

NOVO FACADES
Design House
108 High St
Manchester
M4 1HS



Issue Record

Review Period	Date of Review	Issue	Reviewed By	
			Contracts Manager	SHEQ
First Issue	First Issue 07/12/2023	00	Gareth Brister	Potter Raper QA Sam Arthey
MCC 2nd Issue	20/12/2023	01	Gareth Brister	Potter Raper QA Sam Arthey

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Introduction to the Construction Phase Plan

Under the Construction (Design Management) 2015 regulations and L153 guidance notes, NOVO Facades are required to develop a "Construction Phase Plan" for the construction phase of this project at: Design House, Manchester.

This plan collates information from various sources into a single document, but should not be read in isolation and reference should also be made to the "Pre-construction Information Pack" provided by the appointed principal designer (Thomasons).

The main document has been kept to a proportionate size and reference needs to be made to the appendix for risk assessments, method statements and further project information which forms the development of the health and safety management system for this project.

It is the intention of NOVO Facades that the project be designed and constructed in such a way that the risks to Health and Safety of all persons engaged in its construction and maintenance are eliminated or reduced to a level which is acceptable under current Health and Safety legislation.

All those involved in the construction phase have a statutory duty to comply with the Construction Phase Plan and to provide NOVO Facades with any information they have, which is needed to keep this plan up to date.

Anyone wishing to seek advice on compliance should contact NOVO Facades management or their Health and Safety Advisor.

1. Description of Project

1.1 Project description

It is proposed that external wall cladding and associated remedial work is carried out in accordance with **Thomasons Schedule of Works – LH/9023** and associated drawings, available within the Tender Pack. 8 storeys at highest point (21.7m) / residential with 4 commercial units at ground floor level. No floor levels below ground.

LOCATION OF SITE

DESIGN HOUSE
108 HIGH STREET
MANCHESTER
M4 1HS

1.2 HSE Notification

- (1) A project is notifiable if the construction work on a construction site is scheduled to—
- (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
 - (b) exceed 500 person days.
- (2) Where a project is notifiable, the client must give notice in writing to the executive as soon as is practicable before the construction phase begins.

Key project dates

Start date: January 2024 (TBC) - Completion Date: November 2024 (TBC)

Estimated maximum number of people at work on the construction site: 20 Planned
Number of contractors on the construction site: 5

Notifiable under the CDM regulations 2015 – Yes.

1.3 Details of client, principal designers, CDM advisors and other consultants

Directory for project can be found in **Appendix 3** of this document.

1.4 Existing records & plans

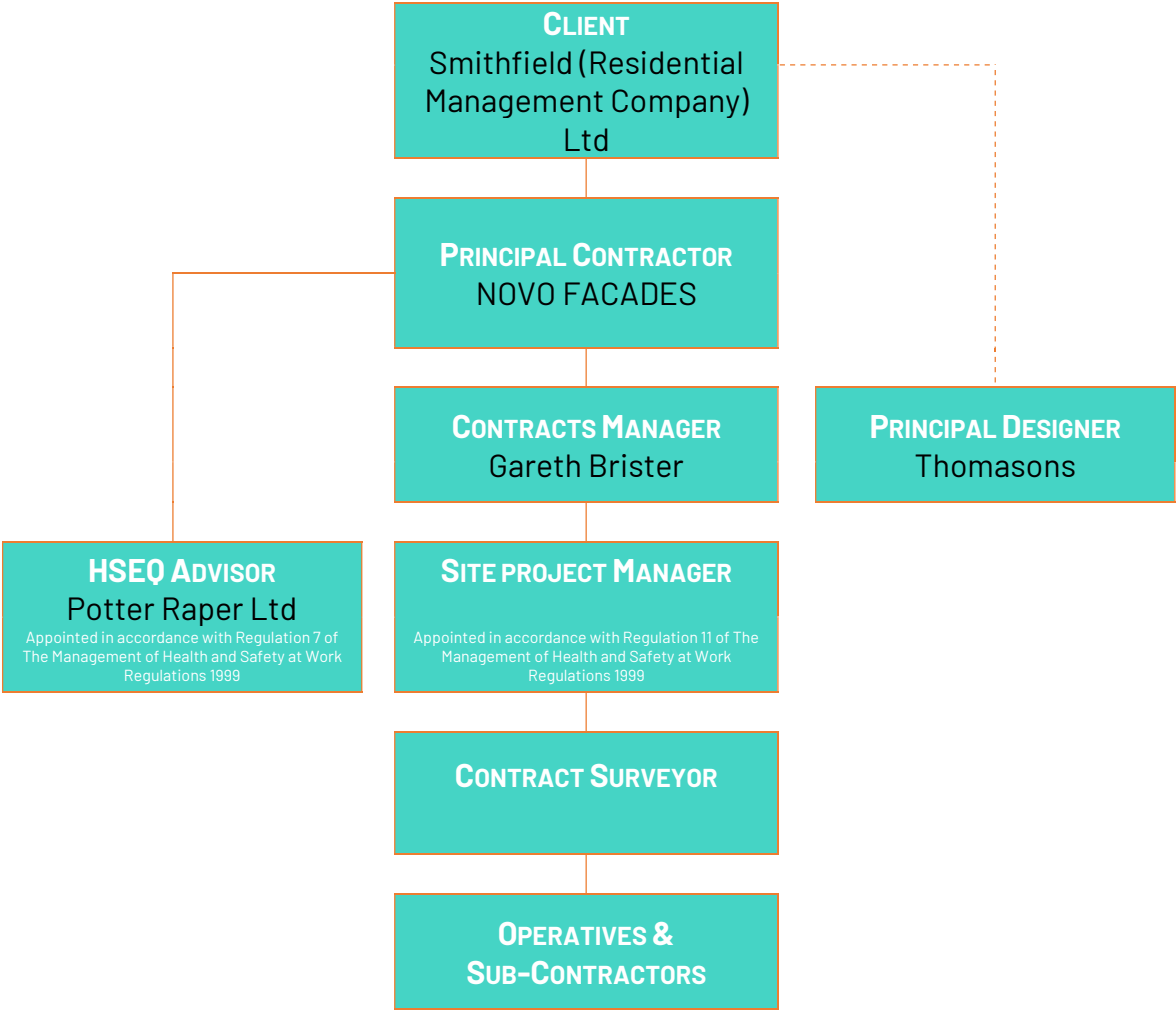
These files and documents must be made available to NOVO Facades who will make them available, where necessary, to sub-contractors to enable them to adequately assess the risks associated with their works.

Any areas encountered where existing information is insufficient will require further investigation before work may proceed.

2. Management of the work

2.1 Management Structure & Responsibilities

The works will be supervised at all times by our Site Manager who will be appointed in accordance with Regulation 11 of The Management of Health and Safety at Work Regulations 1999 to co-ordinate the activities in progress.



a. Management Responsibilities

Director – Matthew Mooney

Has overall responsibility for all of the company's activities and health and safety performance. Must ensure that all projects and company facilities are adequately resourced and that all personnel have sufficient competence. The Managing Director is supported by the company Health & Safety Advisor in ensuring that the organisation meets all of its Health and Safety responsibilities.

Contracts Manager – Gareth Brister

Must ensure that all projects are adequately resourced and that all personnel and contractors have sufficient competence.

Will make regular visits to all projects during which he will discuss health and safety issues with the Site Manager and where necessary ensure that this plan is reviewed and updated as necessary.

Project Site Manager / Sr Project Manager – TBC

Has overall responsibility for the project and is responsible for health and safety issues associated with the project. As such they will ensure adequate health and safety resources are available on the project.

They shall review and accept safety method statements and risk assessments from sub- contractors and evaluating the responses, liaison with others on matters of health and safety and ensuring adequate resources are available.

Has day to day responsibility for health and safety on the project with the authority to stop anyone who is working unsafely.

The Site Manager's roles and responsibilities when on site are outlined below: -

- Nominated person responsible for first aid on site
- Weekly recorded inspections of the scaffold structure.
- Liaison with tenants / residents
- Co-ordination of sub-contractors
- Fire and emergency co-ordinator

The Site Manager will hold a valid CITB SMSTS/SSSTS qualification.

The Site Manager will nominate a deputy site supervisor who will be responsible for assisting in the implementation of the duties on site and in their absence.

SHEQ Advisor – Potter Raper

The Health and Safety Advisor shall make visits to site to monitor the management of health and safety completing a written report after each visit, which is copied to the Site Manager, Contract managers and the client if required.

The SHEQ Advisor is available for assistance with particular health and safety problems and will offer guidance on solutions.

He will assist the Contract Manager in reviewing and updating this plan.

2.2 Health & safety goals for the project

- To safely undertake the repairs and refurbishment phase of this project without undue risk to the Health, Safety & welfare of our workforce and all other parties,
- Keep overall disruption to a minimum, special care must be taken to reduce risk to children and the public whom may have access to the working area.
- To co-operate with the H&S arrangements of the Client and or their Principal Designer
- Meet with all parties that may be affected and all other neighbours including surrounding businesses before, during and after work commence.
- To identify all possible risks associated with neighbours' activities including but not limited to, food deliveries, refuse removal, muster points, ensuring that all the tenants and shop users' entrance and exits are clear at all times, all road closures, furniture deliveries, local refurbishments, house moves etc have been identified and taken into consideration.
- To monitor and review all Health and Safety performance.
- To meet our Clients Health and Safety goals for construction which are highlighted in the pre-construction information provided by the Principal Designer
- In-house or externally appointed project managers, consultants, designers and contractors are adequately resourced and have training, knowledge and experience to undertake their responsibilities under the CDM regulations 2015 and other safety legislation and therefore adequately apply the principles of prevention to the work project, its design and associated activities.
- Risks are identified early on;
- Health and safety will be on the agenda of all relevant project meetings;
- All designs meet relevant standards and legal requirements so that, so far as is reasonably practicable, they can be built, maintained, operated, modified and demolished without risks to any persons likely to be affected by them including the public;
- Any risks that remain should be manageable;
- There is a demonstrable and proactive approach to managing risk from the outset and that high standards of protection are provided for third parties and anyone likely to be affected by our works; and
- All contractors are required to conduct their business in line with industry best practice and act in such a way so as to protect the health and safety of their employees, others involved in its operations, customers and the public. Contractors are required to strive to prevent all accidents, injuries, and occupational illnesses through the active participation of every employee and by continuous efforts to identify and eliminate or manage the health and safety risks associated with its activities.
- To achieve no reportable accidents near misses or incidents for the duration of the project.
- To aim for a zero-accident site
- To carry out regular internal audits by the Health and Safety Manager and the reports left on site as well as weekly site inspection reports carried out by the Site Manager

2.3 Arrangements for:

a. Liaison between parties on site

The professional and management team of the client shall hold a start-up meeting; Health and Safety will be an item on the agenda at that meeting. At that meeting the Site Manager will report on any Health and Safety issues that have arisen from the site set up. In the event of any matters arising, a detailed report will be given on the nature of the event and the steps taken to prevent a reoccurrence. All parties that produce new Health and Safety information will provide this direct to the Site Manager so that it can be assessed and evaluated prior to circulation by the Site Manager to the appropriate parties.

The professional team will include:

- 1) Client /Clients Representative
- 2) Contract Managers
- 3) Site Manager
- 4) Architect /Designers
- 5) Health and Safety Manager / Advisors
- 6) Principal Designer (Where there is more than one contractor)

On a daily basis, the Site Manager will hold discussions with the contractors on site to ensure hazards are not changing and activities are progressing as per the overall plan. This will also give the Site Manager to ensure future work is properly planned.

All relevant Health and Safety information will be displayed on Site for general information. Any new Health and Safety information will be passed to each sub-contractors Manager at site progress meetings.

The Site Manager will be responsible for circulating and distributing all relevant Health and Safety items that are discussed at the management and professional team meetings to the Managers of each sub-contractor who must then pass the information down to their own operatives.

With Design House being an occupied residential and commercial building, NOVO management team will make contact with the buildings occupants and tenants to open lines of communication. This will allow for information regarding site specifics to be dealt with and prevent undue hardship during the construction phases. Information to be shared may include but not limited to, Material deliveries, waste removal, scaffold erection/striking, working hours etc.

b. Consultation with the workforce

The entire workforce is encouraged to communicate daily with any supervisory staff, giving details of any hazards they have seen, or making any suggestion to promote safer conditions. Any such contribution will be recorded in the site diary and raised during the next safety meeting, or earlier if appropriate.

These issues will then be discussed between the Site Manager, Contracts Manager and Health and Safety Manager to identify ways of improving health and safety regarding the issues in question.

A site notice board will be used to display all relevant Health and Safety information. The location of the noticeboard will be selected at the beginning of the project. The information displayed on the noticeboard will include the Fire Plan drawing, a signing in book and any other information deemed to be useful.

If the Site Manager feels that any information needs to be addressed urgently, he will gather all site operatives together for a meeting to ensure that all operatives receive the information.

c. Exchange of design information between all parties

Prior to the subcontractors starting work relevant information highlighted within the preconstruction information, designer's drawings or other available information is made available. This information identifies site conditions and local arrangements and assists sub-contractors develop their risk assessments and method statements.

The method of works will be discussed beforehand to ensure that both NOVO Facades and the sub-contractors are agreed on the work methods to be used and that each is fully aware of the dangers involved and the safe working practices which are to be followed.

During the construction period, information will be passed to the sub-contractor and his operatives via induction briefings, toolbox talks and informal contractor co-ordination meetings.

Prior to any high-risk activities being undertaken, discussions will be held regarding the timing of the tasks and the specific hazards associated to ensure that the activities are co-ordinated between all parties concerned.

d. Handling of design changes

It will be the responsibility of all parties concerned with design issues on the contract to take into consideration the Health and Safety issues of any proposed design changes. This consideration will take account of labour with regards to safety, health, access, labour difficulties in the future repair and maintenance of installed items, access plant that may be needed and any hazards in the materials themselves.

When an issue becomes apparent then the design team should either design out the problem by an alternative design or must produce a risk assessment and/or safety method statement to ensure that the operation is achievable without risk.

It is expected that all members of the professional/management team are likely to be involved in the design process at various times.

e. Selection and control of contractors

Prior to commencing on site each sub-contractor will provide to the Site Manager a list detailing all management personnel that will be involved on the contract. As well as detailing all personal and contact details for the individuals it will also show all education and professional qualifications together with qualifications/experience of Health and Safety management.

It is the intention that, prior to commencing their work on site, each sub-contractor will submit their Health and Safety information to the Site Manager for consideration and a pre- contract meeting will then be held before commencing on site so that all items can be agreed and the subcontractors Health and Safety submissions approved.

The Site Manager reserves the right to request any sub-contractor to provide alternative or additional management with the appropriate Health and Safety experience if he feels it to be necessary for the safe control of the contract.

NOVO Facades will continually monitor the performance and compliance of contractors for the duration of the project. Any failure to perform to the agreed standards may result in a contractor being stopped until the issues are resolved.

f. Exchange of health & safety information between contractors

It will be the responsibility of the Site Manager to control the flow of information between the different sub-contractors.

It is intended that regular progress meetings are held and new Health and Safety information will be circulated to the representative of each subcontract company at these meetings. Every sub-contractor representative at the meeting will be expected to have a proactive approach to health and safety and will be invited to make any suggestion that they feel would improve the Health and Safety on the contract.

In the event that the Project Manager feels any information is significantly important then he will call a special meeting of any appropriate subcontractors so that the details can be disseminated without delay.

g. Site security

Novo Facades will ensure the site perimeter is adequately secured using hoarding and heras fencing. Scaffold access ladders will be removed at the end of each day and other access routes secured.

Access gates to the site will be kept closed, except when in use. Notices will be posted advising employees, visitors, and site operatives of the PPE requirements on site.

All external areas of the site will be secured by Novo Heras Fencing & Safety Signage will be placed around the skip/waste area and hoist entrance, which are the main site areas interfacing with public areas.

Fenced gates to both areas will have chains and heavy-duty locks to ensure no access during out of hours or when not in use. The hoist will be key/power operated and locked out of hours to stop unauthorised use.

h. Training & competence

All site operatives are to be competent to carry out their duties. NOVO Policy is for all persons working on site to have appropriate competency cards available. Copies taken during induction.

Prior to commencement on site each sub-contractor is to provide to the Site Manager copies of all operators' certificates clearly stating the expiry date of the certificate. No operative is to use equipment/plant for which they are not certified.

The following activities will require evidence that personal are suitably trained: Persons to erect/use mobile tower scaffolds(PASMA), MEWP Operators (IPAF), Slinger/Signallers and any other Plant Operators (CPCS).

Contractors are obliged to carry out their own training and provide evidence of such training to the Site Manager prior to starting work.

Regular on site training by way of toolbox talks will be held every two weeks as a minimum. This will either be carried out by Novo Site Management or the Trade Supervisors. Attendance register will be collected as a means to keep records of what training has been delivered.

i. Welfare & First Aid

Welfare facilities shall be in place, on site before the commencement of the project. Welfare facilities shall be provided on site as follows: - toilets, washing facilities, hot and cold water, supply of drinking water, arrangements for changing and storing clothes and facilities for taking breaks (including meal breaks). The specific details of the arrangements are as below, supply to wash their hands.

Project personnel must only use the welfare facilities provided. Details of these will be provided at the site induction. All welfare facilities must be always treated with respect. Any failure to do so may result in offending individuals being removed from site.

A drying area, locker room or storage for “contaminated” clothing has not been identified as a requirement at this stage of the project. Should there be a requirement later in the project, NOVO Facades will ensure that the standards are met.

- All facilities must be kept clean and tidy at all times.
- Eating and drinking in the work area will be strictly forbidden.
- A first aid kit will be available on site for emergency use, located in the site office.
- All first aiders on site will be identified on the site noticeboard along with their contact information.

The appointed first aider on site is: - Novo Project Manager/Site Manager

j. Reporting and investigation of accidents, incidents & near misses

All accidents / incidents will be reported and where necessary investigated in accordance with company safety management system and statutory procedure. All accidents including those to sub contractor's workers will be entered in the site accident book.

This includes all cases where first aid is provided, regardless of how minor the injury is considered. Where an investigation is carried out, the Site Manager and Project Manager will ensure that any follow up action required or recommended is carried out promptly and that information is relayed to all on site who may be affected by findings.

All incidents "near miss" and those categorised as dangerous occurrences under statute, and those causing major damage whether or not injuries occur will be reported and investigated.

If possible the person involved in the accident should complete the form, the First Aider should specify what treatment or advice was given and sign the form.

The details that must be recorded in the Accident Book are:

- Name of the person suffering the injury.
- Date and time of the injury.
- Name of person reporting the injury.
- Cause of the injury.
- Any action taken as a result of the injury.
- Whether the injury is reportable to the enforcing authority (Health and Safety Executive) or not.
- Nature of the injury (e.g.: part of the body affected).

The Site Manager is required to report the accident to the HSEQ Advisor, who will decide if the accident is reportable or not and to ensure that it is investigated as soon as is reasonably practicable and that remedial measures are put into place to prevent a reoccurrence.

REPORTABLE ACCIDENTS

It is a requirement of The Reporting of Incidents, Diseases and Dangerous Occurrence Regulations that certain type of accidents, dangerous occurrences and diseases are reported to the Health and Safety Executive.

If the accident is reportable to the HSE then a member of management will fill in the details required on the official reporting form (F2508, F2508A) and send it to the HSE within the time period specified. Alternatively reports can be made over the phone, fax or via the HSE web site. Seven-day accidents must be reported to the HSE within fifteen days. Major injuries and dangerous occurrences must be reported immediately to the HSE by telephone with a report issued within fifteen days.

INVESTIGATION

Following any reportable accident or dangerous occurrence an investigation must be carried out. The Site Manager will ensure that once immediate risks have been dealt with; the injured person has been taken to hospital, First Aid has been administered, that the site is made safe. Where possible the area the accident

occurred will be segregated so that a full investigation on the causes of the accident can be carried out. Photographs of the scene of the accident should be taken and witnesses to the accident asked to make statements. An Accident Investigation Report shall be produced which will document the cause or causes of the incident and recommend steps to be taken to prevent the incident reoccurring.

Any remedial actions to be taken such as training requirements, modifying systems of work etc shall be implemented and monitored to confirm their effectiveness.

DEFINITIONS OF MAJOR INJURIES, DANGEROUS OCCURRENCES & DISEASES.

EXAMPLES OF MAJOR INJURIES:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (permanent or temporary).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury leading to unconsciousness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Injury leading to hypothermia, heat induced illness or unconsciousness.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- Acute illness arising from absorption of any substance by inhalation, ingestion or through the skin.

EXAMPLES OF DANGEROUS OCCURRENCES:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipe-work.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Collapse or partial collapse of a scaffold over five meters high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Accidental release of any substance, which may damage health.

k. Production of risk assessments and safe systems of work

Risk assessments and method statements for undertaking the work form an integral part of this health and safety plan. Where necessary additional method statements will be provided which will then be approved by the Project Manager / Site Manager and added to this section of the plan.

These method statements will be kept in a separate file or filed with the relevant Sub-Contractor's correspondence.

Each method statement received from specialist sub-contractors employed by NOVO Facades to undertake specific operations on the project must be approved by the Site Manager prior to works commencing on site. A record of this is to be kept using the Method Statement Appraisal Form.

A copy of the Method Statement Appraisal Form can be found In **Appendix 1** of this document and when completed is to be attached to relevant method statement.

3. Site Induction & Site Rules

3.1 Induction

Inductions should be proportionate to the nature of the visit.

NOVO Facades will induct all personnel operating on the Project including those who do not regularly work on the site, but who visit it on an occasional (eg Designers).

Verbal inductions provided to escorted visitors need not have the detail that unescorted visitors should have. Escorted visitors only need to be made aware of the main hazards they may be exposed to and the control measures.

All inductions will be held by the Site Manager as per the standard induction form held in the Site File. Records of the completed induction forms will be held within a locked filing cabinet.

The Site Manager shall record details of all skills and competence cards which may be required by the individual throughout the project before the induction is completed. Records in the form of photocopies of operatives training qualifications will be recorded alongside their completed induction forms. Examples as CPCS, NPORS, CISRS IPAF IRATA

Method Statement Briefings will be undertaken as part of the induction to record that the operatives undertaking the works have been briefed on the contents of the documentation and have accepted the safety controls and procedures identified. To ensure this method statements and any other Information must be in a convenient form, clear, concise and easily understandable. Method statement sign off sheet or sub-contractors equivalent must be signed before the task begins.

The Site Manager and sub-contractor supervisor will review and explain all method statements to the appropriate personnel, who will be carrying out or affected by the particular work activity. The Site Manager will arrange for any additional risk assessments and method statements to be written if necessary.

These briefings will be ongoing as new documentation is developed.

The role of the supervisor should include leading, briefing and carrying out toolbox talks. It may also include coaching and encouragement of individual workers and supporting other formal and informal means of engaging with workers.

Toolbox talks will be held as determined by the changing site conditions. Talks will be arranged by the Site Manager and details of attendance kept in the Toolbox Talk Folder.

3.2 Site Rules

A copy of the site rules for this project will be issued to contractors at the site induction. The site rules are as below:

The following rules will apply to everyone on site:

- The site and working areas must be kept clean and tidy and all ladders and plant secured away.
- Any debris discharged from vehicles on the site or public highways must be cleaned up.
- Materials Storage - work in progress materials, tools, debris etc., must not block access routes.

- Notice Board - a notice board displaying statutory posters and notices, etc. is to be provided within the welfare facilities or prominent area
- All parties including contractors, consultants and visitors must report to the Site Manager and sign in.
- Smoking – no smoking is permitted on site
- Eating and Drinking – will only be permitted in welfare areas.
- First aid box – located within our site demise. Site Manager to advise all operatives prior to commencement.
- Fire extinguishers - are provided to all areas of the working site. No one must tamper with or remove any fire extinguishers
- Full contact details of all parties - involved in the project, including 'out of hours' contact numbers, where appropriate should be displayed on site notice board.
- All personnel shall receive a site induction on Health and Safety and specify hazards present on the site from the Site Manager.
- Suitable personal protection equipment (PPE) must be worn as appropriate. Safety helmets must be worn at all times
- All accidents and “near misses” must be reported to the Site Manager immediately.
- Access to the site for emergency vehicles must be maintained at all times.
- The use of radios or personal stereos will not be permitted on site.
- Any person under the influence of alcohol or drugs will be prevented from working and excluded from the site. Any resultant costs indirect or direct will be borne by the contractor
- A permit to work system will be implemented on this site. No permit no work!
- All hot works will be subject to a permit to work system; all hot work must be undertaken under a hot work permit and must cease 2 hours prior to the end of the shift with a fire watchman checking the area for a period of 1 hour.
- All rubbish is to be removed from working areas and placed in skips (locations to be agreed with CA), which should be secured as necessary to prevent nuisance.
- All plant and machinery should be tested and maintained regularly. All operators must have evidence of appropriate licences.
- Limit hours of noise and vibration to outside the building's hours of operation 0800-1700. No Noise above 80 db

4. Fire & emergency procedures

In the event of a major injury, fire or other dangerous occurrence, the Emergency Services shall be contacted by telephone (999 or other number dependant on location). The incident will be immediately reported to the site office, where the Site Manager shall assess further actions required. Details of local site-specific emergency contacts can be found below:

Emergency Services:

Local Addresses and contact numbers are for information; always dial 999 in an emergency.

Hospital (Accident and Emergency)

Address: Design House, 108 High Street, Manchester, M4 1HS

Tel: Mark (Building Management) 07979 197 570

Novo Facades Emergency Contacts

SERVICE	POSITION	CONTACT NO.
Emergency / Out of Hours	Novo	07759 858 107
Site Project Manager	TBC	TBC
Contracts Manager	Gareth Brister	07936 935 524
Operations Director	Adam Guina	07720 966 842

General Fire Precautions

In accordance with the Regulatory Reform (Fire Safety) Order 2005 a fire risk assessment will be carried out to identify adequate control measures to minimise the risk of fire on the project. This will be reviewed at regular intervals, not exceeding one working month.

Responsible person to ensure a fire risk assessment is undertaken which will be the foundation for all the fire precautions within the premises / construction site.

Ensure the main fire regulations that govern construction sites are regularly reviewed and when updating the fire risk assessment or reviewing your fire safety precautions, they must be communicated to all personnel involved in the construction site.

The following high risk fire hazards to be identify and controlled measures put in place

- Reducing ignition sources.
- Reducing potential fuel sources.
- General fire precautions.
- Emergency procedures.
- Higher fire risk methods and materials of construction.
- Guidance for multi-storey buildings (new or refurbished).

Site Fire Plan

In the event of a fire, the Emergency Services shall be contacted by telephone (999 or other number dependant on location). The incident will be immediately reported to the site office, where the Site Manager shall assess further actions required. Details of local site-specific emergency contacts can be found below:

Key Contacts

	DETAIL
Fire Safety Co-ordinator	Project Manager - TBC
Access arrangements	Project Manager - TBC
Fire Points / Fire Fighting Equipment	Site Manager - TBC
Fire Alarm	Site Manager - TBC
Emergency Evacuation Routes	Site Manager - TBC
Temporary Accommodation	Project Manager – TBC
Assembly Point	Project Manager - TBC

Local Fire Department

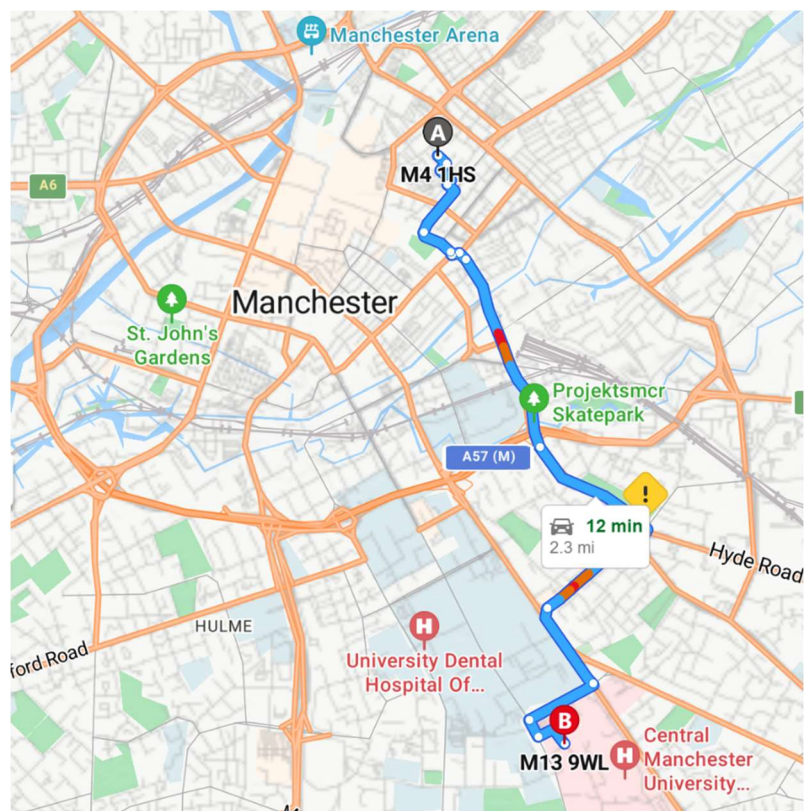
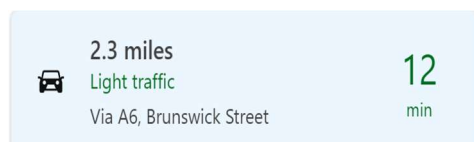
Address: Greater Manchester Fire and Rescue Service
 146 Bolton Road
 Swinton
 Manchester
 M27 8US
Tel: 0161 736 5866

Local A&E Hospital

Manchester Royal Infirmary,
 Oxford Road
 Manchester
 Greater Manchester
 M13 9WL

Emergency department: Open 24 hours

T: 0161 276 1234



5. Arrangements for controlling significant site risks

5.1 Safety risks

a. Site Access, Delivery & removal of materials & equipment

Site Access – All access will be via the public highway to allocated storage containers in the forecourt of the Holliday Inn. **See site logistics concept in appendix 5** of this document.

The adjacent properties are all occupied and this should be taken into account at all times. Delivery of materials and equipment to site must be arranged to avoid disruption or nuisance to users of adjacent facilities, or to other traffic. Special arrangements may be required for the delivery of any heavy or bulky materials.

All deliveries will be communicated to the Site Manager who will then arrange to be delivered to the area of work.

Waste removal vehicles must park in a designated space within the site demise as close possible to the site entrance; under no circumstances shall traffic be blocked or obstructed for any period of time.

b. Waste Removal

All waste materials generated on site will be treated in accordance with the Site Waste Management Plan, making full utilisation of material reuse and recycling where possible.

During construction activities (removal of cladding operatives will apply a clean whilst they work policy to ensure waste does not build and create further hazards.

Any materials that are deemed hazardous are to be handled and transported by the relevant guidelines specific to the material type. Records are to be kept of loads leaving site, detailing the type, weight and final destination.

Tickets issued at the final disposing point are to be returned to the site and held with the Site Safety file.

The site will provide suitable PPE for this work for employed operatives, sub-contractors will be expected to provide appropriate PPE.

The Site Waste Management Plan is to be developed in consideration of the surrounding environment and copies are to be held on site and Head Office.

Closed sided skips will be utilised on site for storage of waste cladding. Where possible materials will be segregated into waste types.

Skips are planned to be located in a suspended bay on Copperas St and along William Fairburn Way with an additional skip located within the site compound as noted within the Logistics Plan.

c. Services

The following services are located within the building: electricity, gas, water and communications. Exact locations will be determined from pre-start site surveys in consultation with site drawings (where applicable)

All work on services shall be by competent contractors only. A safety method statement must be produced by the contractor which shall clearly identify the risk control measures to be implemented during the installation, modification, testing and commissioning phase of the works. The document shall be submitted to the Site Manager in sufficient time for the document to be reviewed.

All energised circuits, plant and equipment shall have appropriate warning notices posted onto them whilst energised. All circuits within an energised Distribution board, Motor Control Centre or Mains Switchboard not required must be isolated and the isolation physically secured, a permit to work system is in operation on this site and should be sought from NOVO Facades Site Manager.

Permit processes will be in operation for work on the following services:

- Electricity
- Gas
- Fire detection & sprinklers
- Security systems

d. Adjacent land use

In close proximity there are both residential and commercial units. NOVO Façade Management will ensure liaison between residents and commercial businesses occurs to prevent potential Health and safety incidents occurring during deliveries and general site operations.

Clear Access & Egress will be maintained to all commercial units at ground floor level and adjacent property and Business.

Refer to Novo Construction Phase Safety Plan for further details regards waste control.

See section m. for traffic management.

e. Stability of structures (including temporary works)

All work with the potential to destabilise or interfere with the integrity of any structure must be conducted under a clear safe system of work. This must be contained within a safety method statement and be accompanied by a comprehensive risk assessment for the work.

All temporary works and propping must be planned and approved by a competent engineer and be clearly defined using whatever drawings, sketches, photographs, calculations and documents are necessary. All works requiring temporary works or propping must be approved in writing by NOVO Facades Site Management and the Clients team prior to commencement.

The Site Manager is to consider the items above and ensure no works occur in the areas unless suitable and sufficient plans have been prepared with surveys in place from competent parties.

It is anticipated that there will be back propping required as part of this project in the basement car park below all phases.

Back-propping is the method by which the loads imposed during construction can be transferred to the lower parts of the structure so that the structure is not overloaded, therefore, any terrace, slab or podium loads will need to be established and/or calculated by a structural engineer before loading with Scaffolding, plant, machinery, welfare, equipment, materials, or vehicles. It is foreseeable that back-propping will be a requirement at this project to all elevations where suspended slabs and walkways will need to be loaded with scaffolding and Hoists/Haki Stairs for access and working platform purposes.

f. Work at height / Preventing falls

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury

Site specific risk assessments will identify the equipment to be used and controls to be implemented. It is likely that goods hoists will be used for the vertical transportation of materials.

This equipment shall be visually inspected weekly; any defects are to be reported to the user's supervisor immediately. Only trained personnel will erect mobile towers or scaffolding, or operate mobile elevating work platform and hoists. Training certificates will be required on site for any persons using/operating such equipment.

Any scaffolding will be erected and inspected by a competent scaffolding contractor every 7 days as required under TG20:21.

When working at heights, where there is a possibility of falling, adequate guard rails and kick boards will be used. Only where this is not possible will the use of fall arrest systems and P.P.E be allowed. During the enabling works phase, guard rails will be installed around all roof levels to that there is suitable edge protection in place for operative as and then they need to access the roof.

Ladders shall only be allowed as a means of access. Any such equipment will be secured top and bottom and extend at least 1 metre above the landing platform.

All work at height will be carried out by suitably trained and competent operatives.

g. Work with or near fragile materials

No work on or near fragile materials is anticipated.

Should any such work become necessary NOVO Facades will ensure that all works on or near fragile materials are planned so that adequate protective measures are in place prior to the work commencing or are installed safely as the work progresses.

h. Control of lifting operations

All lifting equipment must be inspected in accordance with LOLER regulations 1998 and inspections recorded on the LOLER Register'. (x1 1.5t Hoist and x1 500kg hoist planned to be installed).

Mechanical Plant operation is to be only by a nominated competent person – (CITB or similar recognised approved body).

Mechanical plant or equipment must be inspected in accordance with PUWER regulations 1998 and inspections recorded on 'Mechanical Plant Inspection Form'.

Sub-contractors may use their own documentation to record inspections on their own plant.

Statutory inspections and completion of relevant registers must be by a nominated competent person.

i. Maintenance & operation of plant & equipment

Prior to commencing on site each sub-contractor is to provide to the Project Manager copies of all plant worthiness certificates clearly stating the date of the next due test date. The subcontractor should note that ideally no item of plant should be brought on site where the item of plant is due to be retested before the planned completion date of the contract.

All electrical plant should be PAT tested before delivery to site and be clearly marked or labelled to show the date of the last test.

All electrical plant to be used on site that either be 110v or be battery operated, no 240v plant will be allowed on site, without authorisation from the Principal Contractor. This work should be covered off by a permit to work (electrical)

Only competent, certified persons shall be allowed to operate plant, copies of their training or authorisation certificates should be issued to the Site Manager for inclusion into site records. Where reasonably practicable possible plant and personnel will be segregated and barriers will be erected.

Registers will be completed by the operators as required by legislation and faults will be reported to their site supervisor for immediate action, any fault which is likely to be hazardous must result in the equipment being taken out of service immediately.

j. Permits to Work

High risk operations carried out on site will be subject to a strict Permit to Work regime in accordance with procedure NOVO procedures.

Types of work that will require Permits prior to start include,

- Hot Works
- Electrical Works
- Use of Step Ladders

It is important to remember that a Permit to Work procedure only controls those risks related to the 'system' or area where the work is to be undertaken. **It does not** implement the control measures necessary to control the risks introduced by the way in which the work is carried out or by the work processes adopted. Such 'general safety' precautions are the responsibility of the persons supervising and or in charge of the working party (Permit Holder) and must be implemented prior to work starting and be maintained throughout the course of the work.

k. Excavations

No excavation are expected during this project.

l. Work near water or risk of drowning

Working near water or risk of drowning is not expected during this project.

m. Site Traffic/Logistics management

All operatives are to be made aware of the traffic management arrangements at site induction. Any large vehicles are to be controlled by a banksman ensuring the safety of pedestrians and other traffic. A specific traffic management plan as required shall be developed by the Site Manager.

Currently there is no onsite parking for contractors. Parking of the Contractor's and Employees' vehicles will not be allowed on site except where prior authorisation has been obtained from the Employer or EA. There are several NCP and paid parking areas within 5 mins walk of site. Parking on the pedestrian area and in front of the Holiday Inn Express is only for senior Novo staff and deliveries only, and is strictly at the discretion of the Client.

General waste collection for the Design House building and other nearby facilities occurs is unknown at this stage. Novo Facades will conform with the Design House Facilities Manager and arrange waste collections and materials deliveries outside of these hours to avoid local traffic build up.

All deliveries will be closely planned and booked with Novo site management & procurement team and coordinated with Design House liaisons. They will be planned and limited per day to alleviate congestion on High Street.

Deliveries to the site compound will be directed to access the site compound via the High Street where Novo will have control of bollards in place. They will then proceed under the guidance of a banksman left along New George Street and park up adjacent the compound outside the Holiday inn. Once unloading has finished the drivers will proceed down New George Street to join onto main road networks and continue their journey.

On occasion deliveries will be booked on a 'Just In Time' basis and will require to be loaded out onto working areas right away. In these instances, The lorry will be guided by the banksman next to the Suspended Bay on the corner of Copperas Street and High Street so the road is not blocked. The banksman will stop pedestrian access while material being offloaded. Materials will be offloaded one pallet at a time and placed direct into the fencing or hoist.

Wheel wash for site vehicles is not expected to be required as all vehicles will come from storage facilities via MCC highways, onto paved roads, and back onto highway. If any vehicles do spread dust etc this will be managed and cleaned on an ad hoc basis.

See Appendix 5 – Logistics Concept Plan for Routes

n. Storage of waste, materials and equipment

A storage area has been proposed within the site logistics concept plan located within the appendix of this document. All material is to be stored at least 6m from the Design House structure, where required fire retardant tarpaulin will be used to cover.

Equipment will also be stored in this area, ensuring access and egress routes always remain trafficable. A minimum of 0.75m walkway to be ensured by site management with the secured compound.

At no time will waste be allowed to build on scaffolds. Due to fire risk all waste is to be removed from scaffold areas and stored with appropriate skips located with the NOVO compound.

Equipment stored in the compound will be regularly inspected and in date for servicing. Any non-taskworthy or unnecessary equipment will be removed from site.

o. PPE Requirements

The following personal protective equipment should be worn as determined by the risk assessment.

SAFETY HELMET
SAFETY FOOTWEAR
HI-VISIBILITY WAISTCOAT

The following personal protective equipment should be worn as directed by all operatives.

EYE PROTECTION, EAR PROTECTION, RPE, GLOVES

5.2 Health risks

a. Asbestos

Property was constructed in **2004**, and unlikely to contain any ACMs.

If asbestos is **unexpectedly** discovered and/or **disturbed** during the construction work, then NOVO Facades will,

- Stop work immediately, sites management will then be informed.
- Move everyone away from the area
- Equipment and materials will not be removed
- The area will be closed sealed or locked off
- Warning signs will be posted
- Situation will be reported
- Where required a specialist contractor will be called to clean up

b. Manual Handling

Operations which require the movement of heavy or awkward objects will be separately assessed and the safest means possible will be utilised where possible mechanical means Will be used to reduce the risk of musculoskeletal injuries.

The lifting and handling various tools, equipment and materials on site is covered by the manual handling regulations.

Detailed below are our specific control measures which will be discussed between our contract manager and site supervisor prior to the commencement of these work activities.

Where manual assessment is required shown below, it is to be in the form of the TILE assessment, Task, Individual, Load and Environmental.

1. Certain tasks will require more manual handling than others. The site supervisor will undertake an assessment of the tasks to be undertaken to determine the level of manual handling required. This will determine if more than one person or any additional lifting aids will be required.
2. When tasks require a high level of manual handling, the Site supervisor will undertake a Toolbox Talk on safe manual handling, records of attendance will be kept within the Site File.
3. Before lifting or moving any load, the route will be planned to make sure the path is clear.
4. What does it weight and can the load be easily managed by one person? Never attempt to move or lift anything that cannot be easily managed, a general guide would be 20 kg per person.
5. Help will always be found if for any reason a load cannot be easily managed or the load will be reduced by splitting or dismantling it.
6. The size and shape of the load could be as significant as its weight when determining whether assistance is required. Large awkward loads which require the arms to be extended in front of the body place more strain on the back and the abdomen than do compact objects carried close to the body.
7. When possible, gloves will be worn. Safety boots or shoes will always be worn.
8. Grip will never be changed while carrying a load, the load will first be rested on a ledge or other firm support then the grip changed if necessary.

9. Not all loads need to be carried, it may be easier to slew and roll, push or use rollers and assistance may still be required to avoid the risk of injury.
10. Loads will not be lifted above head height. A platform will be used when lifting loads down from a higher level.
11. Back injuries result from poor lifting technique. Lifting from a standing position with the back bent will produce stress on the back.
12. The following posture will be adopted:
 - Feet are placed about 450mm width apart, with one foot slightly forward, in the direction of the movement. This gives a good balance and provides a secure basis for the lift;
 - Knees should be slightly bent but not fully bent as in the squat position;
 - Back must be straight, although the body may be inclined forward;
 - Arms should be as close into the body as possible. The further the arms are extended, the greater the strain. Elbows should be kept in too;
 - Grip must be firm and secure; and
 - Head should be erect with chin in.

c. Use of hazardous substances

Manufacturers Safety Data Sheets are to be obtained for all materials that are used. COSHH Assessments are to be carried out on all hazardous products in compliance with COSHH Regulations. Statements covering their management and use are to be produced and retained on site for reference.

Persons on site will receive toolbox talks on materials they may come in contact with. Additional warning notices and information sheets are to be posted in site accommodation.

Sub-Contractors will have to provide evidence that operatives within their employment have been suitably briefed.

Information on any hazardous materials will be supplied to the Principal Designer at the completion of construction for including in the Health & Safety File.

d. Noise & vibration

Where the use of vibratory hand tools cannot be avoided either by designing out or employing alternative systems of work then contractors must select tools, systems of work etc. to take account of vibration and noise levels and minimise the effect to the users and personnel in the vicinity. These must fully address the possibility of Hand Arm Vibration Syndrome and Noise Induced Hearing Loss, HSE Guide, Reducing Noise at Work L108, Hand – Arm Vibration and Guidance on the Control of Vibration at Work Regulations L140 respectively.

Any process or item of plant that has been identified as a potential vibration hazard will be assessed and exposure limits determined using a hand arm vibration calculator (electronic). Where job rotation is deemed necessary it must be recorded using the vibration Rota'. Refer to

'GD09 Guidance on Measuring Vibration'

All contractors must keep noise pollution down to a minimum level that is consistent with safe and efficient methodology at all times.

Noise suppressant aids must be used on all plant and tools.

Personal radios may NOT be used on the site by operatives.

The following restrictions on noise are to be strictly adhered to:

Noisy working hours:

Working Hours: as per EHO legislation.

Control of Noise at Work Regulations 2005 and the Control of Pollution Act, Sections 61 and 72 and BS 5228 Pt 1 will be adhered to at all times and supported by noise assessments (where necessary).

The Site Manager shall familiarise themselves with BS 5228: Part 1, clause 9.3 for minimising noise levels during the execution of works for demolition works if they arise.

Lower Action Value –Lep,d of 80db (a):

- Risk Assessment
- Plan of Action / Controls and implement
- PPE (appropriate hearing protection made available / used
- Information and Training

Upper Action Value – Lep,d of 85db (a):

- Risk Assessment
- Plan of Action / Health and Safety Controls and implement
- Information and Training
- Reduce Noise Level by Technical Methods
- Limit the number of people exposed to the noise source
- Erect signage
- Mandatory hearing protection
- Health Surveillance
- Hearing protection is available at 80db and is mandatory at 85db.
- 87dB is the exposure limit value set out in the Control of Noise at Work Regs 05
- Immediate actions must be taken when this level is exceeded.
- Information, training, instruction, and supervision will be given to support above
- The Project will apply and work under the following arrangements - • Environmental Pollution Act 1974
- Considerate Constructors Scheme

e. Other significant health risks

Post COVID-19 Pandemic

Continued guidance regarding hand washing, toilet facilities, canteen and eating arrangements as well as cleaning arrangements as defined by the Construction Leadership Council and its latest revision of Site Operating Procedures for Protecting our Workforce, shall apply until such time as government guidance is relaxed to a point whereby we can resume normal operational activities without these additional measures being taken into account.

Weils Disease (Leptospirosis).

Wherever work is being carried out in proximity to sewers or standing water sources such as the existing drainage, consideration should be given to the risk arising from Weils Disease (Leptospirosis).

Ornithosis (Pigeons)

A potential risk is evident at roof level. Where required area will be cleaned and RPE worn.

Exposure to UV radiation from the sun

The sun is a source of UV radiation which can cause sun burns and possibly skin cancer in the long term. Personnel are to remain covered up i.e. tops kept on / no shorts worn, sun screen will be available within the welfare facilities together with relevant warning/guidance on over exposure to sun rays, skin cancer etc. Tool box talks / safety briefings must address this issue along with other sun related hazards e.g. heat stress, sun stroke and glare.

Occupational health issues will be highlighted at site induction with more specific requirements identified in method statements / risk assessments setting out controls for these hazards.

6. The Health & Safety File

6.1 Layout and format

The format of the health and safety file will be as agreed with the Client/Principal Designer.

6.2 Arrangements for the collection and gathering of information

a. Collation

The Principal Contractor will be responsible for compiling the information for inclusion in the Health & Safety File during the Construction Phase so this can be handed over to the Client/Principal Designer before Practical Completion. The Principal Contractor will be responsible for providing all necessary information as requested by the Client/Principal Designer for inclusion within the Health & Safety File i.e. technical brochures, identification of residual hazards etc. including any relating to any Contractor's design work i.e. sub-contractors. The Health & Safety File is to be collated during the Construction Phase of this project and information should not be left until after Practical Completion.

b. Contents

In accordance with the ACoP the Health & Safety File should contain the following information:

- A brief description of the work carried out;
- Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc.

- Key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc);
- 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 (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc).

Appendix 1

Hazard Identification Assessment

The basis of the following hazard identification table is that all employees of NOVO Facades are competent and aware of standard Health & Safety risks associated with works on site. Where no general assessment is shown to be required this assumes standard practices and risks are evident from the information provided by the Principal Designers pre-construction Information Pack. Should the information provided identify abnormal conditions then site-specific assessments will be produced for the more commonplace elements of site hazards.

	WORK STAGE	HAZARD	RISK ASSESSMENT NORMALLY REQUIRED		RISK ASSESSMENT PROVIDED	
			YES	NO	YES	NO
HEALTH & SAFETY	General	Trip hazards through general site congestion	X		X	
		Falls from height - ladders, steps, towers	X		X	
		Dropping tools & materials from height	X		X	
		Use of general PPE (Hats/boots)		X		X
		Other PPE - harness, goggles, ear defenders	X			X
		Manual handling	X		X	
		Confined spaces	X			X
		Proximity of public and staff	X		X	
		Use of hired plant	X		X	
		COSHH	X			X
		Scaffolding	X		X	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

	WORK STAGE	HAZARD	RISK ASSESSMENT NORMALLY REQUIRED		RISK ASSESSMENT PROVIDED	
			YES	NO	YES	NO
		Hot Works	X		X	
	External Works	Use of elevating platforms	X		X	
		Weather conditions	X			X
	Demolition	Contact with live services	X		X	
		Asbestos	X		X	
		Sharps	X		X	
	Installation	All Sub-contract				
	Commissioning	General operations	X			X
	Proximity to Water	Work near water or risk of drowning	X		X	

	WORK STAGE	HAZARD	RISK ASSESSMENT NORMALLY REQUIRED		RISK ASSESSMENT PROVIDED	
			YES	NO	YES	NO
ENVIRONMENTAL	General	Dust	X		X	
		Contaminated Land	X		X	
		Fumes from Machinery	X		X	
		Noise	X		X	
		Oil / Diesel	X		X	
		Services	X		X	
		Traffic	X		X	
		Waste to Landfill	X		X	
		Working Hours	X		X	
		Light	X		X	

Risk Assessments

Risk assessments are being provided for the previously identified hazards that contain elements of work beyond the knowledge of competent site operatives. Specific areas of works containing hazardous operation have been identified and the risks associated with these are assessed on the following forms:

	HAZARD	ASSESSMENT FORM	Completed	
			Y/N	DATE
HEALTH & SAFETY	Trips etc	NOVO 01	Y	28/03/2023
	Falls from height	NOVO 01	Y	28/03/2023
	PPE	NOVO 01	Y	28/03/2023
	Manual handling	NOVO 01	Y	28/03/2023
	Portable tools	NOVO 01	Y	28/03/2023
	Voids etc	NOVO 01	Y	28/03/2023
	Hired Plant	NOVO 01	Y	28/03/2023
	Cutting Drilling opening of structure	NOVO 01	Y	28/03/2023
	Proximity of the public	NOVO 01	Y	28/03/2023
	MEWP's	NOVO 01	Y	28/03/2023
	Asbestos	NOVO 01	Y	28/03/2023
	Hot Works	NOVO 01	Y	28/03/2023
	Scaffolding	NOVO 01	Y	28/03/2023
	Vehicle Movements	NOVO 01	Y	28/03/2023
	Hazardous Substances	NOVO 01	Y	28/03/2023
	Contact with Live Services	NOVO 01	Y	28/03/2023
	Underground Services	NOVO 01	Y	28/03/2023
	Overhead Services	NOVO 01	Y	28/03/2023
	Demolition	NOVO 01	Y	28/03/2023
	Excavation	NOVO 01	Y	28/03/2023
	Sharps	NOVO 01	Y	28/03/2023
	Vermin	NOVO 01	Y	28/03/2023
	Waste Disposal	NOVO 01	Y	28/03/2023
	Lifting	NOVO 01	Y	28/03/2023
	Flooring	NOVO 01	Y	28/03/2023
	Working near Water	NOVO 01	Y	28/03/2023
ENVIRONMENTAL	Dust	NOVO 02	Y	28/03/2023
	Contaminated Land	NOVO 02	Y	28/03/2023
	Fumes from Machinery	NOVO 02	Y	28/03/2023
	Noise	NOVO 02	Y	28/03/2023
	Oil / Diesel	NOVO 02	Y	28/03/2023
	Services	NOVO 02	Y	28/03/2023
	Traffic	NOVO 02	Y	28/03/2023
	Waste to Landfill	NOVO 02	Y	28/03/2023
	Working Hours	NOVO 02	Y	28/03/2023
	Light	NOVO 02	Y	28/03/2023

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



R A - NOVO - 01

ASSESSOR:	S. Arthey	PROJECT:	Design House Manchester			APPROVAL DATE:	06/12/2023	REVIEW DATE:	06/05/2024
TASK / OPERATION	POTENTIAL HAZARD	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES SPECIFIED	RESIDUAL RISK		
			L	S	RR		L	S	RR
General Working Environment	Trips etc.	All	4	3	12	Good housekeeping, policy of clean as you proceed to prevent accumulation of debris. Work only in well illuminated areas. Operatives to wear hard hats, boots with steel toecaps & mid-soles. Ear defenders appropriate to the exposure limits are to be provided if working in noisy areas.	3	2	6
General Site Access	Vehicles & Pedestrians on site.	Operatives & Third Parties	4	5	20	Controlled access to site during normal working hours. Security to control access outside these hours (to be confirmed).	3	2	6
Proximity of Public in Occupied Areas.	Injury to third parties	All	3	3	9	Ensure all work areas are correctly cordoned & notified as construction areas. Adequate warning signs to be posted. Do not commence works until you are sure that the area is safe. Movement of vehicles to be carefully monitored & controlled. Banksman must be present when reversing, audible & visual warning must be operating. Construct protected footpath & place warning signs. Secure site with minimum access points.	3	1	3
Waste Disposal	Fire, explosion, asphyxiation, contamination	Operatives	3	3	9	All waste is to be removed from site by licensed carrier or in the case of left-over materials by company vehicle. The Site Waste Management Plan will identify materials which are hazardous & to be removed in specific containers. All containers are to be checked for disposal instructions. DO NOT dispose of liquid waste into the local sewerage system or open watercourses. If in doubt seek advice.	2	2	4
Traffic Management	Movement of vehicles and pedestrians in & around the site	Operatives & Third Parties	4	4	16	Produce a traffic management plan to be posted in Site Office and Canteen. Mark the route in and out clearly with warnings to both drivers and pedestrians. No vehicles to reverse without the assistance of a Banksman. Advise suppliers of restrictions and entrance to site. Deliveries to be timed to occur during off peak times. Audible and visual hazard warning to be fitted to on site and delivery vehicles. Established barriered walkways to segregate vehicles and pedestrians. 5mph speed limit at all times on site.	3	2	6
Unloading Lorries	Falls from height, hit by falling objects, Fall of Load. Impact with vehicle	Operatives & Third parties	3	3	9	Ensure all site operatives, including lorry drivers, are wearing protective headgear, footwear & high visibility clothing. Ensure by visual inspection that all ground is level & compacted to suit vehicle tolerances in all manoeuvring & off-loading areas. Ensure that fall protection is in place prior to mounting the vehicle. Ensure that a competent person supervises all vehicles when reversing. All chains/straps/ropes to be removed by a competent person only when load is in final position.	2	2	4
Use of Hired Plant	Electrocution, physical injury	Operatives	4	4	16	Plant only to be hired from approved suppliers. All plant to be checked prior to use and not to be adapted in any way. Only to be used for the appropriate task. Damaged plant is not to be used & to be reported to site manager & hire company.	3	2	6

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



R A - NOVO - 01

ASSESSOR:	S. Arthey	PROJECT:	Design House Manchester			APPROVAL DATE:	06/12/2023	REVIEW DATE:	06/05/2024
TASK / OPERATION	POTENTIAL HAZARD	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES SPECIFIED	RESIDUAL RISK		
			L	S	RR		L	S	RR
Use of MEWP's	Falls from height, Impact or collision, contact with overhead power lines, falling tools or materials	Operatives	4	4	16	Only competent operatives with the appropriate IPAF licence should operate the vehicle. Operatives must be clipped on with a safety harness if there are other vehicles operating in the vicinity, there is the possibility of collision with buildings or structures or the ground is uneven. If there is a possibility of falling 2 metres or over the working platform must be fitted with double guardrails & toe boards. Any machine left unattended must have the ignition keys removed & battery terminals should be disconnected at the end of every shift. The vehicle must be suitable for the task intended, particularly in terms of size & weight of the load as well as the terrain to be driven over. Do not operate the equipment close to overhead power lines or other dangerous machinery. Do not move the equipment in the elevated position unless it is designed to do this safely. Do not allow the knuckle or elbow of the arm to protrude into a traffic route when working in the vicinity of other vehicles. The area below the work should be cordoned off. With the warning notices placed at relevant points. Records should be kept of regular maintenance & inspections.	3	3	9
Manual Handling	Strains, cuts etc.	All	3	4	12	Operative trained in manual handling techniques & to assess all loads prior to moving. Components sized to permit easy handling and movement by one person. Provision of lifting aids for bulky/heavy components	2	2	4
Portable Tools & Appliances	Electrocution, Entanglement, Eye damage	Operatives & third parties	3	5	15	Use of battery powered tools or 110V site transformers & tools; RCD protection is essential if 240V is unavoidable. Tools only to be used for appropriate works & not to be adapted. Cables & tools to be inspected at the start of each shift & any damages reported or repaired prior to use. All tools to comply with European or British Safety Standards & be regularly maintained in accordance with PUWER 1998. Operatives to be trained in the use proper use of tools & the importance of not leaving long hair & loose clothing hanging in the vicinity of the tool in use. Guards to be fitted at all times & not to be adapted or altered in any way. Operatives to be provided with appropriate PPE & eye protection. Work area to be suitably barriers to prevent access to immediate area by others.	2	3	6
Overhead Services	Electrocution from contact with electrical cables.	All	3	5	15	Obtain plans and details regarding the power lines. If possible, create alternative access points and routes, which are not affected by the overhead lines. Plant or equipment should not be used within 15 metres of overhead lines suspended from steel towers, or 9 metres if supported by wooden poles. Where closer approach is likely the lines should be made dead or barriers should be erected to prevent approach. Where work is to take place close to the lines barriers and goal posts should be erected after consultation with the electricity company so as to maintain a safe working distance. All lines must be assumed "live" until proven otherwise, even if they have been brought down by machinery	2	5	10
Lifting Operations	Falling materials. Collision with	Operatives	3	5	15	All lifting to be performed in accordance with the Site Lifting Plan. Ensure that the operator is physically fit & competent for the work to be undertaken. They must also be over the age of 18 and hold a valid NPORS/CPCS licence. The plant & the lifting tackle must be suitable for the task to be carried out & must have up to date test	2	3	6

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



R A - NOVO - 01

ASSESSOR:	S. Arthey	PROJECT:	Design House Manchester			APPROVAL DATE:	06/12/2023	REVIEW DATE:	06/05/2024		
TASK / OPERATION	POTENTIAL HAZARD	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES SPECIFIED	RESIDUAL RISK				
			L	S	RR		L	S	RR		
	overhead power lines, site based mobile plant, persons or structures. Extreme weather conditions. Failure of ground. Overturning.					certificates. Additionally, all the necessary inspections are to have been carried out to in line with legislative requirements. A competent person to check its capability to take the loads to be placed on it should assess the ground. If unsure specialist advice should be sort. Ensure that the approach & the working area are as level as possible & not in the vicinity of overhead power lines. Ensure that trained & competent persons are appointed as a signaller/slingers & that they are working in the correct manner. Ensure that the safe working load & radius indicator are working correctly. Ensure that the load is not slewing over any persons & that nobody is standing or walking under the load. When travelling ensure that the load is secured & carried as close to the ground as possible & that tag lines are used. Attention must be paid to the weather conditions, as high winds, heavy rain, snow or ice can have adverse effects on the safety of lifting operations. Ensure that competent persons are trained in the rescue procedures for medical emergencies involving the operator driver. Ensure that the necessary rescue equipment is available at all times on site					
Poor Ground Conditions	Overturning of plant and equipment. Collapse of excavation	Operatives & Third Parties	3	4	12	Plant only to be driven on firm level ground. Care to be taken during adverse weather conditions. Rain/Ice/Snow	2	3	6		
Services	Toxic or flammable gases. Electrocution. Contact with severed fibre optic cables.	Operatives & Third Parties	3	5	15	Obtain surveys of existing gas, water, electricity, drainage & all underground/overhead cables. Thoroughly survey site using Cable Avoidance Tools to be used to locate services prior to work starting. All services to be assumed LIVE until proven otherwise.	2	3	6		
Off Loading & Handling of large components	Struck / crushed by components. Muscular-skeletal injury	Operatives & Third Parties	3	5	15	Use mechanical hoist. Ensure appropriate & current test certificates are valid. Use of cordoned area & use Banksman.	2	3	6		

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



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ASSESSOR:	S. Arthey	PROJECT:	Design House Manchester			APPROVAL DATE:	06/12/2023	REVIEW DATE:	06/05/2024
TASK / OPERATION	POTENTIAL HAZARD	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES SPECIFIED	RESIDUAL RISK		
			L	S	RR		L	S	RR
Cladding Installation	Struck / crushed by components. Falls from height. Muscular-skeletal injury	Operatives	3	5	15	Avoid working under cladding panels during install. Approved Method statements. Safe access & protected platform/scaffolding. Use mechanical hoist. Ensure appropriate test certificates are valid.	3	3	9
Waste Disposal	Fire, explosion, asphyxiation, contamination	Operatives	3	3	9	All waste is to be removed from site by licensed carrier or in the case of left-over materials by company vehicle. The Site Waste Management Plan will identify materials which are hazardous & to be removed in specific containers. All containers are to be checked for disposal instructions. DO NOT dispose of liquid waste into the local sewerage system or open watercourses. If in doubt seek advice.	2	2	4
Demolition	Collapse of structure, asbestos, vermin, electrocution, fire	Operatives	4	5	20	Only trained & experienced contractors to be employed. Fence off area & display warning notices install temporary shoring as required. Provide suitable edge protection as required. Work to the method statement & demolition plan. Ensure all services are disconnected and made safe prior to commencement. The likelihood of vermin or asbestos being present to be considered. All operatives to be made aware of possibilities & to be watchful. Building cladding to be removed in a recognised manner from the roof level to the ground. Do not remove supporting structure until the area above is clear.	2	5	10
Uncontrolled Collapse	Crushing, instability of structure	All	2	5	10	Cladding to be dismantled by means of hand-held tools & removed from the top down Any noted instability of the wall is to require all works to cease & further instruction sought from a structural engineer. Designated sterile area to be provided internally during the works - no staff access at any time	1	5	5
Asbestos	Inhalation of fibres, falls through fragile materials	Operatives	1	5	5	Asbestos is not expected on this project in the event asbestos is suspected the following is to be followed; <ul style="list-style-type: none"> Stop work immediately, sites management will then be informed. Move everyone away from the area Equipment and materials will not be removed The area will be closed sealed or locked off Warning signs will be posted Situation will be reported Where required a specialist contractor will be called to clean up 	1	5	5

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



R A - NOVO - 01

ASSESSOR:	S. Arthey	PROJECT:	Design House Manchester			APPROVAL DATE:	06/12/2023	REVIEW DATE:	06/05/2024
TASK / OPERATION	POTENTIAL HAZARD	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES SPECIFIED	RESIDUAL RISK		
			L	S	RR		L	S	RR
Cutting Drilling Opening of Structure	Concealed services electrocution, explosion	Operatives	3	5	15	Operatives to check by means of appropriate detectors for hidden services within wall etc. Check opposite side of any wall, which is to be worked on or demolished. Check with M&E contractors for any known routes & ensure services are made safe prior to working. If in doubt Seek Advice.	2	3	6
Contact with Live Services	Electrocution, fire, explosion	Operatives & Third Parties	3	5	15	Check with site management for records of service routes. Before opening any structure carry out visual inspections. If in doubt seek advice.	2	3	6
Noise	Hearing Loss	Operatives & third parties	4	4	16	Appropriate PPE to be issued to operatives affected by these conditions. Ear defenders to be selected for the appropriate noise range. Noise zones to be established to protect third parties where noise assessment indicates need. Tools to be selected for the operation & to be suppressed, if possible, to limit noise.	3	2	6
Dust	Respiratory problems. Eye irritation. Contact dermatitis	Operatives & third parties	4	4	16	Area to be well ventilated to reduce build-up of dust or dust extraction equipment to be provided. Use water spray to dampen the working area to control dust levels. Housekeeping. No eating, drinking or smoking in the vicinity of the work. Good levels of personal hygiene. RPE.	2	2	4
Vibration	Vibration white finger	Operatives	3	4	12	Operatives to be made aware of the symptoms & associated potential for risk associated with the effects of vibration on the body. Gloves are to be worn & regular breaks from the operation are to be taken. Operatives to keep warm in cold weather to ensure circulation is maintained.	2	2	4
Sharps	Cuts & puncture wounds from syringes/needles, broken glass, razor blades or similar. Infection from	Operatives	3	3	9	Where there is a foreseeable likelihood operatives must be informed in the site induction & the contents of this risk assessment brought to their attention. If there is a reasonably foreseeable risk of sharps being present a site sharps kit will be assembled & kept in the site office. The kit will comprise: disposable tongs, stout rubber gloves & 'sharps box' (obtained from health authority). If sharps are discovered & there is not a sharps box on site, a suitable metal or strong plastic container labelled "sharps box" should be used to hold any blades or syringes discovered on site. Avoid putting hands into chambers or voids, behind seat cushions or other places where sharps could have been deposited. If sharps are discovered on site notify the Site Manager. When sharps are discovered, they should be picked up carefully with gloved hands or tongs & deposited in the sharps box or another suitable container. If anyone is wounded by a syringe needle or other sharp, seek first aid advice & notify the site manager.	2	2	4

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TASK / OPERATION	POTENTIAL HAZARD	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES SPECIFIED	RESIDUAL RISK		
			L	S	RR		L	S	RR
	contaminated syringes etc.								
Leptospirosis	Urine of infected rats or watercourses contaminated with it.	Operatives	3	3	9	Cover all cuts & skin abrasions with waterproof dressings before & during work. Remove any contaminated clothing & wash your hands before eating, drinking or smoking. Control or eliminate rats on site. Use a tool or wear protective gloves to move dead rats. Consult a physician if feeling unwell & inform them that you may have been exposed to rat's urine.	1	3	3
Psittacosis	Any work that involves the likelihood of contact with birds.	Operatives	3	3	9	Cover all cuts & skin abrasions with waterproof dressings before & during work. Remove any contaminated clothing & wash your hands before eating, drinking or smoking. Control or eliminate birds on site. Use a tool or wear protective gloves to move dead birds or their secretions & faeces. Avoid dry sweeping; all waste materials should be wetted with a disinfectant prior to removal. If possible, use local exhaust ventilation. Consult a physician if feeling unwell & inform them that you may have been exposed to birds infected with Chlamydia psittaci.	1	3	3
Scaffolding	Collapse of structure. Falls from height. Falling materials.	Operatives & Third parties	4	4	16	Only authorised & competent persons should erect, modify or dismantle scaffolding (hand-over certificates must be obtained). The structure should conform to BS 5973. The scaffold must be inspected by a competent person weekly or after any alterations or adverse weather conditions. All working areas where it is possible for a person to fall more than 2 metres must have double guardrails & toe boards fitted. Any unused ladder access points or where guardrails & toe boards have been removed for access must have them replaced or fitted. Ties removed for any purpose must be replaced immediately or alternative ties fitted. Traffic movement around the base of the scaffold should be restricted. Operatives must be instructed not to throw items from the top of the scaffold. Very high scaffolds or those close to public areas should be fitted with debris guards or fans. Ground level access ladders must be removed or covered with boards out of working hours to prevent unauthorised access by trespassers.	2	4	8
Mobile Towers	Falls, dropping tools & materials	All	4	4	16	Towers to be erected by trained staff and used correctly. Outriggers, guard rails & toe boards to be used at all times. Towers are not to be moved with operatives still on the working platform. Clear safe area to be designated around the base of the tower or ladder. Ladders to be inspected prior to use & fully extended on flat stable ground. Damaged ladders, trestles etc. are not to be used	2	4	8
Ladders/Steps	Falls from height. Dropping tools	Operatives	4	4	16	All ladders are to be inspected prior to use. Only those without defect are to be used. Steps must be fully extended & locked. Do not work from the top or over stretch - move the steps. Ladders are to be set on stable, level ground & at the appropriate angle for safe use. Ladders should be 'footed' or secured at the top when used	2	3	6

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



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TASK / OPERATION	POTENTIAL HAZARD	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES SPECIFIED	RESIDUAL RISK		
			L	S	RR		L	S	RR
						for access. The ladder should extend at least 900mm above the edge of the roof for safe access. Ensure 3 points of contact with the ladder			
Roof Works	Falls from height, Fragile materials, Dropping tools, Extremes of weather conditions	Operatives	3	5	15	If parapets are greater than 900mm no further edge protection is required. Below this height further protection is required either attached to a cherry picker/similar or by means of temporary edge protection. Operative must not walk on or around roof lights - Treat as fragile at all times. Do not work within 2m of exposed edge unless safe to do so. Provide drinking water, knowledge of and monitoring of heat stress symptoms. Ensure shirts are worn at all times and if necessary, ensure that sun block is applied. Provide shelter close to the work area with warming facilities, knowledge of & monitoring for symptoms. Monitor wind speed using an anemometer & cease work if wind speed too high.	2	5	10
Work with or Near Fragile Materials	Falls	Operatives & Third Parties	3	5	15	Detailed method statement to be issued for work to both new and existing roofs	2	5	10
Fire	General fire risks.	Operatives & Third parties	3	5	15	Adequate Site Fire Plan, escape routes kept clear at all times. Suitable fire points to be in place in cabins & building once erection process commences. Buildings existing detection and alarm system not to be removed or adapted. AOVs, risers and building gerder box not to be obscured and allowed to function as installed.	2	3	6
Hot Works	General fire risks. toxic fumes. Burns	Operatives & Third parties	3	3	9	All hot work is subject to a permit to work certificate signed by a person in authority. Gas torches must conform to British Standards & be checked before use. All gas bottles/cylinders must be used & stored in accordance with current legislation. All areas affected by hot work must be suitable fenced & signed. Working areas to be kept clear of flammable materials at all times. Suitable fire extinguishers to be on hand at all times whilst hot works are being carried out. Any hot work involving lead or galvanised steel is to be carried out in well-ventilated areas or suitable RPE is to be issued to all affected. No hot works to be carried out within the last 30 minutes of the working day.	2	3	6
Handling/ Installation of Metal Decking	Struck / crushed by components. Falls from height.	Operatives	3	3	9	Approved method statements. Use mechanical hoist. Ensure appropriate & current test certificates are valid. Use of cordoned area & use Banksman.	2	3	6

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ASSESSOR:	S. Arthey	PROJECT:	Design House Manchester			APPROVAL DATE:	06/12/2023	REVIEW DATE:	06/05/2024
TASK / OPERATION	POTENTIAL HAZARD	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES SPECIFIED	RESIDUAL RISK		
			L	S	RR		L	S	RR
	Musculo-skeletal injury								
Installation of Cladding Panels	Struck / crushed by components. Falls from height. Musculo-skeletal injury	Operatives & Third parties	3	4	12	Approved method statements. Use mechanical hoist. Ensure appropriate & current test certificates are valid. Use of cordoned area & use Banksman.	2	3	6
Hazardous Substances	Inhalation, ingestion or contact with hazardous substances.	Operatives	3	4	12	NOVO Facades will request COSHH sheets from the Sub Contractors as appropriate and attach them to the various Method & Risk Assessments. Use vacuum cleaner instead of sweeping. Provide hoses and extraction units to woodworking machinery. Good levels of personal hygiene. PPE.	2	3	6
Storage of Hazardous Materials	Explosion	Operatives & Third Parties	3	5	15	Site Fire Plan to be operated. Fuel to be in small quantities with spillage trays. Gas bottles to be stored externally in cages. Maintain suitable fire-fighting equipment.	2	3	6
LPG / HFL use & storage	Fire & Explosion	Operatives & Third parties	4	4	16	LPG not to be used unless essential & then the size of cylinder to be kept as small as possible. Cylinders to be kept to a minimum, stored in open air within a secure cage or similar & with appropriate warning signs posted. Cylinders to be isolated except when actually in use. Cabins in which LPG appliances are used to have high and low level ventilation. If LPG appliances are used, annual inspection by a GAS-SAFE registered gas fitter to be available for the appliance. If plumbers are using propane torch within a building, they must have a fire extinguisher with them at the point of use.	2	4	38
Use of Adhesives	Skin Contact, Vision Damage, respiratory problems & waste disposal.	Operatives	3	2	6	Provide good ventilation during application. Take account of COSHH precautions. PPE.	2	2	4

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



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ASSESSOR:	S. Arthey	PROJECT:	Design House Manchester			APPROVAL DATE:	06/12/2023	REVIEW DATE:	06/05/2024
TASK / OPERATION	POTENTIAL HAZARD	PEOPLE AT RISK	INITIAL RISK			CONTROL MEASURES SPECIFIED	RESIDUAL RISK		
			L	S	RR		L	S	RR
Application of Paints & Coatings.	Vision damage, skin contact, respiratory problems	Operatives & Third parties	3	2	6	Provide good ventilation during application take account of COSHH precautions. PPE. High level applications to be access via safe mobile structures or platforms.	2	2	4
Circuit Testing & Commissioning	Electrocution	Operatives	3	5	15	No operation on any circuitry is to be carried out unless the circuits are designated DEAD & measures are in place to ensure the circuits cannot be energised. No work to LIVE circuits will be permitted unless it is impossible to undertake the necessary checks on a DEAD circuit. If this is to occur a PERMIT TO WORK will be required.	2	5	10

				SEVERITY (S)				
				Minor injuries or discomfort. No medical treatment or measurable physical effects	Injuries or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital admission.	Injury or illness resulting in permanent impairment.	Fatality
				INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
				1	2	3	4	5
LIKELIHOOD	Often occurs / once a week	ALMOST CERTAIN	5	5	10	15	20	25
	Could easily happen / once a month	LIKELY	4	4	8	12	16	20
	Could happen or known it to happen / once a year	POSSIBLE	3	3	6	9	12	15
	Hasn't happened yet but could / once every 10 years	UNLIKELY	2	2	4	6	8	10
	Conceivable but only in extreme circumstances / once in 100 years	RARE	1	1	2	3	4	5

RISK RATING = LIKELIHOOD(L) X SEVERITY(S)

LOW RISK: 1 – 6

MEDIUM RISK: 8 – 12

HIGH RISK: 15 – 25

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.

Medium risks should only be tolerated for the short term & only whilst further control measures to mitigate the risks are being planned & introduced.

High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.



RA - NOVO - 02

Assessor:	S. Arthey	Project:	Design House Manchester			Approval Date:	06/12/2023	Review Date:	06/05/2023		
Potential Hazard	Environmental Risk	Initial Risk Rating			Control Measures Specified	Residual Risk Rating					
		L	S	RR		L	S	RR			
Dust	Air Pollution	4	2	8	Continual Monitoring / Water Suppression; use water bowzers to dampen the working area to control dust levels. Provide screens to contain dust within site perimeter.	2	1	2			
Contaminated Waste	Contamination & or external pollution	2	3	6	Site management / Licensed and controlled removal	1	2	2			
Fumes from machinery	Air Pollution	3	2	6	Regular machine maintenance and inspection/ Trained staff / Continual Monitoring	2	1	2			
Noise	Nuisance	3	2	6	Regular machine maintenance and inspection/ Trained staff / Continual Monitoring / Management of working hours	2	1	2			
Oil / Diesel	Ground / Water Pollution / Fire / Explosion	2	3	6	Spillage Kits / Designated Storage Area / Emergency Procedure	2	2	4			
Services	Unintended release of gas/water/ puncture of sewer/ground contamination	2	3	6	Identification of services prior to works commencing / Trained Staff / Emergency Response Procedure	1	3	3			
Traffic	Additional road traffic causing congestion & noise	3	2	6	Management of Working hours and activities within the site	1	2	2			
Waste to Landfill	Overfill of Landfill Sites	3	4	12	Management and identification of recyclable materials / trained staff	2	3	6			



RA - NOVO - 02

Assessor:	S. Arthey	Project:	Design House Manchester			Approval Date:	06/12/2023		Review Date:	06/05/2023			
Potential Hazard		Environmental Risk	Initial Risk Rating			Control Measures Specified					Residual Risk Rating		
			L	S	RR						L	S	RR
Working Hours		Nuisance & disturbance	3	2	6	Management of Working hours and activities within the site					2	1	2
Light		Nuisance & disturbance	3	2	6	Positioning of site lighting so as not to cause a nuisance or distraction to neighbouring properties or drivers passing the site.					1	2	2

SEVERITY (S)

				SEVERITY (S)				
				No measurable environmental consequence, no reputation damage, zero likelihood of prosecution.	Slight impact, small scale event contained on site, possible local media interest, prosecution unlikely.	Moderate impact, recoverable contamination or damage and/ or local reputation damage.	Considerable environmental damage and / or national reputation damage likely.	Major damage on & off site, national reputation damaged and/ or prosecution possible.
				SLIGHT	MINOR	MODERATE	PERMANENT	CATASTROPHIC
				1	2	3	4	5
LIKELIHOOD (L)	Inevitable consequence of activities on site.	INEVITABLE	5	5	10	15	20	25
	Frequent potential occurrence. Frequent experience of situation occurring.	LIKELY	4	4	8	12	16	20
	Situation may occur once or twice per year.	POSSIBLE	3	3	6	9	12	15
	Situation may occur with warning. Less than once in 5 years frequency.	REMOTE	2	2	4	6	8	10
	Almost impossible to occur. No instances of situation occurring.	IMPROBABLE	1	1	2	3	4	5

RISK RATING = LIKELIHOOD(L) X SEVERITY(S)

LOW RISK: 1 – 4

MEDIUM RISK: 5 – 15

HIGH RISK: 16 – 25

CONSTRUCTION PHASE HEALTH & SAFETY



Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.

Medium risks should only be tolerated for the short term & only whilst further control measures to mitigate the risks are being planned & introduced.

High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.

Method Statement Appraisal Form

PROJECT:			
CONTRACTOR:			
TASK:			
DOCUMENT REFERENCE No.		ISSUE No.:	
DATE RECEIVED:		PROPOSED START DATE:	

STATUS REVIEW						
PROJECT / SITE MANAGER	1 ST REVIEW DATE	STATUS	NAME	2 ND REVIEW DATE	STATUS	NAME
TW Co-ORDINATOR (AS REQUIRED)	1 ST REVIEW DATE	STATUS	NAME	2 ND REVIEW DATE	STATUS	NAME
TECHNICAL ADVISOR (AS REQUIRED)	1 ST REVIEW DATE	STATUS	NAME	2 ND REVIEW DATE	STATUS	NAME
HSEQ MANAGER (AS REQUIRED)	1 ST REVIEW DATE	STATUS	NAME	2 ND REVIEW DATE	STATUS	NAME

A	Accepted for implementation. Work can proceed as described.	B	Work can proceed when comments are incorporated. (NOTE: Method Statement to be resubmitted within 7 days for approval, otherwise works will be suspended).	C	Not accepted for implementation. Re-submit & review before work can proceed.
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[illegible]

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



ACCEPTANCE AS CURRENT WORKING DOCUMENT

NAME		POSITION		SIGNATURE		DATE	
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NOTE: Clearance to proceed with this method statement does not relieve the sub-contractor of their contractual obligations, including safety, structural integrity or any implications to permanent works arising from these proposals.

METHOD STATEMENT APPRAISAL FORM

CRITERIA CHECKLIST		ACCEPTABLE			
1	DESCRIPTION	YES	NO	PARTIAL	N/A
a	Full description the work, tasks, sequence, method & process for change?				
b	Is the document site specific?				
2	RESOURCES	YES	NO	PARTIAL	N/A
a	Identification of key personnel / supervisors responsible, with contact details?				
b	Details of resources required (such as equipment, plant, operatives & materials)?				
c	Certificates of competence or qualification of operatives provided?				
d	Certificates for plant / equipment inspection / examination provided?				
e	Crane / lifting equipment – certificates / checklist / lifting plan in place?				
3	HAZARD IDENTIFICATION	YES	NO	PARTIAL	N/A
a	Site specific risk assessment attached & satisfactory? Have all the risks been evaluated?				
b	Are there arrangements in place for reviewing control measures due to changing circumstances?				
c	Access / scaffolding (including ancillary arrangements, such as anchor points) fully detailed & described?				
d	COSHH, noise, vibration & manual handling etc. issues dealt with?				
e	Workplace environment (weather, WAH, confined spaces etc.), design, layout, limitations identified & human factors taken into consideration (such as experience, fatigue etc.)?				
4	CONTROL MEASURES	YES	NO	PARTIAL	N/A
a	Supervision?				
b	High risk or safety critical work identified & controls specified?				
c	Permit requirements identified?				
d	Monitoring (checks & inspections) identified?				
e	Details of toolbox talks to be provided?				
f	PPE / RPE specified?				
5	EMERGENCY ARRANGEMENTS	YES	NO	PARTIAL	N/A
a	Rescue – how – by whom?				
b	First aid requirements?				
c	Spillage containment methods identified?				
d	Special welfare requirements specified?				
6	TEMPORARY WORKS	YES	NO	PARTIAL	N/A
a	Details of temporary works schemes identified, including all documents?				
b	Temporary protection / support identified (such as fire, traffic & services)?				
7	ENVIRONMENTAL	YES	NO	PARTIAL	N/A
a	Environmental risks?				
b	Waste management? How waste is stored / removed?				

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



b	Statutory permit & licence conditions?				
c	Pollution prevention?				
8	MONITORING & COMPLIANCE	YES	NO	PARTIAL	N/A
a	Monitoring – by whom?				
b	Enforcement – how – by whom – equipment, sampling?				
c	Testing & commissioning?				
d	Checking, review & update?				
e	Change requirements?				
f	Confirmation of operative's briefing?				
g	Any other (specify)?				

THIS FORM IS TO BE ATTACHED TO THE FRONT OF THE CORRESPONDING METHOD STATEMENT WHEN FILED

Appendix 3

Directory

ROLE	CONTACT	CONTACT DETAILS
CLIENT	Smithfield (Residential Management Company) Limited (Design)	Smithfield (Residential Management Company) Limited (Design) c/o Urbanbubble Sevendale House 7 Dale Street Manchester M1 1JA T: 0161 236 3344
PROPERTY MANAGEMENT	Urban Bubble Gemma Price	Urban bubble Sevendale House 7 Dale Street Manchester M1 1JA T: 0161 236 3344 E: gemma.price@urbanbubble.co.uk
BUILDING MANAGER	Mark	07979 197 570
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CONSTRUCTION PHASE HEALTH & SAFETY PLAN



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Appendix 4

Preliminary Construction Site Fire Risk Assessment

This construction FRA is a Preliminary offsite assessment and must be updated on/during site setup, occupation of site. It is not a final account of assessment and further mitigation measures may be required. Current Risk control measures within the assessment are deemed first stage and will require to be further updated during site setup.

Action plans will be established on completion of site setup. Currently each mitigation hazard reduction comment should be seen as an action point during set up of site.

Appendix 5

Site Logistics & Access Concept