

CONSTRUCTION



PHASE PLAN

SUNLIGHT HOUSE  
LITTLE QUAY STREET  
MANCHESTER  
M3 3HP

MI054-MI-CPP-G-8700



| Revision                   | Date       | Originator    | Approved By | Job Title | Signed |
|----------------------------|------------|---------------|-------------|-----------|--------|
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|                            |            |               |             |           |        |

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## 1. Description of Project

### 1.1 Coronavirus (Covid-19)

Please follow government guidelines.

### 1.2 Introduction / Legislative Purpose / Principles & Objectives of CPP

Under the Construction (Design and Management) Regulations 2015, Myco Contracts Ltd is required to develop a Construction Phase Plan (CPP) for the construction phase of this project.

A CPP is also required to comply with the requirements of the Construction Design and Management (CDM) Regulations 2015 and has been produced in line with the GLA SPG on the Control of Dust and Emissions.

This Construction and Environmental Management Plan (CPP) has been produced to comply with the requirements of the Construction Design and management (CDM) Regulations 2015 and describes the arrangements put in place by Myco Contract Ltd as Principal Contractor to ensure the suitable and effective management of the health, safety and welfare aspects of this project. It also describes the sequence and methodology to be employed during the execution of the works package(s).

The main document has been kept to a manageable size and reference needs to be made to the site manual 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 Myco Contracts Ltd that the project be designed and constructed in such a way that the risks to the health and safety of all persons engaged in its construction and maintenance are eliminated or reduced.

All those involved in the construction phase have a statutory duty to comply with the Construction Phase Plan and to provide Myco Contracts Ltd with any information they have which is needed to keep this document up to date.

This document will remain 'live' throughout the construction phase – reviewed and updated regularly as the project evolves, following design changes, etc.

Anyone wishing to seek advice on compliance should contact Myco Contracts Ltd or our Health and Safety Manager. Contact details can be found in section 2.1 below.

### 1.3 Description of project & Location of Project

The project involves the Cat A & B refurbishment of the of Sunlight House offices which is a partially occupied 13 storey building within central Manchester.

Sunlight House has 3 retail/leisure units on the basement and ground floors which are currently occupied by a gymnasium, flower shop and bar/cafe. The building had been managed by JLL since 2014 and now by MAPP on behalf of Kinrise.

The building consists of a basement together with occupied floors from the

ground to the thirteenth floor and a plant room on the upper (14th floor). The property is a Grade II listed, landmark building, built-in 1932 and is laid out in a quadrangle around a central lightwell. There is an adjoining multi-storey car park from ground to 6th floor, which provides 17 levels of parking which is accessed via Atkinson Street.

#### 1.4 Scope of works

1. Site Set up.
2. Undertake Asbestos R&D Asbestos and other surveys
3. Strip out and demolitions including services.
4. New reception including installation of two new wing staircases to link existing mezzanine.
5. Refurbishment of existing lift cars and associated works to lift lobbies.
6. Refurbishment of existing stair cores.
7. Refurbishment of existing WC's on each floor plate.
8. Cat A & CAT B office fit out including associated wall and floor finishes.
9. Forming new door access to central lightwell area.
10. Refurbishment of central lightwell area to create tenants break out space including new decking and loose furniture and planters.
11. New secondary glazing to internal face of sash windows.
12. Refurbishment of existing Level 13 maintenance and plant space into offices.
13. Roof Access installations – Walkways, CAT ladder and mansafe.
14. MEP Services installations.
15. Test and Commissioning of all services.
16. Temporary access works to facilitate plant installations.
17. Fire Stopping works to penetrations.

#### 1.5 Programme details including any key dates and Working hours permitted.

The contract commencement and duration date shall be as stated in the contract documentation, but are provisionally:

**Pre-construction & Enabling works:** 04.03.24 until 27.05.24

**Construction Period:** 27.05.24 until 27.03.25

Duration: 42 weeks

Working Hours – Mon – Fri      08.00 – 18.00hrs  
                                          Sat              08.00 – 13.00hrs  
                                          Sun / Bank Hols   Closed

Please refer to MYCO Contracts programme for further details

Access has been given prior to the commencement date to allow MYCO adequate time for planning and preparation for construction.

Complete sets of handover and maintenance documentation are to be compiled by MYCO and issued to the Client on the date of Practical Completion.

### 1.6 Project notification

A copy of the F10 notification has been issued commencing 04.03.2024 and will be displayed on site.

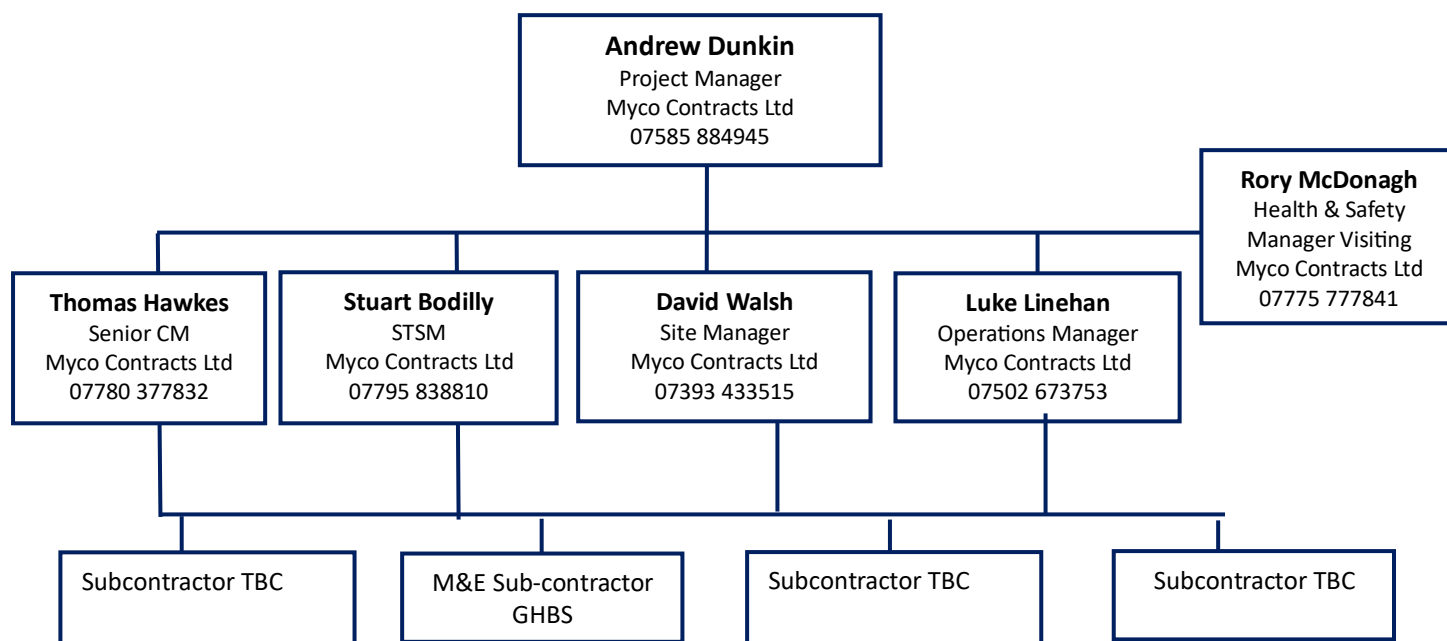
### 1.7 Project directory

The project team consists of:

| Role                                          | Address                                                                | Contact Details                                                                                                                                                                                                                            |
|-----------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Client</b>                                 | Kinrise (Sunlight) Ltd<br>2 Noel Street<br>London<br>W1F 8GB           | Kilian Kleine<br>07931 238 980                                                                                                                                                                                                             |
| <b>Project Managers</b>                       | Faction Consulting<br>Waverley House<br>9 Noel Street<br>London<br>W1F | Kara Thompson 07972 000 275<br><a href="mailto:kthomson@factionconsulting.com">kthomson@factionconsulting.com</a><br>Sophie Laverick 07795 285 605<br><a href="mailto:Slaverick@factionconsulting.com">Slaverick@factionconsulting.com</a> |
| <b>Employer's Agent &amp; Cost Consultant</b> | Quantem,<br>73-75 Endell Street<br>London,<br>WC2H 9AJ                 | Tom Heywood-Waddington 07907 865914<br><a href="mailto:Tom.waddington@quantem.co.uk">Tom.waddington@quantem.co.uk</a><br>Dan McKinnon 07564 578454<br><a href="mailto:Dan.mackinnon@quantem.co.uk">Dan.mackinnon@quantem.co.uk</a>         |
| <b>Architect</b>                              | Anomaly<br>Morelands<br>5-23 Old Street<br>London<br>EC1V 9HL          | Liam Spencer 07534 064 340<br><a href="mailto:ls@anomaly.london">ls@anomaly.london</a><br>Amy Martin 07903 125768<br><a href="mailto:am@anomaly.london">am@anomaly.london</a>                                                              |

|                             |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Structural Engineer</b>  | Eckersley O'Callaghan<br>63 Newton Street<br>Manchester<br>M1 1ET                           | Jacob Storey 07970 857 634<br><a href="mailto:jacob@eocengineers.com">jacob@eocengineers.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>MEP Engineer</b>         | King Associates<br>5 John Dalton Street<br>2nd Floor Queen Chambers<br>Manchester<br>M2 6ET | Mark Rumsey<br><a href="mailto:mrumsy@flattconsulting.com">mrumsy@flattconsulting.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Principal Designer</b>   | Abacus Cost Management<br>Trinity way<br>Manchester<br>M3 7BG                               | Ed Offer 07904 148 707<br><a href="mailto:Ed.offer@abacus-cm-com">Ed.offer@abacus-cm-com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Principal Contractor</b> | <b>MYCO Contracts Ltd</b><br>3rd Floor<br>21 Godliman Street<br>London<br>EC4V 5BD          | Construction Director: Kevin Culhane<br>Tel: 020 7016 9421<br><a href="mailto:kevin.culhane@mycoltd.co.uk">kevin.culhane@mycoltd.co.uk</a><br>Commercial Director: Michael Murphy<br>Tel: 020 7016 9421<br><a href="mailto:michael.murphy@mycoltd.co.uk">michael.murphy@mycoltd.co.uk</a><br>Operations Director: John Madigan<br>Tel: 020 7016 9421<br><a href="mailto:john.madigan@mycoltd.co.uk">john.madigan@mycoltd.co.uk</a><br>Director Interiors: Fionn Byrne<br>Tel: 020 7016 9421<br><a href="mailto:fionn.byrne@mycoltd.co.uk">fionn.byrne@mycoltd.co.uk</a><br>Project Manager: Andrew Dunkin<br>Tel: 07585 884945<br><a href="mailto:Andrew.dunkin@mycoltd.co.uk">Andrew.dunkin@mycoltd.co.uk</a> |
| <b>Fire Engineer</b>        | Jensen Hughes<br>Suite 9c Manchester One<br>53 Portland Street<br>Manchester<br>M1 3LD      | Sam Ablitt 07392 873 639<br><a href="mailto:Sam.ablitt@jensenhughes.com">Sam.ablitt@jensenhughes.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Building Management</b>  | MAPP<br>Sunlight House<br>Little Quay Street<br>Manchester M3 3HP                           | Ged Doherty 07811 318 676<br><a href="mailto:Ged.doherty@wearemapp.com">Ged.doherty@wearemapp.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

### Project Organogram



### 1.8 Extent & Location of Existing Records & Plans

Existing records and plans include:

| Report / Drawing Title:                       | Company:         | Ref:              | Date:      | Location    |
|-----------------------------------------------|------------------|-------------------|------------|-------------|
| <b>Asbestos Demolition Survey</b>             | NARM Consultancy | DS274             | 09.05.2023 | PCIP App. C |
| <b>Asbestos Management Survey</b>             | S2 Partnership   | -                 | 23.07.2023 | PCIP App. C |
| <b>Asbestos Management information / Plan</b> | S2 Partnership   | -                 | 10.10.2022 | PCIP App. C |
| <b>Building Survey Peer Review</b>            | Paragon/Colliers | 22.0860/MSW/GR/ED | 22.07.2022 | PCIP App. D |
| <b>Building Survey Report</b>                 | Savills          |                   | April 2022 | PCIP App. D |
| <b>Area Measurement report</b>                | Plowman Craven   | 41996             | March 2019 | PCIP App. D |

|                                                                    |                                                       |              |               |                |
|--------------------------------------------------------------------|-------------------------------------------------------|--------------|---------------|----------------|
| <b>Retrospective Fire Strategy</b>                                 | S2 Partnership                                        | V2           | April 2022    | PCIP<br>App. F |
| <b>Fire Risk Assessment</b>                                        | S2 Partnership                                        | -            | 21 April 2022 | PCIP<br>App. F |
| <b>Fire Evacuation procedures</b>                                  | S2 Partnership                                        | -            | June 2018     | PCIP<br>App. F |
| <b>Sunlight House Emergency Procedures</b>                         | MAPP                                                  | -            | August 2022   | PCIP<br>App. F |
| <b>H&amp;S Risk Assessment</b>                                     | MAPP                                                  | -            | 29.09.2022    | PCIP<br>App. G |
| <b>Internal Environmental Audit Report</b>                         | MAPP                                                  | -            | 15.12.2022    | PCIP<br>App. G |
| <b>Roof Induction – Rescue, Recovery &amp; Evacuation Guidance</b> | S2 Partnership                                        | -            | June 2022     | PCIP<br>App. H |
| <b>Roof Anchor Point Test Certificates</b>                         | Zarafa                                                | 677/082023/A | 29.08.2023    | PCIP<br>App. H |
| <b>Utility Services records</b>                                    | ENWL, Cadent, UU (Water & Sewers), Vodaphone & Virgin | Various      | March 2022    | PCIP<br>App. E |
| <b>Phase 1 Environmental Assessment</b>                            | Delta Simons                                          | 22-0474.01   | March 2022    | PCIP<br>App. I |
|                                                                    |                                                       |              |               |                |

#### Asbestos related information

The Project Manager's evaluation of the asbestos survey report will be documented using H&S(F)47 – Asbestos Survey Review Form – a copy of which will be held alongside the survey report.

MYCO have commissioned a further R&D survey to commence 04/03/24 which will compliment the existing suite of information provided. Identified asbestos will be removed under controlled conditions by a licensed removal contractor. Remaining asbestos will be clearly labelled and segregated with barriers to avoid accidental damage should work process pending removal of the asbestos. ***Note: All intrusive works to building fabric will be carried out by operatives with Asbestos awareness training, no tasks liable to disturb asbestos are permitted under any circumstances.***

#### Hazardous / Unknown Substances

The workforce will remain alert to unknown substances / containers with potentially hazardous content. Upon discovery of suspicious substances, tasks in the area will cease and segregation introduced pending further assessment.

#### Contaminated Ground

To mitigate the risk posed, operatives involved in ground disturbance tasks will wear gloves and overalls to prevent dermal contact with the soils, washing facilities will be maintained – with good personal hygiene maintained – particularly before eating, drinking, smoking. Dust suppression will be maintained to minimise the risk of potentially contaminated dust being inhaled.

### Unexploded Ordnance

No meaningful ground disturbance tasks will be undertaken during the project. Regardless, any utility excavations which may be required will be carried out in a careful and controlled manner – with tasks ceasing immediately upon discovery of any suspected UXO.

### Utilities

An additional utilities and ground penetrating radar survey will be conducted by a Myco Contracts appointed consultant prior to commencement of any ground disturbance tasks.

As an added precaution – a detailed assessment of existing services will be conducted during site establishment – evaluating service isolations and disconnections – to validate that no existing services remain which pose a risk. Services in proximity – particularly those that once serviced the demolished building – will be assessed and appropriately labelled / protected to prevent accidental damage.

All live services will be clearly marked with warning labels, hazard tape and signage.

The 'MYCO Services Notice Board' will be established in accordance with the Myco Safety Management Instruction – 13/09/2021. The utilities and ground penetrating radar survey report and services plan will be displayed on the 'Myco Services Notice Board' and discussed with the workforce during induction and task briefing.

HSE guidance – 'HSE47 – Avoiding Danger from Underground Services' will be implemented during ground disturbance works. All affected buried services will be located, exposed under controlled conditions (using insulated hand tools) and appropriately protected. Services will be appropriately relocated / diverted by the utility owner.

The Myco permit to break ground applies to all ground disturbance tasks. The Myco demolition permit applies to all demolition works.

These tasks will be closely controlled – with service avoidance tools and assessments conducted prior to the knock through. Should concerns exist – services will be isolated for the duration of the knock through as a precaution.

### Health & Safety File

The Health and Safety file details the information needed to alert those carrying out future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to risks help them to decide how to work safely.

The file should contain information useful to:

- *Client*, who has a duty to provide information about their premises and infrastructure, to those who carry out work there.
- Designers and Engineers during the development of further enhancements or alterations.
- Planners, Contractors, and Co-Ordinator's preparing for construction work.
- Principal Contractors and Contractors prepare to carry out or manage such work.

## 1.9 Information About Existing Structures

### Fire Strategy

Fire hazards will be addressed as part of the project risk assessment process. The subsequent control measures will be incorporated into the relevant RAMS.

A fire risk assessment and fire and emergency plan will be conducted by a competent person at each part of the operational site and will include measures to prevent fire and hazards associated. A site plan/diagram will be published showing all parts of the site layout and where emergency refuge points are and emergency firefighting equipment, which will be displayed on the site notice board and briefed as part of the induction.

### Structural Condition

Sunlight House is a mixed-use commercial office building completed in 1932. It is a Grade II Listed building and provides a total approximate area of 210,000 sq ft. A separate, but linked, reinforced concrete multi-storey car park, constructed in the 1980's is located to the rear of the property providing 176 spaces.

The building is a steel frame structure with concrete floors and Portland stone cladding to the three principal elevations. Extensive remedial works were undertaken to address corrosion of the steel frame with works undertaken in 1996.

The structural engineers report referred to in the building survey confirms that, 'observations externally indicated that there were no widespread defects in the frame to the external envelope that are affecting the external masonry although there is evidence of some previously repaired cracking to the masonry of the lift motor rooms'. MYCO will programme a number of targeted structural investigations to the basement areas, roof / high level areas, new riser locations and car park with remedial works carried out as per contract. A full description of the building and its condition is included within the Peer Review and associated Building Condition Survey.

Further intrusive structural investigations will also be required to develop the design and some of the key structural work packages.

## 2 Management of The Work

### 2.1 *Site management structure and responsibilities*

The site management structure consists of:

| Role                  | Name           | Telephone     | Email                                                                          |
|-----------------------|----------------|---------------|--------------------------------------------------------------------------------|
| Operations Director   | John Madigan   | 07787 416 833 | <a href="mailto:john.madigan@mycoltd.co.uk">john.madigan@mycoltd.co.uk</a>     |
| Commercial Director   | Michael Murphy | 07957 401 441 | <a href="mailto:michael.murphy@mycoltd.co.uk">michael.murphy@mycoltd.co.uk</a> |
| Construction Director | Kevin Culhane  | 07753 424 487 | <a href="mailto:kevin.culhane@mycoltd.co.uk">kevin.culhane@mycoltd.co.uk</a>   |
| Interiors Director    | Fionn Byrne    | 07858 888146  | <a href="mailto:fionn.byrne@mycoltd.co.uk">fionn.byrne@mycoltd.co.uk</a>       |

|                           |               |               |                                                                              |
|---------------------------|---------------|---------------|------------------------------------------------------------------------------|
| Project Manager           | Andrew Dunkin | 07585 884945  | <a href="mailto:andrew.dunkin@mycoltd.co.uk">andrew.dunkin@mycoltd.co.uk</a> |
| Site Manager              | David Walsh   | 07393 433515  | <a href="mailto:david.walsh@mycoltd.co.uk">david.walsh@mycoltd.co.uk</a>     |
| Health and Safety Manager | Rory McDonagh | 07775 777 841 | <a href="mailto:rory.mcdonagh@mycoltd.co.uk">rory.mcdonagh@mycoltd.co.uk</a> |

Duties and responsibilities of our key project team members are summarised below:

Our Construction Director has overall responsibility for health and safety. His duties include:

- 2.1.1 Assembling a skilled, knowledgeable, and experienced project team.
- 2.1.2 Setting our health and safety aims and objectives for the project.
- 2.1.3 Allocating health and safety related resources.
- 2.1.4 Monitoring and evaluating site health and safety during periodic visits.

Our Project Manager is at the heart of the project. They are responsible for safe delivery of the project and for the site risk assessment process – ensuring that site specific risks are eliminated or controlled appropriately. Their duties include:

- 2.1.5 Implementing, reviewing, and developing site specific health and safety arrangements and procedures – including delivery procedures.
- 2.1.6 Implementing, reviewing, and developing and regularly reviewing the site logistics plan.
- 2.1.7 Regularly reviewing and updating the Construction Phase Plan.
- 2.1.8 Monitoring implementation of site health and safety management arrangements.
- 2.1.9 Liaising with the neighbouring properties where they are affected by the works or interface risks exist.
- 2.1.10 Implementation, monitoring and enforcing of the site logistics plan and construction phase plan.
- 2.1.11 Communicating health and safety expectations to the project team and sub-contractors / suppliers – through pre-start meetings, etc.
- 2.1.12 Co-ordination, communication, and consultation with the adjoining works in phase one.
- 2.1.13 Undertaking regular inspections and audits of site health and safety arrangements – obtaining advice and support from our Health and Safety Consultant.
- 2.1.14 Enforcing the site rules.
- 2.1.15 Holding site inductions.
- 2.1.16 Consulting with the workforce – toolbox talks, site team meetings, pre-start briefings, etc.
- 2.1.17 Monitoring site security.
- 2.1.18 Monitor welfare provisions and cleanliness.
- 2.1.19 Evaluating sub-contractor risk assessments and method statements.
- 2.1.20 Undertaking and maintaining plant and equipment inspection registers.
- 2.1.21 Holding toolbox talks on relevant site topics.
- 2.1.22 Managing permit to work procedures.
- 2.1.23 Co-ordinating site emergency arrangements – including management of fire and first aid provisions.
- 2.1.24 Monitoring site housekeeping and coordinating skip exchanges management and inspection of site power and lighting provisions.
- 2.1.25 Co-ordinating and planning deliveries – with assistance from the logistics manager / banksman.
- 2.1.26 Inspecting vehicles before they leave the site for mud deposits and ensuring loads are appropriately covered. – ensuring vehicles are cleaned down appropriately.
- 2.1.27 Regularly inspecting the site perimeter and condition of the roads and access routes

surrounding site.

Our Site Manager will be delegated duties and responsibilities by the Project Manager.

Our workforce – including sub-contractors, are responsible for taking reasonable care of their own health and safety and not putting others at risk; co-operating with our arrangements and procedures and reporting anything that has health and safety implications to the Project Manager.

## *2.2 Health and safety goals for the project*

To demonstrate the Myco Contracts Ltd commitment to continued improvement of health and safety standards, the following health and safety goals have been set for the project:

- 2.2.1 Zero HSE enforcement action taken during the project.
- 2.2.2 Zero RIDDOR reportable accidents or incidents during the project.
- 2.2.3 Compliance with all relevant health and safety legislation.
- 2.2.4 No unplanned downtime or disruption caused by the project's works.
- 2.2.5 Ensuring that the general public and other third parties are not exposed to risk and any inconvenience is minimized.
- 2.2.6 Recognising Subcontractors for achieving top scores in MYCO's auditing process.
- 2.2.7 Recognising operatives for working safety on site and participating in safety initiatives.

## *2.3 Arrangements for monitoring and review of health and safety performance*

Myco Contracts Ltd will monitor the health and safety working practice of direct employees and subcontractors on a daily basis. The Project Manager and Site Manager will undertake health and safety inspections on a regular basis. Issues that cannot be easily resolved on site will be reported to the Construction Director and Health and Safety Consultant.

In addition, our Health and Safety Consultants will conduct monthly inspections and audits. Copies of the inspection report will be issued to the Project Manager and Myco Contracts Ltd management for action.

A weekly H&S inspection will be carried out by one of the MYCO site managements, findings communicated with the relevant trades on site and a copy saved on the Myco Electronic Document Management System (EDMS), Procore.

## *2.4 Regular liaison between parties on site*

The entire workforce is encouraged to communicate daily with the Project Manager and Site Manager, 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 Project Manager, Site Manager and Health and Safety Consultants to identify ways of improving health and safety as per issues noted / suggestions made.

Regular co-ordination meetings will be held on site, which will be attended by the relevant subcontractors. The Project Manager will chair these meetings. The purpose of these meetings is to address foreseeable health and safety issues; co-ordinate interface risks and ensure the ongoing management of risks to third parties affected by our tasks.

The Clients Representative will chair progress meetings that will be attended by all relevant parties of the project team. Minutes will be taken and distributed to the relevant personnel. The Clients' Representative will determine the frequency of these meetings, with the next meeting agreed at the end of each progress meeting.

#### Overlapping projects – Coordination

Due to the specific areas of Sunlight House remaining 'live' during the refurbishment process, additional care and tenant support measures will be implemented by MYCO Site Management. This will include an 'open door' policy, clear lines of communication and with prior notification given for staged refurbishment.

#### *2.5 Consultation with the workforce*

Workforce consultation will be achieved through daily informal team briefings where the day's tasks will be discussed. Further formal consultation will be held where significant issues are identified; changes to site rules or procedures introduced, etc.

Formal consultation will generally be held in a toolbox talk format, with an attendance register used to maintain a record.

Following induction training, the workforce will attend a method statement briefing, this will either be held by the Project Manager, Site Manager or the sub-contractors Site Foreman. Further consultation will take place during induction training; general toolbox talks; refresher briefings; etc.

#### Communication with employees and sub-contractors (diverse workforce)

The workforce (including sub-contractor labour) understanding of written and spoken English is evaluated by the Project Manager / Site Manager during site induction training. Operatives who struggle to understand instructions, guidance, etc. are identified and a further evaluation undertaken with the Project Manager / Site Manager.

Appropriate arrangements would be made to ensure a clear understanding is achieved and method of communication maintained – which could include, providing a bi-lingual site supervisor (translator), providing translated instructions / method statements, etc.

This would be assessed on a scenario specific basis.

#### *2.6 Exchange of Design Information Between the Client, Designers, Principal Designer & Contractors on site*

Myco Contracts Ltd has a requirement that designers, including contractors, adopt procedures to minimise risks in their designs before publishing design information and then co-operating with other designers to avoid the possibility of compound risks occurring. This includes minimising the likelihood of risks occurring during construction, cleaning, maintenance, and alteration when formulating their

designs.

Design risk information will be obtained from the Principal Designer. Information will be passed to relevant sub- contractors and members of the team. Foreseeable risks not addressed by the designers will be discussed with the Principal Designer. The Construction Director and Project Manager will maintain regular liaison with the Principal Designer to discuss design risks and their control. Information regarding residual risks will be contained in the Health and Safety File.

#### HSE's Red, Amber, Green Lists

The Principal Designer and design team will consider the HSE's RAG lists when evaluating design risks. Implementation of design risk elimination, reduction and control via industry best practice summarised on the HSE's RAG lists will form part of the project aims and objectives. MYCO Contracts Ltd will, where identified or foreseeable, highlight further industry best practice to the design team for consideration.

### *2.7 Handling Design Changes During the Project*

Any design changes to the original scheme will be managed as follows:

- 2.7.1 Discussion will be held with the Principal Designer to ensure they are aware of the design change.
- 2.7.2 The Principal Designer will liaise with the designer introducing the design change.
- 2.7.3 The identified residual hazards will be evaluated, and the Construction Phase Plan reviewed to reflect additional controls and precautions to be introduced to manage these residual risks.
- 2.7.4 The above information will be communicated to the workforce and subcontractors as appropriate – toolbox talks; task briefings; site team meetings; etc.
- 2.7.5 Information regarding residual risks will be passed to relevant members of the team and included in the Health and Safety File.

### *2.8 The Selection & Control of Contractors*

Myco Contracts Ltd will ensure that all contractors and sub-contractors appointed have the knowledge and resources to comply with duties and prohibitions imposed under the Regulations. The competence of sub- contractors is assessed as part of our procurement process – accredited to ISO 9001; 14001 and 45001. This process involves pre-qualification questionnaires and competence questionnaires where the subcontractor's skills, knowledge, experience and organisational capability is assessed and evaluated.

The Project Manager – reporting to the Construction Director, will monitor subcontractor performance on site. Any issues or non-conformance will be investigated and followed up by the Construction Director and reported during management team meetings. Sub-contractors not performing will be removed from our approved list until non- conformance issues are sufficiently resolved.

### *2.9 The Exchange of Health & Safety Information Between Contractors*

Sub-contractors will provide Myco Contracts Ltd with written risk assessments and method statements specific to this project.

The methods will have been discussed beforehand to ensure that both Myco Contracts Ltd 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 their 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 coordinated between all parties concerned.

### *2.10 Site Security*

Site access/egress will be secured with the installation of a full height biometric turnstile at the goods entrance on Atkinson Street. To ensure continued safe operations with the existing tenants, MYCO will add the nominated personnel to the system. This will allow 'business as usual' for tenant deliveries and waste removal from Sunlight House.

General health and safety signage will be displayed on the site perimeter and security hoarding – warning of the construction risks and that access is prohibited.

The workforce is expected to wear their company branded clothing / high visibility vests at all times whilst on site. All visitors will be accompanied through the site. Security arrangements will be explained to the workforce during induction training.

The workforce is instructed to be vigilant against any unauthorized personnel and to report any concerns or suspicions to ensure the security of the site is maintained.

The Project Manager will regularly review security arrangements during the works – ensuring that they remain suitable and sufficient. The Project Manager will conduct a daily site shutdown inspection – which includes ensuring that the site is secured at the end of each working shift.

### *2.11 Site Induction & Training*

Myco Contracts Ltd will induct all personnel working on site – a record of which will be retained using standard induction template forms held in the Site Manual.

Copies of operatives training qualifications, i.e., skills cards, will be taken at induction and affixed to their induction record.

Method statement briefings and a method statement register identifying the program of works will be held, and registers signed 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. These briefings will be ongoing as new documentation is developed, etc.

Toolbox talks will be held weekly, and as determined by the changing site conditions. The Project Manager will arrange talks and details of attendance will be kept in the toolbox talk attendance register.

## 2.12 Welfare facilities

Welfare facilities meeting the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015 will be maintained throughout the project.

Within the existing building on Level 2: Sites office, meeting room, canteen and drying room will be set up on a temporary basis. MYCO will utilize the existing male & female WC's on levels 2 & 6

Please refer to the 'Outline Logistics Plan' for further information relating to the position of the above. Washing points will be maintained – including hot / warm running and cold running water.

The canteen will contain a kitchenette, kettle, microwave, tables and chairs, etc. The drying room will contain clothes storage, benching, etc.

The Project Manager will monitor welfare provisions – ensuring sufficient stock is maintained. The welfare facilities will be kept in a clean and orderly condition – cleaned on a regular basis.

### Covid-19 Social Distancing – Welfare Use & Welfare Access

Although the Covid-19 social distance requirements no longer apply, the Project Manager will co-ordinate breaks to avoid unnecessary overcrowding of the welfare facilities if required to do so.

The welfare facilities contain a washing point. The workforce is encouraged to wash their hands with soap and water before and after using the facilities.



### 2.13 First-aid

The Project Manager supported by the Site Manager is responsible for the management of first aid on site. These responsibilities include:

- 2.13.1 Ensure that the first aid points are established – consisting of a first aid kit and eye wash kit.
- 2.13.2 Ensure that the site emergency contacts and HSE leaflet ‘basic advice on first aid at work’ is displayed.
- 2.13.3 Ensure that the above site emergency contacts are kept up-to-date and accurate – identifying the site first aider(s) and their contact details.
- 2.13.4 Where out-of-hours work is necessary, ensure that there is first aid cover relative to the level of risk posed.
- 2.13.5 If the first aider is absent – off sick, or due on annual leave – ensure that there is first aid cover relative to the level of risk posed.
- 2.13.6 Record and report any disabilities or health problems identified at induction training and ensure that the implications are evaluated with the Contracts Manager and further first aid training and equipment arranged.
- 2.13.7 Ensure first aid treatment is provided in the event of an accident.
- 2.13.8 Calling the emergency services on 999 in the event of an accident requiring urgent medical attention.
- 2.13.9 Ensure the emergency services are met at the entrance to site and directed to the scene of the accident.
- 2.13.10 Record accidents in the accident book and report them to the Contracts Manager.

First aid points – comprising a first aid kit, eye wash kit, A&E directions map and first aider contact details will be established in the welfare and site offices. Further locations will be established around the site that will provide basic facilities in proximity to the working areas.

The Emergency contacts and regular site first aid team includes:

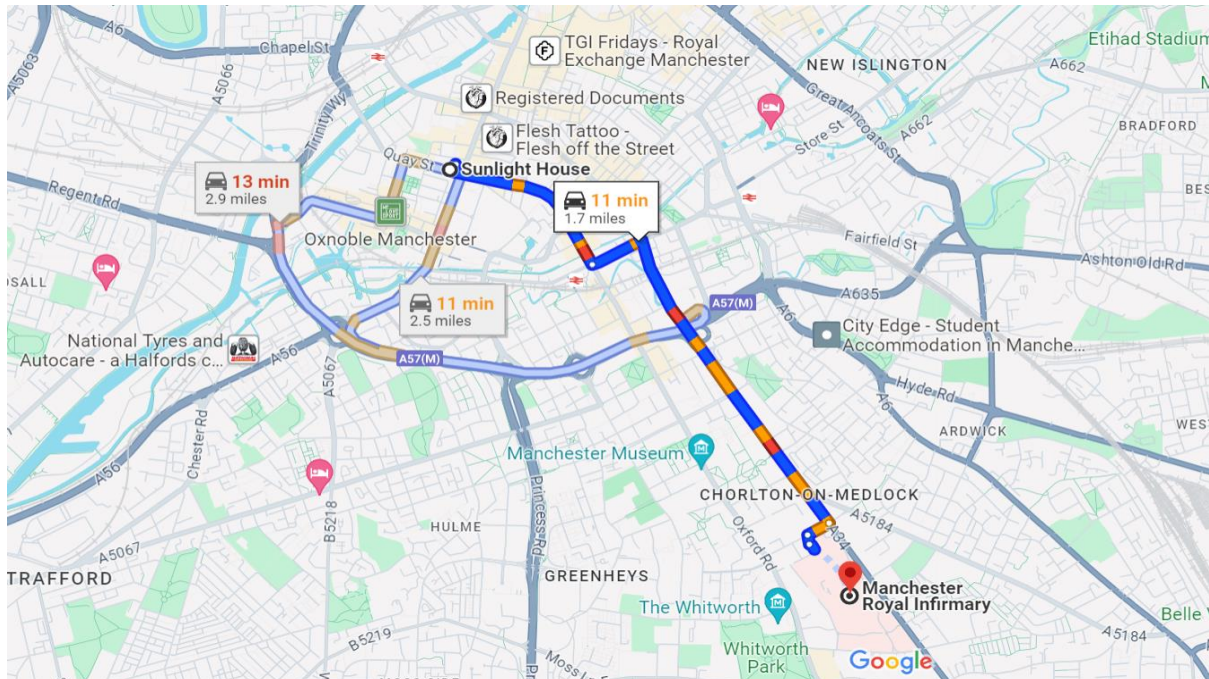
| Role             | Name & Telephone             |
|------------------|------------------------------|
| Site First Aider | Andrew Dunkin – 07585 884945 |
| Site First Aider | David Walsh – 07393 433515   |

In the Project Manager’s absence, the Site Manager will be responsible for the management of first aid. The Site Manager will be responsible for immediately calling the emergency services in the event of an accident requiring urgent medical treatment or the site first aider should minor first aid treatment be necessary.

The nearest hospital with an accident and emergency unit has been identified as:

Manchester Royal Infirmary

Oxford Road  
Manchester  
M13 9WL  
Tel: 0161 276 1234



#### 2.14 Reporting and investigation of accidents and incidents including near-misses

The Project Manager is responsible for ensuring that all accidents are recorded in the accident book, held in the site office. The Project Manager will forward copies of the accident book forms to the Head Office – completed reports will be kept confidential and only viewed by those authorised to do so.

The Project Manager will notify the Director, Health and Safety Manager and Contracts Manager of all accidents, incidents and near misses.

The Health and Safety Manager will assess the severity of the accident, incident and near miss and where deemed necessary, will undertake an accident investigation. All RIDDOR reportable accidents, ill health and dangerous occurrences will be investigated.

The accident investigation report will be issued to relevant persons; however, sections containing confidential information will be excluded.

An action plan will be developed following the investigation, which will be used by the Contracts Manager and Project Manager to record the implementation of identified controls and procedures.

The Contracts Manager, with assistance from the Health and Safety Manager, will be responsible for

RIDDOR reporting. All RIDDORs relating to the supply chain must be reported by the supply chain to the HSE.

Accidents, incidents and dangerous occurrences will be reported to the HSE via the online reporting forms or via email.

Fatal and major injuries will be reported via a telephone service – calling the Incident Contact Centre.

Members of the project team including the Client, Director, Contracts Manager, Project Manager and Principal Designer will be informed of any RIDDOR reportable incidents.

### *2.15 Production and approval of risk assessments and written systems of work*

Upon appointment, by MYCO Contracts Ltd, the sub-contractor is required to provide risk assessments and method statements for all work activities involving significant risks.

The Project Manager will review all subcontractors' risk assessments and method statements. If satisfactory, they will be permitted to commence work as agreed.

If the information is not satisfactory, comments will be returned to the sub-contractor in order for them to act upon the issues raised and amend their risk assessments and methods statements accordingly. Following the return of the updated risk assessments and method statements and approval of the documentation, the contractor will be permitted to commence work on site.

The Myco management will keep all risk assessments and method statements in the Site Manual.

Subcontractors will be briefed on their risk assessments and method statements before starting work, which will form part of their site induction.

Risk assessments and method statements will be updated to incorporate changes of design and any relevant information identified by any party during the works.

All subcontractors are required to work in accordance with the site rules and requirements set out during their induction.

### *2.16 Site rules*

All operatives are to follow the site rules imposed by Myco Contracts Ltd. The site rules will be displayed on the health and safety notice board and brought to the attention of the workforce during site induction.

#### Housekeeping

The workforce will be informed of housekeeping expectations during induction training. Toolbox talks on the topic will be held to remind the workforce of expectations where poor conditions are observed on site. The Project Manager will monitor and enforce site rules as work progresses.

#### Drugs & Alcohol

The Myco Contracts Ltd drugs and alcohol policy applies to this project. The Project Manager /

Site Manager will monitor the workforce and sub-contractor's workforce. Anyone suspected of being under the influence of drugs or alcohol will be isolated from work and removed from site.

#### No smoking

No smoking is permitted in the working areas. A designated smoking area will be established.

#### **Mandatory 4-Point PPE**

Mandatory PPE for Myco consists of:

- Safety footwear – with steel toecaps and sole-plates – EN ISO 20345 – S1P.
- High visibility vests – EN471 – Class 1.
- Head protection – EN397.
- Protective Gloves – EN388.
- Basic Eye Protective Glasses – EN166 – Category F Low Impact. As per sub-contractor's risk assessment

The supply chain will provide their own workforce with suitable and sufficient PPE for the tasks they are carrying out.

Spare PPE will be held in the site office. Persons found not to be complying with the mandatory PPE requirements will be removed from site.

The Project Manager and Contracts Manager have authority to change mandatory PPE as activities and conditions on site evolve.

#### *2.20 Fire & Emergency Procedures*

Fire safety arrangements will be contained in the FEP, FRA and the Fire and Emergency Response Plan, also we have summarized below:

##### General Fire Load Reduction Measures

To minimise the fire risk posed by the site, the following measures will be implemented:

- 2.20.1 All corded electrical appliances used on site will hold valid PAT test records (dated within 3 months).
- 2.20.2 Material deliveries will be called off on a 'just in time' basis.
- 2.20.3 Waste materials will be regularly cleared. Minimising storage of combustibles.
- 2.20.4 Flammable liquids will be kept in small quantities – stored in areas agreed with the Project Manager – away from combustibles, heat, or ignition sources.
- 2.20.5 Storage of gasses will be within designated areas – caged and well ventilated.
- 2.20.6 Protection used will be LPS1207 (internal) and LPS1215 (external).
- 2.20.7 All hot work tasks are to be avoided wherever possible. Unavoidable hot work tasks are to be authorised by the Project Manager and controlled via hot work permit.

##### Site Fire Strategy During Enabling Works & Demolition Works.

In the event of an emergency:

- 2.20.8 In the event of a fire on site – the workforce would raise the alarm by shouting ‘fire, fire, fire’ and activating the nearest fire point – two mobile fire trolleys will be located on every level under refurbishment with an affixed fire alarm unit linked to the site office and building managers office
- 2.20.9 The emergency services will then be called by dialling 999.
- 2.20.10 The fire points will be located on every level.
- 2.20.11 The muster point for the project is located at St Johns Gardens as shown in the fire plan.

All hot works that are required to be carried out by the subcontractors will be under a Hot Work permit system.

#### Fire Extinguishers / Points

Fire points will be positioned in strategic locations around site – alongside fire escape routes – in accordance with the fire safety plan.

Each fire point will comprise of:

- 2.20.12 1no. 2KG CO<sup>2</sup> extinguisher and 1no. 9 litre foam extinguishers.
- 2.20.13 1no. fire action notice.
- 2.20.14 1no. fire extinguisher use chart.
- 2.20.15 1no. fire point alarm.

The fire extinguishers will be checked and serviced annually and visually inspected every 7 days.

#### Management of Combustibles

Materials and waste will be stored in areas agreed with the Project Manager. Combustible and flammable items will be kept away from heat or ignition sources to minimise the risk of fire.

Deliveries will be coordinated and called off ‘just in time’ – avoiding unnecessary stockpiling of materials on site.

Regular waste collections will take place to avoid excessive build-up. Waste will not be permitted to build up to a point where it presents a significant fire risk.

#### Management of Flammable Substances & Gases

Flammable substances will be kept in small quantities. All storage areas will be well ventilated and kept away from potential heat or ignition sources.

Soldering cylinders (400G cylinders) will be stored away from heat or ignition sources – in an upright position in accordance with the manufacturer’s instructions. Cylinders to be removed from site on completion of the tasks requiring their use.

Gas cylinders will be kept a safe distance from the tasks (at least 3 metres away when used and 6 metres away if spare / additional). Hoses (armoured and connected with appropriate jubilee clips) will be inspected before use and run in a safe manner – minimising the risk of trips or damage caused by

contact with hot surfaces. Cylinders will be stood upright and fitted with flashback arrestors. Valves, pressure regulators, etc. will be inspected before use to ensure they are free from damage or defects.

A gas cylinder store will be established in an area designated by the Project Manager. Situated in a well-ventilated space, on a firm and level base and secured with a cage.

#### Temporary Accommodation

Welfare will be located within the site footprint while works commence.

TAUs should meet the requirements of Appendix 1 of HSG 168 Fire Safety in Construction.

The fire risk associated with the temporary accommodation will be managed as follows:

- 2.21.1 All corded electrical appliances will hold valid PAT test records (dated within 3 months).
- 2.21.2 Waste materials will be regularly cleared. Minimising build-up of combustibles.
- 2.21.3 No storage of flammable liquids permitted.
- 2.21.4 Electrical installation will be tested and certified.
- 2.21.5 Fire detection will be installed.
- 2.21.6 Only fixed heating supplied with the cabins will be permitted.

#### Hot Works

Hot work will be avoided where practical.

All unavoidable hot work will be under control of the Hot Work Permit – issued by the Project Manager. All control measures identified by the permit will be implemented before it is authorised, i.e. extinguisher in proximity, covering of combustible materials with fire blanket, etc. Records of cancelled permits will be maintained.

As part of the Hot Work Permit authorised cancellation (part 6) – a 60-minute fire watch will be conducted following completion of the hot work tasks – checking for smoldering, smoke, etc.

Due to the nature of the roof structure (timber joists, collar beams and rafters) All works to level 13 will carry out an additional 120-minute fire watch.

#### Fire Escape Routes

Fire escape routes will be maintained throughout the project.

During the works the building will be partially occupied on the following levels:

Basement, GF, 1<sup>st</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors. As this is the case the works will be phased around the occupied areas and fire and evacuation procedures will be coordinated to ensure measures are in place to warn of a fire and a safe means of escape from occupied areas is in place at all times.

Fire and Emergency procedures and associated risk assessments must be interfaced between the sites to ensure arrangements are aligned and effective.

The existing landlord's fire alarm and detection system is a fully addressable single-stage system. The main landlord's fire panel is situated within the reception foyer, with an additional 4 landlords panels

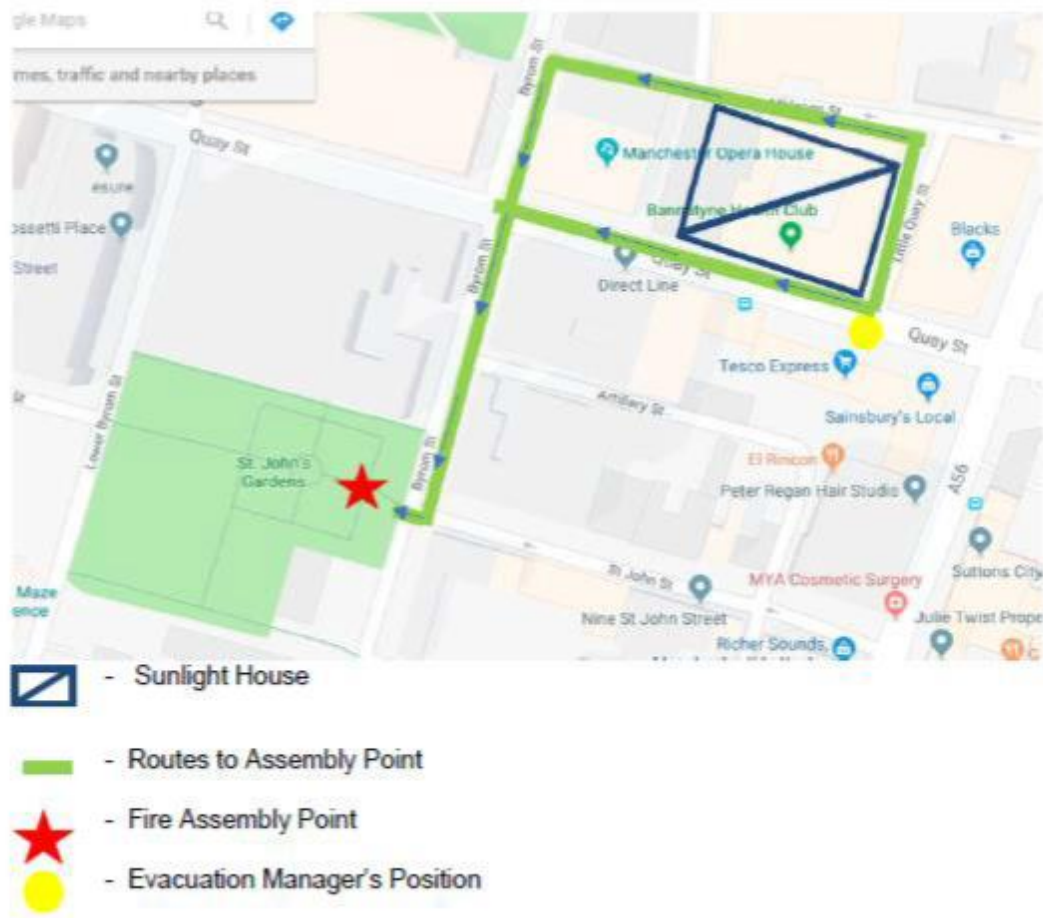
situated within the building (zone plans displayed adjacent). The landlord's system incorporates automatic fire detectors to an L1 standard to bar the levels of the car park (smoke, heat, and some wireless detectors).

Manually operated break glass fire alarm call points are provided on emergency exit routes, and fire alarm sounders/flashing beacons are located in suitable positions, which ensure that the alarm is clearly received throughout the building (incl the roof - sounder in situ). The landlord's system encompasses all areas of the building including the Flower Shop, the gym, and the bar units. The levels of the car park evacuate at the same time as the main building.

Where the refurbishment requires the fire detection and alarm system to be stripped out a suitable temporary system will be implemented, in accordance the project phasing, to warn construction personnel working within the building and linked to those affected occupied areas. To facilitate this. Myco will install a temporary detection and alarm system with linked sounders at each floor level. All works will be carried out in accordance with HSG168 - Fire Safety in construction.

All fire barriers and firewalls must be kept in good order. Any services that pass through such barriers will be resealed and installed by an approved specialist fire stopping company.

The Fire muster point for the building is located in St John's Gardens:



Under no circumstances will fire escape routes from the property be obstructed. Storage areas will not be permitted to encroach on these escape routes. Escape routes will be monitored daily by the Project Manager.

#### Fire Escape Signage Will Be Installed.

Statutory signage will be installed to ensure clear direction is provided should a fire alarm be activated.

#### Induction, Information & Training

The workforce will be informed of these fire safety arrangements during induction training. In addition, the construction site fire risk assessment will be displayed on the site notice board. Further awareness will be raised during additional briefings / toolbox talks as deemed necessary by the Project Manager.

#### Fire Action

Outlined below are the procedures that will be followed in the event of a fire:

- 2.21.7 In the event of a fire on site – the workforce would raise the alarm by shouting ‘fire, fire, fire’ and activating the nearest fire alarm along the route of escape.

- 2.21.8 The Project Manager will call the emergency services on 999.
- 2.21.9 Upon hearing the alarm, the workforce will immediately evacuate via the nearest escape route before assembling in St James Gardens where a roll call will be undertaken by the appointed Fire Marshall.
- 2.21.10 The Project Manager will instruct a member of the team to raise the alarm with the tenants and neighbours who may be affected – using accessible break glass / call points, intercoms, banging on windows and doors, etc. as appropriate.
- 2.21.11 The Client and any other relevant personnel will be informed of the incident.
- 2.21.12 Any enquiries into the incident will be referred to the head office.

#### Accidents / Injuries – Requiring Urgent Medical Assistance

Outlined below are the procedures that will be followed in the event of an accident:

- 2.21.13 The first person on the scene ensures the attendance of a person able to give emergency first aid.
- 2.21.14 The Project Manager and / or a site first aider will attend to the injured person until the arrival of the emergency services.
- 2.21.15 The emergency services will be met outside the front of the site and will be escorted to the injured person.
- 2.21.16 The Project Manager will ensure that all access and egress routes around the scene of the incident are free from obstructions.
- 2.21.17 The Project Manager will ensure that any equipment required to assist in the removal of an injured party is available.
- 2.21.18 Any enquiries into the incident will be referred to the head office.

#### Arrangements for Controlling Significant Site Risks

##### *2.22 Delivery and removal of materials*

The following arrangements will be implemented:

Large deliveries, loading and unloading operations will be controlled by a trained banksman, with traffic marshals in place during the loading/unloading procedure to manage vehicle and pedestrians. Vehicles will be directed onto Little Quay Street goods entrance then taken inside the building to the goods lift.

Waste will be removed from site in separate waste streams when possible or by a waste compactor by way of wheeled bins.

#### Traffic Management – Key Principles

To minimise congestion and inconvenience to any third parties, the following key principles will be followed:

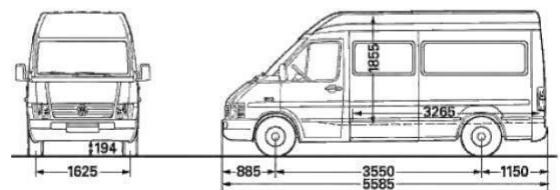
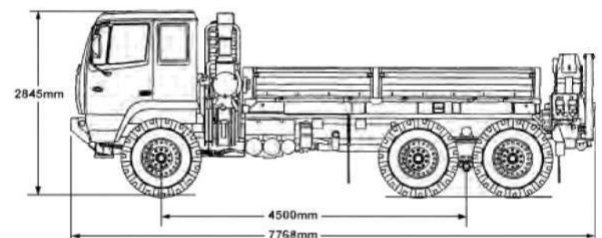
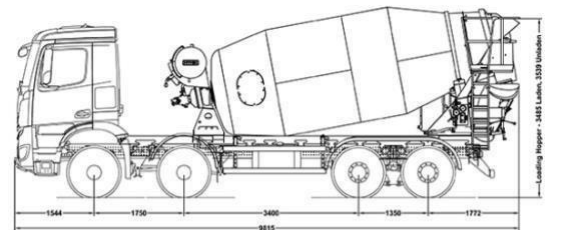
- 2.22.1 The surrounding roads will not be used as holding areas for vehicles waiting to enter the site, unless specifically noted and only with prior agreement with the appropriate highway authority.

- 2.22.2 All deliveries and collections will be planned and timed to ensure there is no back-up of lorries waiting outside the site.
- 2.22.3 Any deliveries not booked in may be refused access unless they can be safely accommodated with minimal disturbance caused.
- 2.22.4 Any vehicle attempting to deliver outside the agreed working hours will be moved on, unless agreed prior to delivery.
- 2.22.5 Site vehicles / deliveries will not block access ways or cause inconvenience to any neighbouring buildings or highway users.
- 2.22.6 The site is easily accessible via public transport and use of these services will be encouraged with all operatives and visitors.
- 2.22.7 All vehicles leaving the site will do so without delay or obstruction to others requiring access to the site or surrounding areas.

#### Anticipated Types and Size of Construction Traffic

The majority of vehicles accessing the site will be rigid delivery vehicles (7.8 metres) and assorted delivery vans (3.0 - 5.6 metres)

| Vehicle        | Length (m) | Gross Weight (t) |
|----------------|------------|------------------|
| Rigid Lorry    | 12.00      | 30               |
| Concrete Lorry | 8.25       | 26               |
| Skip Lorry     | 7.50       | 18               |
| Sprinter       | 5.60       | 2.6              |
| Drop-side      | 4.87       | 7.5              |
| Curtain-side   | 5.10       | 7.5              |
| Tipper         | 7.8        | 18               |



#### Estimated Vehicle Movements

The table below indicates the anticipated number of estimated daily vehicle movements (EDVM) due to deliveries to and removals from the site.

| Phase | EDVM | Notes |
|-------|------|-------|
|-------|------|-------|

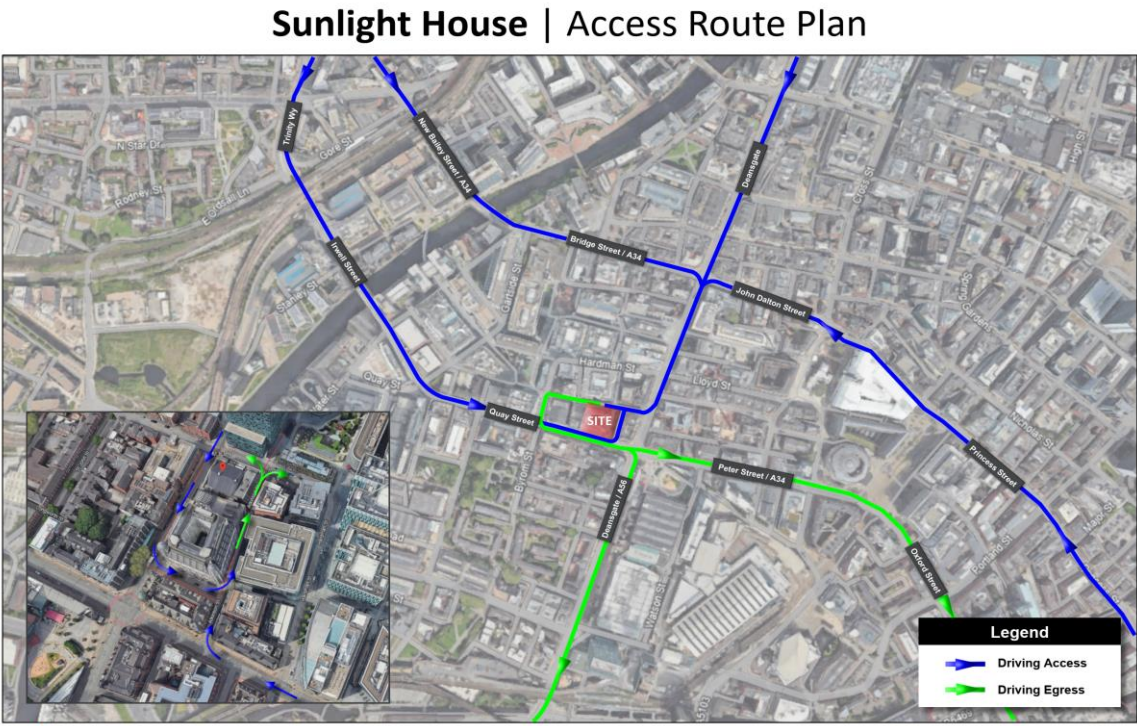
|                                 |  |                                                                                                        |
|---------------------------------|--|--------------------------------------------------------------------------------------------------------|
| 1.Demolition<br>2.Refurbishment |  | Two collections per week<br>Four delivery vans per day plus two drop or curtain side vehicles per week |
|---------------------------------|--|--------------------------------------------------------------------------------------------------------|

Traffic Routing

A Traffic Management Plan including agreed delivery times, unloading options, public diversions, routes avoiding school times, holding areas, a booking system and traffic marshals, a banksman will be in place to receive larger planned deliveries. The Traffic Management Plan will be communicated to subcontractors, suppliers, and visitors prior to their arrival on site.

Any changes to the plan will be communicated through further meetings to ensure that the use of residential and minor roads is prevented.

General Vehicle Movements



Delivery Management System

All deliveries will be controlled by a banksman and planned with the site management team. Our

weekly co-ordination meetings will ensure deliveries are distributed across the week and across working hours. Deliveries will not be accepted outside of their designated time slot, and such deliveries will be asked to re-book.

Deliveries will be booked using the 'M-Site' delivery booking software.

Unless there is capacity to accommodate within the specified loading area, unplanned deliveries will be turned away and advised to return to the site at a prearranged delivery time.

Unplanned deliveries will not be permitted to wait at any location on the local highway network in the vicinity of the site.

On a weekly basis our site manager will evaluate details of the daily profile of deliveries proposed for the upcoming week.

The proposed deliveries will be checked against the weekly delivery schedule. When planning deliveries, we will observe the following principles:

- 2.22.8 All deliveries to the site will be restricted to agreed times.
- 2.22.9 Deliveries will be permitted only in the specified loading area on site.
- 2.22.10 A policy to stagger deliveries will be employed to avoid vehicles queuing or waiting on the local highway network in the vicinity of the site.
- 2.22.11 Material storage areas will be prepared on-site in advance of deliveries to minimise loading and unloading times.
- 2.22.12 'Backloading' vehicle operation, where site delivery vehicles are utilised to remove waste materials from the site as part of the same trip and such reducing the number of vehicles to site.
- 2.22.13 Sufficient time will be given between deliveries to allow for any delays as a result of the delivery vehicle getting stuck in traffic or the loading taking longer than expected and to avoid any vehicles waiting on the surrounding highway network.

#### Vehicle Movements and Deliveries

Vehicles will stop in the allocated zone/ offloading zone. Traffic marshals will control third part traffic movements where construction vehicles arrive and depart site – utilizing 'stop works' boards. Swept path analysis has been conducted – confirming that the required vehicles can safely access and egress the area.

Smaller delivery vehicles will be received via Atkinson Street.

Delivery drivers will be requested to call the Site Manager when approximately 20 minutes from site – to allow for site preparation (storage) and supervision to meet the vehicle upon arrival.

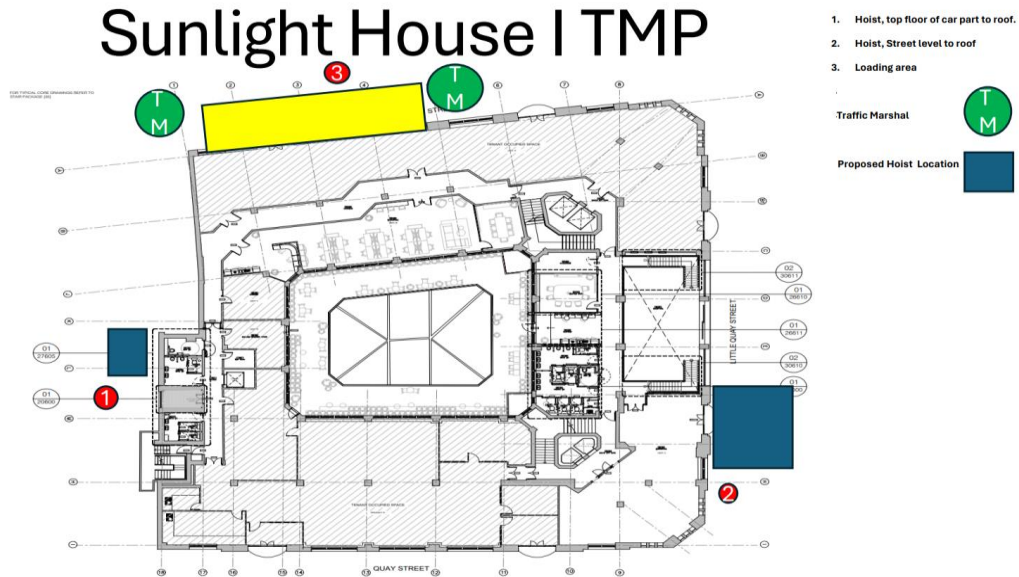
All loading and unloading will take place within the on the designated loading / unloading areas. We will ensure that the loading area is clearly defined and segregated from pedestrian routes and have sufficient room for all vehicle movements. The loading point will be suitably lit and signposted, with fire points and spill kits located in the immediate vicinity.

Suppliers will be requested to deliver loads palletized wherever practical – facilitating offloading via HIAB / tail lifts.

All surrounding pavements and roads will be monitored daily by the Site Manager. Any debris will be cleared to ensure that the surrounding areas are kept clean and tidy.

A goods hoist will be installed on Little Quay street to facilitate the efficient distribution of materials

to the relevant floorplates, thereby minimising the impact to the neighbouring businesses and local traffic.



### Parking

Limited parking will be permitted on site for smaller vehicles – this will be allocated as per availability and with prior permission

The workforce will be encouraged to use public transport or share lifts where at all possible. This will help to keep additional traffic to a minimum.

### Waste collections

A waste storage area will be established on each floor – comprising of wheeled bins.

Segregated waste streams will be removed from the site demise using a call off procedure – personnel will use the goods lift, taking the waste to the ground floor goods entrance on Atkinson street. Traffic marshals will be in place to manage traffic during the waste collection procedure.

Waste will be regularly collected by the waste management team to ensure no adverse build up occurs – with waste separated at the waste management centre to maximise recycling and re-use.

Waste collections will follow the same procedures as those described above for deliveries until the required hoarding permit is in place with Manchester City Council for loading/unloading on Little Quay Street.

### 2.23 Permit to work procedures.

The following permits apply (though the below list is not exhaustive):

- 2.23.1 Hot works.
- 2.23.2 Demolition work.
- 2.23.3 Ground disturbance / breaking ground.

- 2.23.4 Confined space entry.
- 2.23.5 Electrical isolation.
- 2.23.6 Working at height – without permanent edge protection.
- 2.23.7 Permit to load.
- 2.23.8 Permit to strike.

Permits will be issued by the Project Manager, Site Manager – on receipt of task specific risk assessments and method statements for the associated tasks.

Copies of cancelled permits will be retained on the agreed 'Procure' site management system

#### *2.24 Access and Egress Arrangements*

As the site is located within a highly visible area within Manchester City Centre there is a significant potential risk of unauthorised access, vandalism, theft and nuisance.

There are a number of potential access and egress points servicing the building from Quay Street, Little Quay Street & Atkinson Street.

During the works, MYCO will be responsible for securing all of the access points to the construction areas. To ensure the safety of all, a 'full height' biometric turnstile will be installed at the Sunlight House goods entrance on Atkinson Street, this will ensure strict control for security and safety of the remaining tenants, all site personnel and site visitors during the project.

The Main Building reception is manned 24/7. for access with manned guarding services supplied 24 hours a day, 7 days per week. CCTV cameras in the building cover the two receptions, all passenger lifts, Quay Street pedestrian, rear corridor on the 1st floor, Loading Bay, Access/Egress, car park & car park fire exit, covering all entry points. Cameras are monitored and images recorded 24/7/365. The project team will pay particular account to managing the risk of unauthorised persons straying into work areas and the wider Sunrise House site while construction activities are taking place.

Reference should be made to HSE Guidance HSG 151 Protecting the Public.

The security of the defined construction areas internally will also be robustly managed with suitable signage on access doors warning of the works in progress and prevent unauthorised access into construction areas. All reasonable precautions will be taken to avoid unauthorised entry to the construction areas and other shared parts of the site.

The project team will ensure security measures are sufficiently stringent to avoid incidents affecting their operatives or any other person who may be in the vicinity of the works including the public and adjacent construction workers.

General health and safety signage will be displayed on the site hoarding – warning of the construction risks and that access is prohibited.

The workforce is expected to wear their MYCO high visibility vests whilst on site.

All visitors will be accompanied through the site.

Security arrangements will be explained to the workforce during induction training.

The workforce is instructed to be vigilant against any unauthorised personnel and to report any concerns or suspicions to ensure the security of the site is maintained.

The Project Manager will regularly review security arrangements during the works – ensuring that they remain suitable and sufficient. The Project Manager will conduct a daily site shutdown inspection – which includes ensuring that the site is secured at the end of each working shift.

General health and safety signage will be displayed on the site perimeter fencing – warning of the construction risks and that access is prohibited.

#### Material Distribution

Site Management will assign areas for limited storage within the floorplate.

#### *2.25 Controlling Risks to the Public*

The boundary to the site will be segregated. Barriers will be used when required with constant vigilance from the sub-contactors receiving the delivery

Deliveries will be phased to avoid peak times wherever practical – minimising unnecessary further congestion of traffic routes.

All tasks outside the confines of the site will be segregated and supervised.

Supervision will be maintained on the public pavement to monitor activities and co-ordinate third party movements. Tasks will be safely suspended to allow the safe passage of third parties on approach. The transit route and loading / Offloading area will be monitored throughout and on completion to ensure that no debris, nails, screws, etc. has been dropped. A dust hand and brush will be on hand to clear debris that is accidentally dropped.

A community letter drop will take place, informing the local business and residents of the ongoing works on the project. Contact details will also be displayed for members of the public to contact if they have any concerns or questions regarding the project.

#### *2.26 Dealing with Services – Water, Electricity & Gas*

As an added precaution – a detailed assessment of existing services will be conducted during site establishment – evaluating service isolations and disconnections – to validate that no existing services remain which pose a risk. Services in proximity to the remaining live areas within Sunlight House will be assessed and appropriately labelled / protected to prevent accidental damage.

All live services will be clearly marked with warning labels, hazard tape and signage.

The 'Myco Services Notice Board' will be established in accordance with the Myco Safety Management Instruction – 13/09/2021. The utilities and ground penetrating radar survey report and services plan will be displayed on the 'Myco Services Notice Board' and discussed with the workforce during induction and task briefing.

The Myco permit to break ground applies to all ground disturbance tasks. The Myco demolition permit applies to all demolition works.

Forming new openings present the most significant risk to existing services – i.e.: damage to concealed

/ unknown services.

These tasks will be closely controlled – with service avoidance tools and assessments conducted prior to the knock through. Should concerns exist – services will be isolated for the duration of the knock through as a precaution.

#### *2.27 Dealing with overhead power lines*

N/A

#### *2.28 Temporary electrical installations*

A temporary site provision will be installed by the M&E contractor – comprising of a distribution board with RCD protected circuits (armoured and clearly labelled) providing power for 10Kva transformers and 230-volt sockets within the welfare / site offices. An installation certificate for the temporary site installation will be held on site.

Temporary lighting will be installed throughout access and egress routes and working areas within the site demise. The communal areas to the tenanted live floors will be maintained by building management.

Cables will be hung up where possible – minimising the risk of trips and falls. Warning signage will be displayed where residual trip hazards exist.

All electrical appliances will be PAT tested every 3 months – records of which will be maintained in the form of appliance test labels and / or PAT test registers.

When not in use – extension cables will be removed and stored in a safe location – minimising the risk of trips and falls.

#### *2.29 Accommodating Adjacent Land Use*

The Project Manager will be responsible for project strategic liaison whilst the Site Manager will be responsible for day-to-day liaison and logistics for all of the construction-related activities.

Any complaints received will be logged, assessed and appropriate action taken as soon as is practical. We will actively seek liaison with all parties throughout the pre-construction and construction periods. It will be critical to the success of the project that key issues are properly addressed from the outset to create a good working relationship and an integrated team approach to resolving potential issues before they arise.

Newsletters, liaison meetings, progress photos, organised site visits are all methods we will use to communicate how we intend to carry out the works and keep people informed. This process is part of the Considerate Constructors scheme that we automatically register with, and by which we are independently monitored and assessed.

#### Other Construction Sites in Proximity

Multiple projects are occurring to the surrounding areas – MYCO PM will engage with the Management of the other sites to align with any key planned activities.

The Project Manager will however monitor the surrounding area and ensure that co-operation and co-ordination is maintained should there be any other nearby projects commencing.

Co-operation and co-ordination will be managed as follows:

- The Project Manager will introduce themselves to the neighbouring contractor's team – assessing and evaluating likely interface risks – including the impact of conflicting deliveries / collections, etc.
- Control measures to manage interface risks will be agreed – regularly reviewed and evolved accordingly as work progresses.

Contact details will be exchanged to facilitate ongoing co-operation and co-ordination.

### *2.30 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures*

#### Temporary works

The Project Manager, Andrew Dunkin is the Temporary Works Co-ordinator and responsible for implementing the Myco Contracts Ltd 'P(T)001 – Temporary Works Procedure'.

Significant temporary works foreseen includes but not limited to:

- 2.30.1 Perimeter hoardings.
- 2.30.2 Scaffold structures, loading bays and hoists.
- 2.30.3 Temporary propping.

A temporary works register will be maintained by the Project Manager. Temporary work designs, design check certificates, permit to load / strike and periodic inspection records will be maintained on site.

### *2.31 Preventing falls / Working at Height*

**The Working at Height Regulations state that if work at height is unavoidable, duty holders must do all that is reasonably practicable to prevent anyone from falling, placing collective protection over mitigation options.**

The Hierarchy of Control Measures is shown below:

- 2.31.1 Avoid Working at Height if possible.
- 2.31.2 Use an existing safe place of work.
- 2.31.3 Provide work equipment to prevent falls.
- 2.31.4 Mitigate distance and consequence of a fall.
- 2.31.5 Instruction and training and / or other means
- 2.31.6 Use adequate personal protective equipment.

The regulations also impose duties to ensure that:

- 2.31.7 Every employer shall ensure that work at height is:
- 2.31.8 Properly planned.
- 2.31.9 Appropriately supervised.
- 2.31.10 Carried out in a manner which is so far as is reasonably practicable safe, and that its planning includes the selection of work equipment in accordance with regulation 7.
- 2.31.11 Planning work includes planning for emergencies and rescue.
- 2.31.12 Every employer shall ensure that work at height is carried out only when the weather conditions do not jeopardize the health or safety of persons involved in the work.
- 2.31.13 The above paragraph shall not apply where members of the police, fire, ambulance or other emergency.

### Competence

- 2.31.14 Every employer shall ensure that no person engages in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.
- 2.31.15 Ladders and stepladders are not permitted for general use. They will only be permitted with authorisation from the Site Manager where alternative means of safe access is not practical and are subject to a task specific risk assessment documenting this.
- 2.31.16 Sub-contractors are expected to tag all access equipment – recording statutory inspections.
- 2.31.17 All work at height activities carried out by the subcontractors must form part of their SSOW's and have been reviewed and approved by the relevant member of the MYCO management team, before any works are allowed to commence on site.

### *2.32 Work with or near fragile materials*

Any works to be carried out will be risk assessed and closely monitored.

### *2.33 Control of Lifting Operations*

Lifting operations will likely comprise of:

- 2.33.1 Crane lifts – procured via 'contract lift'.
- 2.33.2 Material platform hoist.
- 2.33.3 Electric winch hoists.
- 2.33.4 Block and tackle / beam trolley / lifting beams, etc.
- 2.33.5 Genie material lift.
- 2.33.6 Telehandler.
- 2.33.7 Tower Crane

Lifting operations will be subject to a lifting plan / safe system of work – dependent on the complexity of the lifting operation.

The lifting plan / safe system of work along with relevant training certificates for the lifting team, thorough examination certificates for lifting equipment and accessories, etc. will be held on site.

Scaffold / temporary work designs will be prepared where lifting equipment is fixed to / suspended from the scaffold structure. Regular inspections will be carried out before first use. Weekly inspections will be carried out by trained/competent inspectors with the records uploaded to 'Procore' project management software.

MEWPS/Podiums/towers and access equipment will be assembled by competent persons, inspected before first use with weekly inspections carried out. All records will be kept on Procore.

#### Platform Hoist

Hoist will be subject to safe system of working, thorough examination certificates and regular mandated inspections.

#### Genie Material Lifts if Required

The genie material lifts will be used by a competent person in accordance with the manufacturers safe operating instructions.

Thorough examination certificates will be held on site. A daily pre-use inspection of lifting equipment will be conducted (recorded weekly).

#### Telehandler if Required

The telehandler will be subject to a lifting plan.

Thorough examination certificates will be held on site. A daily pre-use inspection will be conducted by the operator (recorded weekly).

### *2.34 The Maintenance of Plant & Equipment*

All plant and work equipment will be assessed for risks before use. Information will be on site (noise levels, data sheets, electrical information, operator's handbooks etc.).

PAT test labels will be affixed to all electrical appliances on site. The Project Manager will arrange for PAT testing where any tools are found without valid PAT labels.

Sub-contractors are expected to conduct daily pre-use inspections and weekly recorded inspections. Evidence of miss-use or failure would be investigated (near miss).

### *2.35 Work on Excavations & Work where There are Poor Ground Conditions*

Excavations will have specific design requirements detailed in the Temporary Works Register. Arrangements for shoring, plant selection, access / egress, surrounding environment, security etc. will be identified and a risk assessment prior to work commencing will be carried out. Temporary work design will include control measures defined in the risk assessment.

A permit will be issued for all excavations or breaking of ground. NO PERMIT – NO DIG.

All excavations must be guarded by a suitable barrier to prevent unauthorised access to plant and personnel.

If working in manholes / deep structures, then ensure that adequate steps are taken to prevent collapse and that confined space requirements are duly considered.

*2.36 Work on wells, underground earthworks and tunnels.*

N/A

*2.37 Work on or near water where there is a risk of drowning.*

N/A

*2.38 Work involving diving.*

N/A

*2.39 Work in a caisson or compressed air working.*

N/A

*2.40 Work involving explosives.*

N/A

*2.41 Traffic routes and segregation of vehicles and pedestrians.*

Vehicles will follow the Highway Code.

Vehicles will stop in the roadway outside the vehicle access point before reversing into the site loading / offloading zone adjacent to the vehicle gates. Traffic marshals will control third part traffic movements where construction vehicles arrive and depart site – utilising ‘stop works’ boards.

If

Delivery drivers will be requested to call the Site Manager when approximately 20 minutes from site – to allow for site preparation (storage) and supervision to meet the vehicle upon arrival.

All loading and unloading will take place within the on the designated loading / unloading areas which is located within the site boundary. We will ensure that- the loading area is clearly defined and segregated from pedestrian routes and have sufficient room for all vehicle movements. The loading point will be suitably lit and signed, with fire points and spill kits located in the immediate vicinity.

*2.42 Storage of materials and work equipment*

Materials and waste will be stored in areas designated by the Project Manager / Site Manager.

Flammable substances and combustible materials will be kept separate. Flammable substances, i.e. solvent based paints, will be kept to small quantities. All storage areas will be well ventilated and kept away from potential heat or ignition sources.

Regular waste collections will be scheduled – avoiding build-up of combustibles. Deliveries will be called off on a ‘just in time’ basis – again avoiding build-up of combustibles.

#### 2.43 Any Other Significant Site Risks

There will be ongoing assessment as part of the risk assessment process.

##### Confined Spaces

Confined spaces will be controlled via permit to work system.

*Note: confined spaces will be identified and controlled as part of the task specific risk assessment process.*

##### Lone working

No lone working is permitted on site.

#### 2.44 Asbestos

A CDM Health and Safety File has been requested from the demolition project team – which is to include consignment notes, reoccupation certificates, statement of cleanliness, etc. as relevant for the asbestos containing materials removed prior to demolition. These will be retained on site for record keeping purposes.

The Project Manager’s evaluation of the asbestos survey report will be documented using H&S(F)47 – Asbestos Survey Review Form – a copy of which will be held alongside the survey report.

##### Unexpected Discovery of Asbestos

In the event of asbestos being discovered or suspected:

- 2.44.1 Stop work immediately if you discover materials which you believe to be asbestos.
- 2.44.2 Ensure that nobody enters the area – closing, sealing up doors, erecting barriers, installing warning signage as appropriate.
- 2.44.3 Immediately inform the Project Manager.
- 2.44.4 The Project Manager will arrange for the suspected material to be analysed.
- 2.44.5 Work may re-commence if the sample is confirmed as non-asbestos containing.
- 2.44.6 If the sample confirms that the material is asbestos containing – a licensed asbestos removal contractor will be appointed to remove the materials under controlled conditions.

##### Accidental release of asbestos

In the event of asbestos being discovered or suspected:

- 2.44.7 Stop what you are doing immediately.
- 2.44.8 Warn anyone who may be affected. Making sure anyone in the area affected not wearing respiratory protective equipment (FFP3 as a minimum) leaves the area immediately – minimising the spread of asbestos by ensuring that they are suitably decontaminated.
- 2.44.9 Clean up dust and debris – in accordance with Asbestos Essentials Guidance Sheet EM7 – <https://www.hse.gov.uk/pubns/guidance/em7.pdf>
- 2.44.10 Decontaminate anyone who is contaminated with dust and debris – in accordance with Asbestos Essentials Guidance Sheet EM8 – <https://www.hse.gov.uk/pubns/guidance/em8.pdf>
- 2.44.11 Ensuring rags, clothing or PPE that is decontaminated is disposed of as contaminated waste – in accordance with Asbestos Essentials Guidance Sheet EM9 – <https://www.hse.gov.uk/pubns/guidance/em9.pdf>

#### 2.45 Dealing with contaminated land

N/A

To mitigate the risk posed, operatives involved in ground disturbance tasks will wear gloves and overalls to prevent dermal contact with the soils, washing facilities will be maintained – with good personal hygiene maintained – particularly before eating, drinking, smoking. Dust suppression will be maintained to minimise the risk of potentially contaminated dust being inhaled.

#### 2.46 Manual handling

Manual handling will be avoided / minimised wherever possible using mechanical means. Wheeled waste bins will be used.

*Note: control of manual handling risks will be addressed as part of the task specific risk assessment process.*

Operatives are only expected to handle what they feel physically comfortable with. Team lifts must be adopted for all loads that are too awkward or heavy to lift safely.

- 2.46.1 Lift only what is comfortable to carry and individually assess each task; wear suitable PPE.
- 2.46.2 Operatives with a history of musculoskeletal injuries / disorders will be excluded from manual handling tasks.
- 2.46.3 Routes along which significant manual handling tasks are necessary will be inspected in advance – ensuring the route is clear of obstructions, debris underfoot and firm and level.
- 2.46.4 Ensure that loads are kept close to the body and stable whilst lifting.
- 2.46.5 Keep back straight and lift from bent thighs with feet slightly apart to support the load to be lifted.
- 2.46.6 Avoid stooping, twisting and turning whilst carrying load; do not walk backwards at any time.
- 2.46.7 Ensure that walkways are clear and unobstructed, and that all areas have suitable lighting.
- 2.46.8 Ensure walkways are clear, unobstructed, and all areas have suitable lighting and that the work area is not slippery (e.g.: muddy) or uneven, especially when loading

stillages and bins.

#### *2.47 Use of hazardous substances – health monitoring*

All flammable and hazardous materials such as solvents and adhesives will be stored in labelled containers – in accordance with the manufacturer’s recommendations.

COSHH assessments will be undertaken, and control measures will follow. COSHH assessments will be reviewed and discussed with the workforce during the method statement briefing.

Myco Contracts Ltd will also ensure that there is adequate ventilation within the working and storing areas. Health monitoring will be undertaken if identified following COSHH assessments.

#### Material Selection and Use

Materials and products specified will be assessed by the designer and / or Principal Designer. Where practical, less

hazardous alternatives will be selected. MYCO Contracts Ltd will, on the identification of particularly hazardous or unusual materials and products, suggest alternatives for the design team to consider.

#### *2.48 Reducing noise and vibration – Noise will be kept to a minimum and managed through the following measures:*

- Segregation of noisy tasks to avoid unnecessary exposure of other trades or third parties – with hearing protection zones defined with barriers and signage.
- Wearing ear defenders where noise levels are at risk of exceeding 80 dB(A). Vibration will be kept to a minimum and managed through the following measures:
- Selection of tools or equipment generating low vibration magnitudes.
- A vibration register will be maintained by the Project Manager – to document trigger times for tools used –
  - i.e.: SDS hammer drills with chisel attachments, etc. Task rotation will be adopted accordingly to avoid trigger times being exceeded. Exposure will be documented using the ‘H&S(F)45 – Vibrating Tool Monitoring Register’ where tasks present a risk of the exposure limit value being exceeded.
- A toolbox talk on hand arm vibration will be held with the workforce.

#### *2.49 Work with ionising radiation*

N/A

#### *2.50 Exposure to UV radiation*

During summer months – sun block will be held on site – within the mess / rest area. The workforce will be encouraged to cover up their skin and take regular rest breaks. In addition, water stations will be established in hot conditions to encourage the workforce to keep hydrated.

### *2.51 Any external including works to the roof/plant enclosures*

Risks from wind and adverse weather will be assessed daily by the site management team. RAMS will be submitted prior to any operations to ensure correct procedures are in place; Safety perimeters will be installed by trained personnel using the control measures required as the work progresses. Harnesses will be used by assembly operatives to setup the handrails, this will allow works to proceed in a safe manner.

A rescue plan will be submitted with RAMS prior to any works being carried out to the external areas.

#### General Dust Control

Dust will be kept to a minimum and managed through the following measures:

- 2.51.1 Water suppression techniques will be adopted to minimise dust generated – with water suppression cylinders used to dampen down surfaces where shoveling of waste / sweeping is unavoidable. An airborne mist will be formed to suppress residual airborne dust.
- 2.51.2 Dust extraction cubes will be introduced as appropriate.
- 2.51.3 The use of vacuum cleaners where practical. Use of wetting down techniques where sweeping cannot be avoided.
- 2.51.4 Use shadow vacuuming where possible.
- 2.51.5 Use of vacuum extraction – class M or H – at source when using power tools, i.e. sanders, mitre saws, etc.
- 2.51.6 FFP3 respirators will be worn where airborne dust remains (face fit tested).

#### Hazardous / unknown substances

The workforce will remain alert to unknown substances / containers with potentially hazardous content. Upon discovery of suspicious substances, tasks in the area will cease and segregation introduced pending further assessment.

#### Coronavirus (Covid-19)

Please refer to the government guidance for further information.

#### Leptospirosis / Weil's Disease from Rats

The risk will be minimised through the wearing of protective clothing (gloves), following good basic hygiene including regular hand-washing and avoiding hand to mouth/eye contact, taking breaks in the welfare mess / rest area (clean) and washing cuts and grazes immediately with soap and running water, with cuts and abrasions / skin breaks dressed with waterproof dressings and/or gloves.

#### Psittacosis from Work involving Bird Droppings

Operatives with a weakened immune system will not directly undertake tasks involving bird droppings. The risk will be minimised by following good basic hygiene including regular handwashing and avoiding hand to mouth/eye contact, taking breaks in the welfare mess / rest area (clean), minimising airborne

dust generated (wetting down) and wearing protective clothing FFP3 respirators, coveralls, gloves and goggles. Note: clearance of significant contamination is subject to a further task specific risk assessment.

### 3 The Health and Safety File

#### *3.21 Layout and format*

The Health and Safety File will be set out as per the Construction (Design and Management) Regulations 2015 L153 Guidance.

#### *3.22 Arrangements for the collection and gathering of information*

Information will be gathered as the project progresses and provided to the Principal Designer over email. Regular liaison will be maintained with the Principal Designer to discuss and identify information required. Information will be gathered and compiled by the Project Manager.

#### *3.23 Storage of information*

Information will be stored electronically following issue to the Principal Designer.

# Sunlight House | Access Route Plan

