the workforce are healthy, respectful and give everyone an equal voice	Chris McCabe
Assess the ratio/ level of supervision and ensure they have suitable training and experience ie SMSTS training certification or similar	Chris McCabe
Organise and facilitate project progression meetings	Christopher Box
Support subcontractors to talk openly and complete formal inspections. Report back findings to the wider team	Steven Robinson
Carry out and record temporary works incl. site boundary & hoardings inspections by competent Temporary Works coordinator	Chris McCabe
Carry out and record site Fire Extinguisher and equipment inspections (not incl subcontractor equipment)	Steven Robinson
Carry out site edge protection inspections (not incl subcontractor equipment)	Steven Robinson

Responsibilities for Site/ trade/ package managers Managing Subcontractors	Assigned to
Ensure each subcontractor has a process for managing their plant and equipment ie up to date plant registers	Steven Robinson
Ensure each subcontractor has a process for providing a skilled and trained workforce ie an up-to-date register of operative training certificates	Chris McCabe
Ensure each subcontractor conducts an investigation by their HSW professional for any incidents involving their personnel. Upload the investigation to RG Hub	Chris McCabe
Notify the HSW team of any incidents and complete an investigation review form on RG Hub	Chris McCabe

Subcontractor Requirements	Assigned to
Carry out daily inspections of all work areas	MCL/Lyndon/SBS
Carry out inspections on Scaffolding before use (when erected), every 7 days, after any modification / alteration, after any event that could have affected its stability, after any extreme / adverse weather conditions	Lyndon
Carry out inspections on all lifting equipment ie cranes, hoists, lifts, mast climbers, MEWPs, FLTs, Telehandlers etc and lifting accessories slings, chains, eye bolts etc before use and, upon relocation or alteration, and in accordance with manufacturers recommendations	MCL/Lyndon
Examine all lifting equipment and accessories as identified by statutory requirements (LOLER) and display the result and date on the equipment and accessories	MCL/Lyndon
Compile a schedule of common lifts for inclusion in the site Lift Plan	MCL/Lyndon
Ensure all plant is inspected before use, upon relocation or alteration, in accordance with manufacturers recommendations and that a planned maintenance schedule is upheld in line with statutory requirements (PUWER)	MCL/Lyndon
Carry out a fire risk inspection and complete a permit to work for any operations involving hot work or with a risk of fire	MCL/Lyndon
Carry out inspections on Excavations and spoil heaps daily prior to start of work, and after any event that could have affected stability. In addition a recorded inspection will be conducted every 7 days. Comply with the Permit to Access and generate a permit to work where required.	NA
Inspect Confined spaces prior to any works and issue a confined space permit	NA

Principal Designer Requirements	Assigned to
Agree with the Principal Designer which HSW information / records are required for the HSW file	Christopher Box

Communicate above requirements from the PD with subcontractors	Christopher Box
Ensure any altered designs and design discussions are confirmed by the PD as not posing further risk to the build or end product (ie increased fire risk)	Andy Lezanowski
Subcontractors are to provide the following for the PD, as a minimum: • A description of the works carried out • Residual hazards and how they have been dealt with (for example asbestos, buried services, contaminated land) • Key structural principals incorporated in the design of the structure (e.g. bracing) and safe working loads for floors and roofs • Hazards associated with the materials used (e.g. hazardous substances, lead paint etc.) • Information regarding the removal or dismantling of installed plant and equipment • Health and Safety information about equipment provided for cleaning or maintaining the structure • The nature, location and markings of significant services, including fire-fighting services and equipment • Information and as built drawings of the structure, its plant and equipment	MCL/Lyndon/SBS

Project specific health and safety risks

Specific hazards are associated with this project which have not been designed out. They are detailed in the Project Risk Register which forms part of the Pre-construction Information (PCI).

For information, the following restrictions will need to be taken into account throughout the works:

Existing Hazard / Consideration / Restriction	Notes / Controls
Hours of working	0800rs – 1700hrs
Adjacent Buildings – schools offices, shops, nearby sites etc	Issue notice of works to neighbours
Noise Restrictions	Noisy operations restricted to 0800hrs – 1700hrs
Access Restrictions	No known restrictions
Present land use and Ground Conditions	Existing PBSA
Environmental Considerations such as watercourses	NA
Existing Services – underground + Overhead	Existing service information required from PD
Traffic systems / Management	TM Plan to be developed
Occupational Health Considerations (Dust Hydrocarbons etc.)	To be covered in subcontractor RAMS
Lifting operations	To be covered in subcontractor RAMS
Scaffold Loadings to Walkways and Building roofs	Scaffold to be designed accordingly.
Mastclimbers on NWR elevations	APA to be in place. Along with Cat 2 (Min) and Form C.

Hazard identification and risk assessment

Each subcontractor shall be required to identify the significant hazards for each work activity and prepare Risk Assessments and Method Statements to communicate the hazards and control measures. These will be reviewed by RG Group who may request further information or changes via a RAMS Review Form. Copies of all Risk Assessments and Method Statements will be maintained by the subcontractor but made available for any interested party at all times.

The following hazards are common to all RG construction sites and the expectations for managing these hazards where there are many interfacing trades are detailed below.

NB: A full list of standards expected for the management of risk are detailed in the Subcontractor HSW standards document.

Access, egress and security

Each subcontractor is responsible for preventing unauthorised access to their equipment and materials.

The following arrangements will be implemented to prevent unauthorised access to site:

Description of Security Arrangements
(enter details of hoarding, security, CCTV, anti climb fans etc)
Perimeter hoarding will be formed from a combination of solid hoarding (ballasted) and Heras type fencing. CCTV to be installed. Anti-climb fans required to scaffold crashdecks

The Site Logistics Plan details the following positions on site, and will be updated and re-issued as site conditions change:

- Access / Egress Points to the building and site
- Welfare locations (site offices, toilets, drying rooms, canteen etc)
- Storage areas
- Safe walkways to the site accommodation
- First Aid Points
- Fire Points
- Emergency exits
- Location of any Tower Cranes (including lifting zones)
- Location of Hoists, Scaffold Gantries
- Traffic / Plant routes
- Loading bays

Temporary services

The following temporary services are provided on site:

Service	Location
Safety Lighting	Scaffold Stairs
Mastclimber Supplies	Perimeter of crash deck
Mastclimber Lighting	Perimeter of crash deck
Site Accommodation Supplies	Osmond Street – 2 min walk.
Small Power Supplies	Perimeter of crash deck

All electrical supply installations will comply with the current BS7375 Distribution of Electricity on Construction & Demolition Sites and BS7671 IEE Wiring Regulations and Electricity at Work Regulations.

All subcontractors are responsible for ensuring their electrical equipment is subject to planned maintenance and inspections. All portable electrical equipment and tools used on this project must be 110v, and PAT tested (every 3 months).

Suitable and sufficient lighting, including emergency lighting, will be provided on site for common areas and access routes.

Subcontractors are expected to provide task lighting in their work and storage areas, where required. Halogen task lighting is not permitted due to the heating effect.

Emergency lighting has been installed in the areas noted below:

Type of Lighting (Brief description)	Location
Safety Lighting	Scaffold Stairs

Temporary works

The risks arising from temporary works are important to manage both individually (as subcontractors) and collectively (as a site). Subcontractors are responsible for appointing a competent Temporary Works Coordinator to ensure all aspects of temporary work activities are undertaken safely and for compiling an up to date temporary works register. Any updated information for temporary works should be shared with RG for inclusion in the site TW register.

Scaffolding

All fixed scaffolding provided or required on site shall be erected, altered or dismantled by trained and experienced persons under competent supervision. The Scaffolding Company are to issue a handover certificate to confirm a competent installation. The handover certificate will be kept on site by RG or the contractor providing the scaffolding.

From the day of handover, weekly inspections will then be undertaken and recorded by a competent person. Records will be maintained on site by RG or the contractor providing the scaffolding. An inspection will also be undertaken and recorded after the scaffold has been adapted and altered. Only competent persons must alter and adapt scaffolding.

Scaffold Location	Scaffold Installed by (company)	Scaffold Inspections by (company)
Crash deck Scaffold to L5	Lyndon/SGB	Lyndon/SGB

Control of substances hazardous to health (COSHH)

Where harmful substances cannot be substituted with less harmful substances, each subcontractor will be required to generate and maintain a register of all harmful substances that they intend to use on this project.

For each hazardous substance/ process identified, the subcontractor responsible will produce a task specific COSHH Risk Assessment based on the information in the Material Safety Data Sheet for the substances. These will be

maintained by the subcontractor and a COSHH Inventory of Substances will be displayed on site wherever COSHH is stored.

When using Hazardous substances the subcontractor must ensure the findings of each COSHH Assessment has been communicated to operatives and those affected by the use.

subcontractors will ensure the correct PPE has been issued and used when using/ creating COSHH.

COSHH storage facilities and areas are to consider incompatible substances in the vicinity, will be barriered off with signage advising others of the area and have a means to contain accidental release, combustion etc (ie spill kit/ fire extinguishing agents etc). The locations of COSHH use and storage are to be communicated to RG for inclusion in the site Emergency and Fire plan.

Suitable fire fighting equipment must be positioned with LPG and highly flammable liquids where they are used, and where they are stored.

Where practicable, LPG and highly flammable liquids shall be removed from site every night by the subcontractor using them. Only in extreme situations will LPG or highly flammable liquids be permitted to remain on site overnight and storage must at all times be in a secure well ventilated cage away from buildings, structures, and kept separated from other materials. Additional warning signs must also be put up to warn of the risks.

When not in use, cylinders shall be kept in their storage areas, this includes empty cylinders. Empty cylinders must be disposed of by the subcontractor appropriately.

Where oxidising substances can react or flammable products must be used the preferred option is to only have minimum stocks correctly stored on site but where possible remove the product from site at the end of the working day.

Fuels, oils and chemicals must be stored away from buildings, structures and materials that will burn in well ventilated areas.

Asbestos

Any known pre-existing asbestos on site will be managed by RG under an Asbestos Management Plan and communicated to all subcontractors.

The authorised and planned removal of asbestos is only to be undertaken by competent subcontractors under specific asbestos removal RAMS.

Any unplanned discovery or contact with asbestos by subcontractors during the course of their operations is to be treated as an emergency, as per their RAMS. RG management of unplanned asbestos discovery is covered in the emergency management plan.

Material storage and distribution

Subcontractors are responsible for maintaining safe material storage and distribution. All materials must follow manufacturers / suppliers instructions / guidance on how to store.

Planned distribution routes and methods will be expected for inclusion in manual handling assessments and/ or lift plans.

Suitable and sufficient storage locations to be agreed with RG Group prior to the works commencing.

Traffic management

This site is planned and arranged in such a way as to provide the necessary control measures for reducing the risk of an accident involving pedestrians, vehicles and the transportation of materials.

Pedestrians and vehicles will be adequately separated where practicable.

RG Group will obtain a section 278 agreement, review the proposed and existing site layout, the existing environment, identify the risks and carry out a Risk Assessment and produce a Logistic / Traffic Management Plan.

The Traffic / Logistics Plan specific to this project defines:

- Site Access / Egress Points
- Location of temporary site accommodation / welfare facilities
- Location of unloading, layout and storage areas

Security arrangements

Location of fixed plant, such as Tower cranes, Hoists etc.

- Traffic / Pedestrian Routes, including 1 way systems where applicable
- Any section 278 works and road closures

Subcontractor plant and machinery

A record of all items of plant and machinery brought onto site, together with details of their operators, will be maintained by each subcontractor together with evidence that the plant has been adequately maintained and periodically checked by plant owners/ hirers.

Plant and Machinery to be supplied by the subcontractor will be properly selected, taking into account the task to be carried out, the Safe Working Loads and Logistics of the site, correctly use by trained, competent and authorised personal, and maintenance requirements.

All plant and machinery shall have a current test certificate (and in-date PAT test certificate where necessary) and will be required to be re-tested periodically to the current testing regulations.

Any plant which does not currently hold a valid certificate cannot be used on this site and should be removed from site immediately.

All Plant Operators certificates and training certificates shall be maintained, checked and kept up valid by the subcontractor. Plant will only be operated by a trained person i.e. by a person who holds a valid CPCS card, evidence of training / competence must be available on site at all times.

All operatives who will be changing Abrasive Wheels or using Cartridge Tools must be competent to carry out duties and hold a current certificate of training.

Any manually operated vibrating tool or process will require having vibration monitoring and providing each user with individual HAV monitor, enabling self-regulation.

Lifting equipment and lifting operations

Lifting operations are covered by the site Lifting Operations Plan. However, there are a few items on site provided by RG which fall under lifting equipment and lifting operations. These are for common and emergency use:

Description
Nothing envisaged

Work at height equipment

The hierarchy of controls must be followed when planning work activities at height. This must be pragmatic and the controls proportionate to the risk.

Where lower hierarchy equipment has been selected for a task, the task risk assessment should demonstrate that a safer alternative to lower hierarchy equipment cannot be used for the task.

Adverse weather conditions

Subcontractors should include adverse weather, and the risks posed by it, in their risk assessments for their operations.

Any plant and machinery must be assessed by the subcontractor prior to use in adverse weather conditions, ie the use of an anemometer will be required to determine which plant and machinery can operate in high winds.

When adverse weather occurs (ie wind, snow/ ice, sun/ heat etc) RG Group Site Managers will walk the site to assess suitability of access / egress routes and working conditions before opening the areas to contractors. Hazard reduction methods will be implemented and RG Group will close areas and routes if needed before work commences.

Waste control and disposal

Everyone has the right to work in a clean environment, this is especially important where other trades work side by side. Subcontractors are responsible for clearing their areas as they work and are not to leave it to until the end of their shift. Labourers are not provided to clear up after trades, however housekeeping on site will be provided in common areas and monitored site wide on a daily basis, with chargeable clear up notices issued for contractors falling below the required standards and creating risk for themselves and others.

Special attention will be given to access/ egress routes, and emergency escape routes, which must remain clear and free from materials at all times.

Permits to work

All permits to work (PTW) bar 'Permit to Access' will be controlled and managed by the subcontractors. PTW's form part of a Safe System of work, as defined by the subcontractor generating the risk, and where they are used, the subcontractor should monitor their compliance. Details on how risks will be controlled must be provided to RG before a permit to access is authorised.

Noise

If a person is likely to be exposed to a noise level above 80 dB (A) or more during work, then a noise assessment is required by a competent person (typically the subcontractors Health and Safety Advisor). Records of such assessments shall be maintained by the subcontractor.

Drugs and alcohol

RG recognises that drug and alcohol (D&A) addiction is an illness and will be treated as such for those requesting help prior to any failed drug or alcohol test. Those who believe they may have a drug or alcohol problem are encouraged to come forward and discuss it confidentially.

Subcontractors are required to help ensure that nobody is under the influence of drugs and alcohol (including the management of prescribed / over the counter medicines), which could impair the ability to act safely and negatively affect performance.

- All safety critical workers are to be tested at random by each subcontractor employing safety critical workers (as laid out in the subcontractor HSW standards document).
- The employer of anyone found with a positive drug or alcohol test is responsible for providing support in the case of dependency.
- In addition to subcontractor testing, RG will conduct a minimum of 5 random tests per month, using self-administered instant oral swabs. This will be for a random mix of Safety Critical Workers and other site personnel, including office employees.
- Note: a refusal to test will be recorded as a positive result.

Following the results of random testing, the following action is to be taken:

- Negative result- No action required.
- Non-negative result- an independent testing company will be used to undertake a second test (please speak to the HSW dept. for further information on the process).

Each subcontractor is to ensure that any prescribed or over the counter medicines do not have side effects likely to impair work performance or safety and to ensure their employees co-operate fully with any drug and alcohol screening/ testing arrangements provided by RG.

Emergencies and incidents/unwanted events

The following are the emergency service telephone numbers for this project/ site:

Service	Telephone
Fire / Rescue	999/ 112/
Ambulance	999/ 112/
Police	999/ 112/
Local Hospital Address:	Oxford Road, Manchester M13 9WL
Local Hospital Telephone:	0161 276 1234
Other: Gas	
Other: Electric	

A location map for the nearest hospital will be displayed in the site office(s), welfare area, canteen and induction room. A copy of the map can be found in the Appendix section.

If there is an incident, emergency or near miss, the following RG Group personnel must be contacted:

Contact Name	Role	Mobile Telephone
Chris McCabe	Construction Manager	
Christopher Box	Project Manager	07534 665974
Claire Stembridge	HSW Manager	07534 990814
Gary Kane	Project Lead	07917 724679
Steven Robinson	Site Manager	07552 833745

Fire

RG will:

- Provide a site plan with locations annotated for first aid, defibs and trained personnel.
- Complete a Fire Protection Association Joint Code of Practice checklist on a 3 monthly basis.
- Provide a Fire Emergency Plan and update it at least every 3 months, including completion/ review of a site fire risk assessment and facilitate Fire Evacuation drills at least every 3 months.

NB. The emergency fire plan is part of a much larger Fire Plan which we have produced as part of our risk management procedure and as a commitment in providing the best working environment for everyone. The full Emergency Management Plan, incl. Fire is accessible in section 2 of our HSW Framework.

A fire organisation chart will be distributed between the Project Team and all of the people involved including gate personnel, security etc. This document will be displayed on notice boards within the welfare area, project offices, induction room.

A Site Evacuation meeting should be held to discuss relevant tasks and responsibilities of the site team in the event of an evacuation. The Fire Organisation Chart should be issued to security with all mobile telephone numbers of the team. The security guard should be aware of their role and also any operative opening gates for quick escape of operatives on site.

One person should be in charge of this operation the “Fire Co-ordinator”. Information regarding the site evacuation (initial meeting, evacuation report and review notes) should be noted, issued to the Project Team and HSW Team with all relevant pictures.

You can find extinguishing materials and alarms around site and on every floorplate, by the escape route stairwell(s). Additionally in the:

- Project Office
- Site Entrance
- Welfare Areas- canteen, drying rooms, smoking areas etc

Directional signage will be clearly displayed for all Fire Escape Routes

Random Fire evacuations will take place on site, at least 3 monthly, all operatives must comply when such an activity takes place, and this will enable RG Group to assess the suitability of the evacuation plan on this site.

The Fire Assembly Point is located as below

Weekly site checks are to be carried out, all fire extinguishers should be checked by RG and subcontractors, dependant on ownership, and all Fire Escape Routes will be checked by RG periodically to maintain a clear route from materials.

Smoking is only permitted within the smoking area(s) designated by RG Group.

Accidents

We try to prevent incidents, however they are unfortunately inevitable. Whenever an incident happens we want to learn from it and set the environment up to be the best it can be. To help us build resilience and prevent drift into unwanted outcomes, all incidents (no matter how minor) which occur on this site should be recorded on the RG Hub. Please inform an RG site manager as soon as an incident occurs.

We expect subcontractors to complete an accident report book form where there is an injury, and to conduct a proportionate investigation (relative to the harm/ or potential harm) within a timely manner. RG will also conduct an incident investigation review. Where an incident is notifiable under RIDDOR, this will be the subcontractors responsibility to submit.

RG will share incidents where there are significant learnings which could help to reduce risk at other locations.

Hazard reporting

Inevitably hazards will arise on a construction site. It is the subcontractors responsibility to control and mitigate hazards arising from their works. Should hazards be out of your control (ie from another subcontractor or RG), they should be reported via the RG hub so that we can monitor their effective closure.

‘Hazard’ is not a dirty word and the reporting of hazards should not cause friction. If hazards are reported against you as a subcontractor, please see it as a proactive opportunity and use them to contribute towards a safer and more positive environment.

Specialist support for persons on site

Young Persons, PEEP, New and Expectant Mothers, DDA

Subcontractors must complete and provide RG with a specific risk assessments for:

- Any Young Person wishing to work on this site/ project. Approval from RG must be sought prior to bringing a young person onto site for any reason
- Expectant mothers and new mothers returning to work
- A Personal Emergency Evacuation Plan (PEEP) for anyone who may have difficulties evacuating the site to a total place of safety, without support or assistance from others
- Anyone with temporary and permanent disabilities; physical, intellectual, sensory, neurological, learning and psychosocial disabilities; diseases or illnesses; physical disfigurement; medical conditions and work-related injuries
- Any lone workers or workers on night shifts

HSW critical workers

Various roles on site carry additional risk and therefore all subcontractors are responsible for completing the Pre Qualifying Health & Safety Questionnaire and submit with the Induction form before attendance on site.

More information regarding Safety Critical workers and medicals can be found in the subcontractors HSW Standards document.

All persons on site deemed as Safety Critical need to arrive to site with a 'fit slip' signed by a medical professional prior to their commencement on site.

Please contact the HSW dept. for details for suggested Health care professionals who provide medical 'fit slips'.

PPE requirements

PPE is a last resort where risk cannot be eliminated through other controls. We do not advocate the use of mandatory 5 point PPE at this site as it can discourage us to focus on the real risk and forces people to comply with what is sometimes unnecessary.

That said, the use of PPE where it is required IS mandatory. All Staff, personnel, operatives and visitors to this site may be required to wear the following PPE at various locations around site:

- Safety helmets to BS EN397, where there is a risk of falling items or bumping the head
- Safety footwear with reinforced toe caps and mid sole BS EN 345, wherever the permanent floor covering is not in place
- High visibility vests to BS EN471, where there is a risk of traffic or plant interface with pedestrians
- Hand, Eye, respiratory and Ear Protection, where there is a risk of hand injury, eye injury, negative respiratory effects or high noise

RG will provide clearly marked PPE for visitors in various sizes.

Visitor PPE is located as below
Main Site Office)

Subcontractors are responsible for risk assessing and issuing their personnel with the correct PPE. The PPE should be to a high standard and be assessed for compatibility during use.

Any additional PPE required shall be identified on each subcontractors Method Statement and Risk Assessment, when this is the case the subcontractor shall ensure that the additional PPE identified is provided to each operative, used correctly and stored and maintained in accordance with the manufacturers recommendations.

Warning signs are to be placed by subcontractors where their work area is subject to task specific PPE.

All PPE zones are clearly identified and areas which are PPE zones are identified below:

Location where PPE is not Required
Welfare Compound

Suggesting and learning

At the site induction operatives will be informed that their contribution to the site culture is encouraged and how RG Group want them to make suggestions, report unsafe conditions and generally communicate their concerns and ideas regarding HSW, throughout their time on this site.

RG Group will hold subcontractor HSW meetings and all subcontractors will attend “with a HSW advisor and a Senior member of staff who has the authority to make policy changes” to discuss HSW issues and ideas.

RG Group will also hold Employee Consultation Meetings (monthly) for operatives on site, seeking improvements

Please encourage each other to share, it is the only way we will learn and improve.

Monitoring and measuring HSW performance

Whilst it is recognised that all individuals have a responsibility for reporting health and safety matters it is essential to support the efforts of individuals with a system to monitor and measure the overall performance of the site and each subcontractor. Therefore the following arrangements will be in place

Monitoring of site activities [including subcontractors] is undertaken as follows:

- All subcontractors Supervisors are to conduct an informal daily inspection of workplaces
- RG management will conduct an informal inspection of all areas of the site daily
- RG HSW team will complete HSW condition reports on a monthly basis
- Subcontractors will complete HSW inspections on a monthly basis
- Subcontractors will attend a minimum of 1 Subcontractor HSW review, with the HSW team, where they are conducting work for more than 1 month on site
- RG’s HSW team will assess the performance of the site team and its contractors on a monthly basis via a HSW Performance Benchmarking Heatmap to help assist the team in setting HSW priorities (in line with the sites own HSW goals)
- RG’s leadership will conduct regular site visits

Subcontractors must ensure their Health & Safety Advisor visits are conducted on a monthly basis as a minimum and all reports copied to RG management team and the HSW manager.

Appendices / attachments

- Traffic Management and Logistics Plan
- Site Lifting Operations Plan
- Emergency Management and Fire Plan
- Asbestos Management Plan
- Subcontractor HSW Standards
- F10
- RG Group HSW Policy Statement
- Insurance Document