Construction Phase Health & Safety Plan

Demolition and Refurbishment

at

Arthur House ID 1429

REVIEW No.	DATE	COMMENTS FROM REVIEW	SIGNED
001	28/06/23	Site Copy	MS

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1.0 Introduction

This Construction Phase Plan describes how the health and safety risks associated with the project shall be identified and managed by the (Principal) Contractor throughout the construction phase. It has been compiled using pre-construction information provided by the Client, Principal Designer (PD) and Designers.

The Construction Phase Plan complies with Construction (Design & Management) Regulations 2015 and MJM Contract Services Ltd Safety Procedures.

The Company's Safety, Health and Environmental Procedures included this plan contain the core arrangements for managing health and safety in all our operations. In addition, a management system has been compiled for assisting the project's operations team in the planning; management of; recording and communicating of relevant health and safety information.

2.0 Planning for the Construction Phase

2.1 Project Specific Health and Safety Goals

Our contract team will ensure that the works are carried out to a high standard in compliance with contract requirements, Construction (Design and Management) Regulations 2015, and other relevant current legislation & guidance.

This Construction Phase Plan is applicable to all employees working on this project. In order for it to be effective all employees must ensure that any responsibility placed on them in this plan is met and that all employees meet their statutory obligations under sections 7 & 8 of the Health & Safety at Work Act 1974.

MJM Contract Services Occupational Health and Safety policy demonstrates the formal commitment of senior management towards good health and safety management. This succinct statement establishes an overall sense of direction and sets the principles of action for MJM and our suppliers. It captures the key issues associated with the risks to our operations and to protecting the safety and health of staff at work and others who might be affected by their work activities.

The Project Team are committed to ensuring the safety of everyone working on the project through suitable and sufficient monitoring and supervision on site MJM shall strive to achieve no accidents and incidents throughout the duration of the project.

The key objectives of this document are to enable MJM Contract Services to:

- Develop the Pre-Construction Information produced by the Construction (Design and Management) Principal Designer (PD), into a document that will adequately cover all of the various elements of the construction operation.
- Enable a safe place of work; safe systems of work and uniformity / consistency in the management of health and safety
- Deliver the contract with Zero accidents, incidents or dangerous occurrences
- Ensure any variation to scope or construction methodology to the project will be incorporated into this dynamic document.

The Key Safety Behaviours expected of ALL personnel working on the project are:

- I will not walk by an unsafe act or condition,
- I will always comply with the Site Rules,
- I will always maintain and leave behind a tidy worksite and work area,
- I will stop work if it cannot be done safely.

The promotion of good behaviours will start with the project induction and will continue with various campaigns and co-operative working with all of the site personnel. All will be expected to support and promote good behaviours within their teams and in line with the Client and Principal Contractor team's initiatives.

In order for this plan to be effective, care has been taken to ensure all risks have been considered together with the requirements of the MJM Contract Services Ltd Health & Safety Policy, the requirements of the Construction (Design & Management) Regulations 2015 and any other relevant legislation. Records will be maintained on site to include the following, where applicable:

- The Company Health & Safety Policy Organisation and Arrangements
- The Project Construction Phase Plan (this document)
- Emergency Information
- The Project Risk Assessments
- The Project Safety Method Statements
- Records of Training
- Relevant Test Certification

It is the intention of the Client, and MJM Contract Services as the Principal Contractor to ensure that health and safety is given due regard on this contract:

- To ensure that safe systems of work are adopted, implemented, operated and reviewed to the benefit of all.
- Ensure that best practice is followed by all employees' & contractors.
- To provide all employees with the information, instruction, training and supervision to enable the to carry out their tasks safely. Including the provision for all employees' adequate and suitable facilities for their health and welfare.
- Not to endanger employees or other persons as a result of our work activities. This develops a culture, which encourages staff and operatives to work in a manner that will prevent accident.
- To provide Contractors, and others, who may be affected by the work activity, with the necessary information, instruction and supervision and, to check their training / suitability for the works to be carried out.

To achieve this, co-operation of all contractors is essential together with good planning and adopting a risk assessment approach to identify hazards and so eliminate risks.

MJM Contract Services, as Principal Contractor will act as co-ordinator for the various contractors working on the site development. Contractors are expected to comply with current legal requirements, good working practices, and MJM site rules, which will be brought to the attention of employees and contractors working on the site.

2.2 Project Description and Programme

Project Title:	Property Refurbishment & Construction Works
Project Address:	Arthur House Chorlton Street Manchester M1 3FH
Project Description / Main Works:	The purpose of this project is to undertake refurbishment of external elements, replacement of windows, creation of shower/changing/gym block, refurbishment of reception, 1st, 2nd, 3rd and 6th floors, lift lobbies and WC's, creation of roof terrace and installation of solar panels. **The following is a non-exhaustive list of works:** • Construct roof access, • Install edge protection, • Create roof terrace, • Window replacements, • Refurbish external elevations, • Create gym studio, shower block, changing block, cycle store, • Refurbish reception, • Refurbish main stairs, • Refurbish lobby's, • Refurbish WCs, • Decorate rear staircase, • Refurbish offices, • Install mechanical and electrical equipment • Install rooftop solar PV

2.3 Site Photographs

2.4 Project Notification and Statutory Notices

A project is notifiable if it:

Lasts longer than 30 working days and have more than 20 workers working simultaneously at any point; or exceeds 500 person days (e.g. 50 people working for more than 10 days).

Due to a duration of more than 30 days (exceeding 500 person days) and a planned number of more than 20 site operatives working simultaneously this project is notifiable under CDM regulations.

2.5 Project Dates

Site Possession:	10/07/23
Project Commencement:	10/07/23
Early / Partial Completion Date:	TBA
Completion Date:	27/12/23

2.6 Project Team Contact Details

Principal Contractor	MJM Contract Services	Contact: Tel: Mob: e-mail:	Marvin Smedley 0161 477 9152 07727188229 marvin.smedley@mjmcontractservices.co.uk
Client	Sixteen Real estate	Contact: Tel: Mob: e-mail:	James Ingle 0161 461 1616 07919 396981 james@sixteenrealestate.com
Designer (Architect)	Youth Studio	Contact: Tel: Mob: e-mail:	Liam McGroaty 07832926686 liam@youth.studio
Designer (Structural)	Bradshaw Gass & Hope	Contact: Tel: Mob: e-mail:	Brendan Howarth 01204 525321 b.howarth@bghbolton.co.uk
Designer (M&E)	Crookes Walker Consulting	Contact: Tel: Mob: e-mail:	Simon Woods 07939 837057 swoods@cwcon.co.uk
Principal Designer	Youth Studio	Contact: Tel: Mob: e-mail:	Liam McGroaty 07832926686 liam@youth.studio

Emergency Services		
Health And Safety Executive This Can Be Found At : Http://Www.Hse.Gov.Uk/Conta /		All HSE Interface Will Be Undertaken By The Project Manager Where There Is A Requirement
Accident & Emergency Manchester Royal Infirmary Oxford Rd, Manchester M13 9wl	**Authority:** **Tel:** **Local Tel:**	Greater Manchester 999 Or 112 - 0161 276 1234
Manchester Central Community Fire Station Thompson St, Manchester M4 5fp	**Authority:** **Tel:** **Local Tel:**	Manchester Fire 999 0161 608 5302
GMP City Centre Town Hall, Lloyd St Manchester	**Authority:** **Tel:** **Local Tel:**	Greater Manchester Police 999 Or 112 - 0161 856 3129

Key Subcontractors		
Gary Littlewood	LMG Tech	gary@lmgtech.co.uk
Matt Kesterlian	Kesterlian Plumbing	info@kesterlianplumbing.co.uk
Garry Webster	Sandoms Interiors	garry.webster@sandoms-interiors.co.uk
Michael Munton	MJM Steel Fabrications	mjmsteelfabrications@hotmail.com
Kes Scott	Kast Energy	Kes@kast-energy.co.uk
Paul Makins	SIS Interior Solutions	paul@sis-projects.co.uk

2.7 Extent and Location of Existing Records and Plans

Ground Investigation Reports:
No ground investigation was required.

Building Structural Survey:
No structural survey will be required.

Building Alteration Advice:
The existing Health & Safety and Operating & Maintenance information is kept by the Landlord.

Drainage Survey:
No Survey is required

Existing Services Information:
N/A –

Asbestos records:
A full R&D survey has taken place and been provided, all removable asbestos removed, areas of potential asbestos notified.

Existing Health and Safety Files:
Received.

2.8 Existing Issues or Restrictions

Site Access / Egress:
Site access will be via the rear entrance staircase the front entrance is also available for use at off peak times. Before 8:30am, between 9:30am and 1:00pm, after 2:00pm.

Restrictions imposed by the client:
- Security must be maintained at all times and access to the site will be controlled with a full signing in and out process.
- Where required safe access for other building users must be maintained at all times.
- Debris to be kept to a minimum and rubbish removed to a secured skip or tipper on a daily basis.
- Where the client has allowed the use of existing welfare facilities, only those facilities specified by the client must be used by operatives.

Existing traffic systems, parking or other features and restrictions:
All existing Traffic Systems and parking arrangement will be adhered to unless other specific instruction are received from the client / landlord. Parking is very limited, scope for 3 -4 vehicles

The building is currently partially occupied.

Planning Restrictions:
Not applicable

Other Construction Projects:
Not applicable

3.0 Communication & Management of the Work

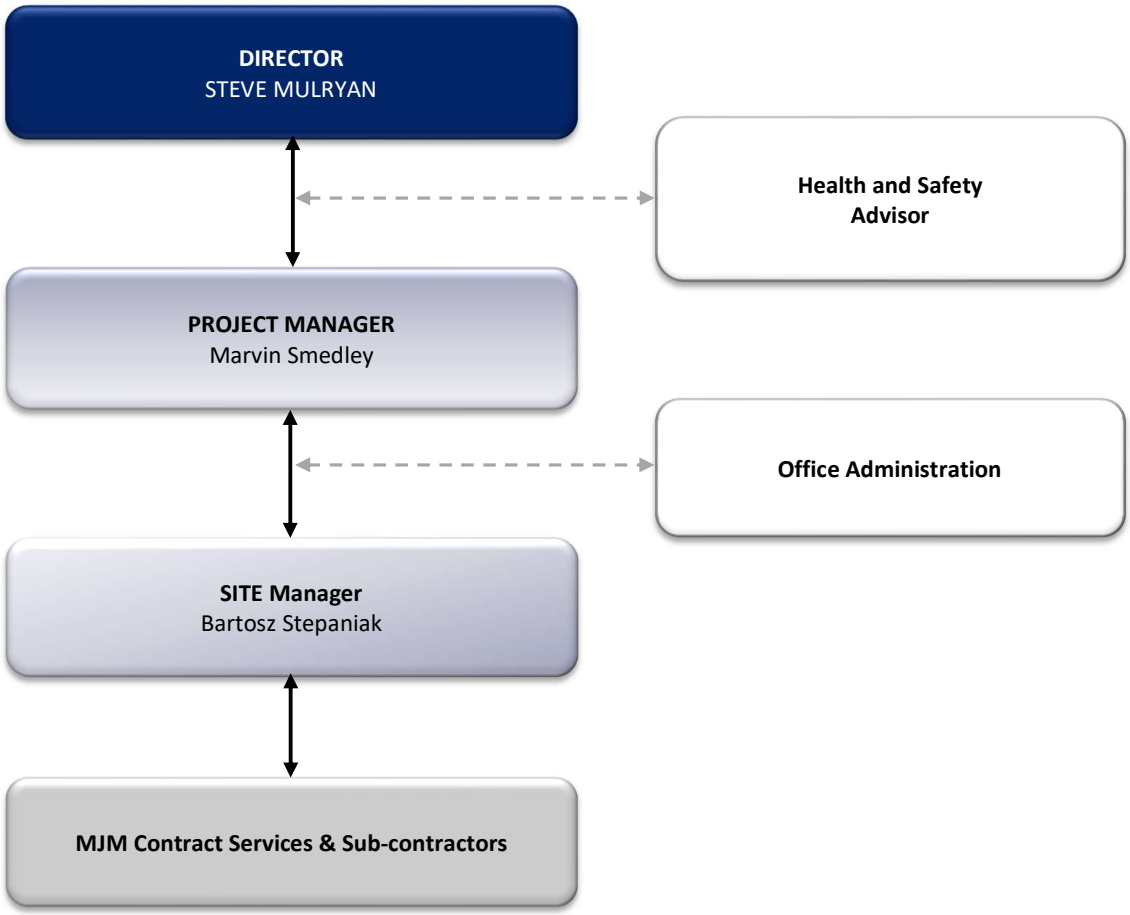
3.1 Management Team Structure

Senior off-site personnel responsible for the project include:

MJM Projects Director	Stephen Mulryan	07773010057

The On-site Personnel and off-site support for this project include:

Project Manager	Marvin Smedley	07727188229
Working Supervisor	Bartosz Stepaniak	07877 522910



3.2 Health and Safety Site Documentation

Copies of all site-based information is held within the control of the Site Manager, within the job specific H&S Folder Suite.

Folder Type:	Content:
YELLOW	Site Documentation Site Induction Script First Aider Qualifications & Insurance RAMs
RED	Permits to Work and Tool Box Talks Electric Works/Hot Works/Lifting/Demolition/Dig & confined Space Permits Toolbox talks & Registers
GREEN	Inspection Records Checklists Inspection Records PPE Log
BLACK	Site Daily Folder Signing in and out form Induction Forms Daily Shift Report H&S Checklist & Registers Toolbox Talk
WHITE	H&S Handback File Electrical Test Certification Gas Safe Test Certification Chlorination & Legionella Test Cert Equipment Specifications & Operator Manuals

3.3 Arrangements for Monitoring Health and Safety Performance

It is an MJM responsibility, as Principal Contractor, to apply monitoring and inspection as part of a risk based programme encompassing all contract activities by the application of an integrated programme of assurance inspections, audits and self-checks. The checks cover both safety and product issues. The primary level of inspection is that of in process inspections, which are undertaken by both managerial and supervisory staff at operational worksites when operatives are present. Where inspections and / or audits reveal shortcomings or differences in this plan, the plan will be reviewed and updated accordingly.

The following techniques will be used for monitoring compliance with:

- Legal requirements
- The health and safety site rules contained within this Plan

- The procedures for contractor selection and management of trades
- Special requirements for public interfaces

Routine Inspections
A routine inspection of the site will be carried out by the site manager / supervisor and any issues arising will be dealt with informally via verbal communication. A formal weekly inspection will also be carried out. The Health and Safety Monitoring – Safety Report Sheet will be used to record the observations made and any remedial actions to be taken. Issues will be raised at weekly progress meeting to ensure safety messages are effectively communicated to all parties.

A typical site safety inspection will include but not be limited to:

- Plant and equipment
- Excavations
- Welfare
- Public protection measures
- Traffic management
- Access
- Working at height
- Safe Working Practice
- Protection Against Train Movements

Actions required to address issues identified through safety monitoring will be allocated to project team members to implement remedial action, together with timescales for completion.

MJM safety inspection sheets are scored and the results input into the safety monitoring system to provide a measurable record of safety performance.

Further Inspections
When on site, project managers will carry out informal inspections and report any finding back to the site manager / supervisor for corrective action to be taken, minimum one per month.

The MJM Health & Safety Manager will make regular unannounced site visit to carry out site inspections. All such inspections will be formally recorded and adverse findings will be communicated to all those involved including up to Director level within MJM and Management level within Sub-contractors where their operatives may be involved.

Compliance Monitoring
Compliance monitoring will be carried out to verify that agreed procedures and methods are being implemented and are producing the required results.

Compliance monitoring will be carried out by:
The Site Manager/Supervisor and Project Manager.

3.4 Arrangements for Communication

Within the Project Team
Project Health & Safety Launch
Regular team meeting
Early morning meetings with key personnel
Formal correspondence (e.g. Appointment Letters)

Circulation of day files
Management by Walking About (MBWA)

With the Client
Continuing liaison will be maintained with the Client throughout the project
Fortnightly meeting – safety issues will be reported & minuted at fortnightly site meetings
Meeting report – Client will be copied in on project report, which will include H&S issues
Formal correspondance. (Document transmittal, RFI's, Etc.)

With Designers
Appointment of a Design manager
Design co-ordination meetings
Formal correspondence. (Document transmittal, RFI's, Etc)

Design Changes during the Fit-Out process:

Identify Changes on Site
By MJM Site Manager and Project Manager on a day to day basis
The client is to be notified by MJM via email/telephone within 1 day of a possible design / construction methodology change
Liaise with the Principal Designer and other relevant Designer on significant design changes carried out during the project and its implications for H&S during the Construction and post Construction Phase.

Evaluate and Process the changes
MJM Design/Project Management Team to cost any design changes within 3 days and send to the client for approval.

Approval of changes
The client to **formally** instruct MJM with 2 days of receipt of the evaluated, design drawings (where applicable) including associated costs.

Implement changes
MJM Project Manager to issue instructions to contractors and suppliers within 2 days of client approval. Review and update RAMS accordingly taking into account any new significant risks.

Analyse/Record/Log changes
Design changes will be recorded on drawing issue sheets and included in the MJM contract summary, which will be issued to the client.

Management reporting arrangements
The reporting arrangements for this project will include but not be limited to:

Method	Frequency	Responsible Person
Pre-start Meetings	Once prior to start on site	Project Manager
Progress Meetings (incl. Health and Safety)	Fortnightly (minimum)	Project Manager
Safety Meetings	Once per month (minimum)	Project Manager

Method	Frequency		Responsible Person
Health and Safety Emergency Meetings	As required by MJM Contract Services		Project Manager
Written / Verbal Instructions	As necessary		Project Manager
Walk About	Daily		Site Manager
Design Co-ordination Meetings	To be agreed between Project Manager, designer and client.		Project Manager Design Co-ordinator
Co-ordination Meetings	Once per day Once per week Once per month	- High risk - Medium risk - Low risk	Project Manager

With the Principal Designer
Principal Designer will be available as required and will be actively involved with any Design issues, or safety issues relating to designs, that may arise.
Fortnightly meeting – safety issues will be reported and documented.

With Others that May be Affected
Public – visitors, drivers, pedestrians, etc. will be made aware of activities via the site notice board & other signage.
Police & other emergency services will be notified in writing if applicable.
Environment Agency, Local Authorities, etc. will be notified in writing if applicable.
Regular meetings to be held with any neighbours affected by works.

With Site Workers
Health and safety induction
Daily contact on site
Toolbox talks and associated feedback
Risk Assessments & Method statements
Designated safety notice board
Signs and posters
MJM operate an open-door policy

3.5 Information and Training for Site Personnel

Inductions

- All operatives will have a safety induction prior to commencing work on site
- Safety inductions will be given by the site manager/supervisor. The inductee must report to site before 8.30am so that they may be booked onto site
- MJM Contract Services site management must be informed of all new starters before they start work on site to ensure an MJM Site Induction is received by all operatives
- A record of all inductions given will be obtained
- Entrance to site will be monitored by the Site Supervisor
- Re-induction or safety updating will occur as the contract enters a new phase
- MJM Contract Services –Standard Site Rules

Workforce

- Full site rules are included within the site induction, clearly communicated to everyone on site and

reference to work safe procedure. Site safety rules applicable include:

- Sign in and out of the work site each shift
- Make sure you have had adequate rest between shifts
- Make sure you have attended a Site Induction prior to commencing work
- High Visibility Vests & Safety Footwear is mandatory on site
- Hard Hats are to be worn whilst working at height and where work is being carried out at height
- Make sure your supervisor has briefed you prior to starting work
- Wear the Personal Protective Equipment specified at all times
- Do not operate plant or equipment without authorisation or correct PPE
- No alcohol, drugs, radios or personal stereos allowed on site
- Only eat, drink, or smoke in areas designated by management
- Be on the lookout for hazardous conditions, which could lead to an accident and report them immediately. Safety is everyone's responsibility
- If you are uncertain about how to do the job, ask your supervisor
- Be tidy in your work. Clean up after yourself and ensure that any waste generated is taken to the appropriate skip or disposal point
- Make sure you have the right tools and equipment for the job
- Keep noise levels down, respect the local community and mind your language!
- Do not use any equipment that you have not been trained to use
- Use a banksman/vehicle marshal to control on-site plant, equipment, or vehicle movements
- Obey all warnings and safety notices
- Take care when lifting. Use correct manual handling techniques
- Respect all welfare facilities provided for your use
- Report all accidents, incidents, and close calls

Work Areas

- Only approved access routes should be utilised. Do not cross barriers or enter no-go zones
- Keep your work area tidy, put rubbish in piles or bins away from access routes
- Keep all accesses clear of debris, materials, and cables
- Holes through floors MUST be covered, marked, and adequately fixed
- Fire, Smoking and Burning of debris is not allowed on site
- Any concerns regarding potential ground contamination, asbestos or other hazardous materials or the location/identification of potential live services must be highlighted to the Principal Contractor immediately on discovery.

Permits

- Some activities need special Permits; if you have not received a briefing, ask
- With hot work permits, know which extinguisher to use for different types of fire and always ensure they are signed off at the end of the shift allowing 1 hour for a fire check

Plant & Equipment

- Scaffolding is only to be erected, dismantled, or altered by scaffolders
- All scaffolds and towers must display a scaff-tag
- If scaff-tags have been pulled, or scaffold is incomplete, do not use it
- Mobile towers can only be erected or modified by approved erectors
- Only appropriate certificated operators to drive or operate plant (including disc cutters)
- Electrical tools have date-tags to keep the machine safe, do not remove them

Unplanned Events

- Report all accidents to MJM Contract Services so we can learn from our mistakes and prevent

recurrence
- Know the best means of escape from your work area and your Assembly Point
- Fight fires quickly with the correct extinguisher, if competent, after raising alarm
- We will not tolerate damage to Company property, safety equipment or personal property, but we cannot be responsible for your own possessions or cars
- Unsafe working will not be tolerated, and positive action will be taken to prevent it

General
- Take notice of signs and instructions. Do not bring children or pets to site
- Inform your supervisor if you think something is unsafe
- Keep noise and dust levels down to the minimum and wear your PPE
- Only use 110 V supply for site use
- Notify the Project Manager if live services need to be used
- Do not interfere with the operation of the Clients operations
- Keep all access and egress routes clear
- Remove all debris to the skip provided on a daily basis

Materials & Waste
- Flammable materials can only be stored in secure flame proof containers on site
- All Hazardous Substances must be accompanied by suitable COSHH Assessments
- All materials must be stored in a safe and secure manner
- If you must use glues, oils, fuels etc. ensure you have been briefed
- Do not pour old oil or other pollutants down the drain
- Ensure all waste is disposed of in line with current environmental legislation and any waste policy of MJM Contract Services or the client

Supervision Standards
- Standards and levels of supervision on projects will be determined according to the level of risk involved in the specific tasks and the competence of those undertaking the task.
- The MJM Contract Services Projects Director and Project Manager will determine the levels of supervision required on site by MJM Contract Services personnel and record these on the project organogram.
- For subcontracted work, the MJM Project Manager and the subcontractor will agree supervision levels prior to award of subcontract and these will be recorded.

3.6 Fire and Emergency Procedures

General Fire Precautions

Activities which pose a fire risk for this project and their control measures are:
- Refueling: to be undertaken only in designated locations using drip trays, extinguishers available
- Smoking on site: to be limited to designated outside locations only
- Use of abrasive wheels – fire extinguishers to be onsite

Other on-site activities do not pose a significant risk of fire; however, if a fire is discovered then a verbal alarm shall be raised to the Site Supervisor who will evacuate staff as necessary.

If safe to do so, they will make arrangements to extinguish the fire. If the fire cannot be extinguished

safely then all staff are to be evacuated and the emergency services called. After calling the emergency services, MJM offices are to be informed immediately.

There are no requirements to alter or relocate any existing fire alarm panels or systems to deliver these works.

A fire warden and deputy will be nominated for the scheme responsible for ensuring the fire plan including an office layout and evacuation plan is developed, control measures implemented and weekly checks undertaken. All relevant project staff will have basic fire awareness training which will include what to do in case of a fire and, where identified, training in the use of fire extinguishers. Fire extinguishers will be available for the welfare establishment, plant and any hot work carried out. During any hot, dry weather, extra precautions will be taken, if the risk of fire increases, fire-fighting equipment will be made available to counter any fire hazard.

If there is a fire, people need to be able to evacuate the structure and possibly the construction site itself to reach a place of safety. The term general fire precaution is used to describe the structural features and equipment needed to achieve this aim. GFP include such things as:

- Escape routes and fire exits
- Fire-fighting equipment
- Raising the alarm
- Making emergency plans; and
- Limiting the spread of fire (compartmentation)

MJM Contract Services will implement a Fire Control Management system to enable the safe escape of the persons from the building. The General Fire Precautions listed above will be examined as part of the MJM Contract Services Fire Risk Assessment contained within this plan. The risk assessment will be reviewed as required, following significant changes, introduction of new process / plant and or materials, following any fire related incidents.

As part of this management system a daily check will be undertaken by a site manager to ensure the above is suitable, sufficient and effective. Daily checks are recorded on Form S060 – Monitor– Daily Site Inspection, a copy of which is contained within the site file.

Escape Routes

Existing escape routes and signage within the premises will be maintained as far as possible. Where our works obstruct existing escape routes for either site workers or Staff, new routes will be decided, new signage put in place and existing signage covered or removed. New routes will then be communicated to all those who may be affected.

- Escape routes need to be available for everyone on the site
- MJM Contract Services will make use of existing escape routes and keep them available for other users of the facility if required
- There will be at least two escape routes offering escape in different directions
- Escape routes need to be clear, uncomplicated passageways, properly maintained, prominently signed, and kept free of obstruction
- Escape routes need to be clearly indicated by proper signs, signs need to be large enough so that they can be clearly seen and positioned where they are least likely to be obstructed or obscured by smoke. Typically, this is about 2 m above the floor
- Signage is placed on each working level of the site indicating the floors specific escape routes

Fire Fighting Equipment

As well as providing fire extinguishers for specific activities, such as hot work, they will also be located

at identified fire points around the site. Identification of the fire point is achieved by providing a stand which is substantially red in colour.

Extinguishers conform to a recognised standard, BS EN 3–7: 2004. It is important that there is an appropriate scheme to ensure they are regularly checked and properly maintained, MJM Contract Services will ensure prior to Construction Phase all extinguishers are in service date and a regime for maintenance established.

The number and type of extinguishers present depends on the fire hazard. For a typical spread of fire hazards, the following is considered to provide a reasonable level of cover per 200 m2 of floor area, with no fewer than two each of (a) and (b) on each floor:

- One 9 litre water or foam; and
- One CO2 extinguisher (at least 1.1 kg)

Emergency Plans
MJM Contract Services has appointed a central point of contact and emergency controller to maintain emergency procedures and take control in emergency situations.

Site Contact / Emergency Controller = MJM Site Supervisor (Lee Parry)
The site manager / supervisor will call the Emergency Services if necessary and will collect the site daily sign-in register as he leaves the building and a roll call will be taken once personnel are gathered at the assembly point.

3.7 First Aid

At least one First Aider will be provided for every 50 people on site.

Names of first Aid personnel can be found on the Safety Notice Board located at Site Entrance. The site supervisor will clearly identify the nominated site first aider at daily site briefs.

First Aider Name	Contact Number
Bartosz Stepaniak	07877 522910

The first aid equipment will be located in the site supervisor's vehicle and signing on point.
The Accident Book will be kept in the same location

3.8 Accident and Incident Reporting

Definitions:	
Accident	Any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity.
Near Miss	An event not causing harm, but has the potential to cause injury or ill health.
RIDDOR	Injuries and incidents defined in the Reportable Injuries, Diseases and Dangerous Occurrences Regulations.

All accidents and incidents will be investigated, and actions taken to prevent recurrence. This should include accidents and incidents involving injury, ill health, property damage, loss of production and those which had the potential to cause injury, damage, or loss. The depth of investigation will depend upon the severity and complexity of the accident.

Arrangements
The MJM Contract Services Site Supervisor must be informed of any incidents or near misses on site by the quickest possible means. They will then ensure an entry is made in the site accident book and the accident investigation can commence.

MJM will ensure that any and all accident / incidents are discussed at site progress meetings, will verify any injuries and ensure that all suitable measures are implemented on site to prevent re- occurrence. The client will be provided with a copy of the following

- A copy of the relevant page of the accident book
- Full details and nature of injuries or the occurrence
- Accurate details of the treatment received, both on and off site
- A copy of the completed F2508 form issued to the HSE, if required

Should a RIDDOR incident occur MJM Contract Services will investigate the incident and ensure that the HSE are notified.

3.9 Selection and Control of Contractors

Selection of Contractors, Self-Employed and Designers
It is the policy of MJM prior to engagement of all Contractors, to ensure that they have approved safety credentials or an established Safety Management System that is consistent with the MJM Safety Management procedures. Where contractors are required to be used to supplement MJM resources, they are subject to a strict pre-qualifying process and assessment, including safety record, before selection followed by monitoring and audit according to risk.

MJM provides supervision of all contracts and contractors under their control. The level of supervision is the subject of positive management consideration and based upon the levels of risk involved. Sub-Contractors shall be managed in accordance with MJM safety assurance processes that include:

- Pre-contract evaluation
- Contract evaluation
- Post-contract evaluation
- Triennial review
- Monitoring and preventive action
- Suspension of poor performers
- Requirements relating to safety, quality and environmental performance
- Key sub-contractors selected for use on this scheme are: ALCO Roofing Limited

The detailed procedures for the selection of contractors who are competent and will make adequate provision for health and safety are detailed in the MJM Contract Services Planning Supervision Procedures held at MJM Contract Services head office in Stockport. ALL contractors are selected from MJM Contract Services Preferred Suppliers List, which is updated monthly.

All contractors selected to work on this project will be subject to these procedures.

Control of Contractors, the Self-Employed and Designers
Key activities include:

- Pre-contract start up meeting
- Weekly co-ordination/progress meetings
- Formal correspondence
- Verbal instructions
- Site Safety Inspections and Monitoring as described above

Suppliers of Materials
All suppliers of materials will be required to supply relevant Health & Safety Information to the project.

Selection of Plant
Plant required by MJM Contract Services for the completion of this project will be procured as per the company approved suppliers process. Contractors' plant must be supplied and used in compliance with current safety standards & regulations, covered by a thorough examination certificate & regularly inspected & maintained.

3.10 Security

- Any public areas will be segregated from work activities and kept clear of materials and waste.
- The Site Supervisor will ensure that any emergency vehicle access and access for staff, residents and other services is available at all times, and that safety is not impaired.
- Access onto the site will be controlled via the MJM signing in and induction process.
- All contractors should note they are responsible for their own possessions and tools / equipment.
- Thefts should be reported immediately to the MJM site manager / supervisor, the Client and MJM
- Contract Services reserve the right to search any vehicle on exit from the premises.

3.11 Welfare

MJM Contract Services will ensure that appropriate welfare facilities are provided and maintained according to the size of the workforce and nature of the work. Welfare Facilities will be provided using welfare equipped vehicles and the existing site facilities, facilities will be available from site possession until handover. Facilities will be cleaned & maintained by all users (Principal Contractor and sub-contractors). To ensure these are maintained to the highest standard an appointed person will undertake a daily visual check & a weekly recorded check

Male		**Female**	
Urinals	2	Toilets	3
Toilets	3	Washbasin	2
Washbasins	2		

Seating and drinking water will be provided within the Welfare vehicle, all food preparation and consumption is to be restricted to this area only.

Equipment	
Fridges	1

Microwaves	1
Kettle / Urn	1

4.0 Arrangements for Controlling Significant Site Risks

4.1 Risk Assessments and Method Statements (RAMS)

Much of the work carried out on this contract is of a standard nature within the building and construction industry. Where job specific method statements are not required for standard or routine operations, a risk assessment must already have been provided incorporating control measures within standard operating procedures or site rules and must be enforced.

The Risk Assessments undertaken by MJM Contract Services and their sub-contractors must identify particular risks, the required management processes and other control measures. The risk assessments will be reviewed and approved by MJM Project/Site Manager before any tasks are undertaken.

Initial Risk Assessment by MJM Contract Services
Significant project Health and Safety risks have been identified in this Construction Phase Plan which are reviewed and approved by MJM Project Manager before any tasks are undertaken.

Task Specific Risk Assessment
The person responsible for reviewing a Sub-contractor's risk assessments is the Project Manager assisted where required by the MJM Health & Safety Manager. Copies of the initial risk assessment review will be kept in the site file.

Production of Method Statements
High risk operations must always have a suitable method statements in place before work commences. Any requirement for task specific Method Statements will be identified on the Initial Risk Assessment sheets.

Approval of Method Statements
All Method statements will be reviewed for completeness and then confirmation of no further comment issued to any sub-contractors. MJM will not approve the method statements as the sub-contractor has been selected for their relevant experience in that particular field.

Method Statements for normal operations must be submitted for review at least 2 days in advance of the activity commencing on site. For more complex operations this period may be extended to 7 days.

All Method statements will be checked by the appropriate MJM Contract Services Project Manager for safety and suppression of risk to other workers, staff or the general public. In the case of high-risk operations advice may be sought from other consultants. Comments on and return of MS's will be recorded.

Where Method Statements are required, all operatives must be given a method statement briefing from their supervisor prior to the commencement of works. If this is delivered by MJM, the operative(s) will be required to sign the 'task sheet briefing record' for record purposes. Where sub-contractors deliver their own briefing MJM must be provided with evidence that this has taken place.

Following any significant changes to site conditions or the activity in question the method statement will be reviewed. Where this occurs, the above procedure must be repeated in full.

4.2 Managing Significant Safety Risks on Site (incl. those identified by the PD)

Access and egress of Client personnel
Safe means of access and egress will be provided for client staff and / or operatives without slip, trip and fall risks.

Delivery and removal times will be chosen with busy periods in mind and any material deliveries brought up the stairs or in the lift will be supervised at all times.

Fire risks and emergency procedures:
Emergency procedures will be identified to all personnel in the site induction and MJM will ensure the provision of a suitable number and type of fire extinguishers. Fire escape routes will be kept clear at all times and a fire / emergency evacuation route will be made available on the site safety board.

Signing in and attendance control
A signing in point and book will be provided in the work area near the entrance to site. This signing in system will be rigidly controlled and non-compliance will not be permitted. Any person found on site without signing in the Book will be asked to leave the site.

Falls from heights
Avoid the need to work at height wherever possible.
Use safest appropriate access equipment or take other steps to protect against falls where working at height cannot be avoided.
Where possibility of a fall cannot be eliminated, use all means possible to minimise the distance and consequences of a fall should one occur.
MJM's policy is to use mobile tower scaffolds as the default position.
Steps / Ladders will only be allowed where it can be shown that a mobile tower is not suitable and the risks from the use of ladders can be suitably controlled.

Hot Works
There are minimal hot works required during the project, but where these are required MJM Site Supervisor will provide the necessary RAMS for the activity to the site operatives
A suitable Fire Extinguisher will be placed in close proximity to the works and any loose combustible materials moved to a safe location.
A suitable flame-retardant matt or gel application should be used on in situ combustible surfaces.
A log and a copy of the Hot Works will be found in the MJM Site H&S File.

Isolation of Services
No service isolations are required.

COSSH
Every effort will be made during this project to minimise the use of Substances that are Hazardous to health. This will be achieved where possible through substitution of hazardous products with non-hazardous or less hazardous substances.

Where hazardous substances do have to be used the amount used will be kept to a minimum and the number of employees / contractors that are exposed to the substance will be kept as low as practicable and such products will be used as per the manufacturer's instructions. As a last resort,

suitable PPE will be issued and used to further reduce the risk to a minimum.

Plant and Equipment
Only competent operatives will be allowed to use construction plant / equipment
All power tools used on site will have a current PAT test – records will be available
All plant on site will be subject to pre-use inspection by operatives
All plant on site will be subject to regular formal inspection by the MJM Site Manager and records kept
Any plant / equipment found to be defective / faulty will be removed from use and either repaired to replaced.

Manual handling
Where possible manual handling will be kept at minimum and suitable alternatives will be provided e.g. Trolleys, pallet trucks, two person carrying etc.
H&S guidance and the 20kg rule will be adopted for loads and the correct posture adopted whilst lifting the same.

Other building occupants
There are no building occupants in the property for the duration of this project

Training Policy
All MJM employees will have relevant skill training and health & safety awareness training in order to deliver the contracted scope of works. Training records of this training will be available at MJM head office for audit purposes.

Waste and Site Tidiness
Slips and trips account for about 35% of all lost time accidents. Good housekeeping is essential for a safe site. Therefore, all MJM staff and contractors will be expected to keep their work area tidy. It is the contractor's responsibility to provide waste skips and be responsible for collecting and depositing their waste into the skips provided at the end of each working day. All materials will be securely stored on site in a clearly marked location which will be maintained in a tidy manner throughout operations

Storage of Hazardous Materials
Waste will be segregated and disposed of in line with guidance provided MJM waste management consultants.
No hazardous material will be stored on-site, flammable materials will be stored in vehicle flame retardant vaults

Burning and Open Fires
Burning or open fires are strictly prohibited.

Personal Protective Equipment Requirements
In accordance with the Personal Protective Equipment at Work Regulations 1992, MJM Contract Services have carried out an assessment and, as a result, the following policy will be adopted:

Safety helmets, high visibility vest/jackets and safety footwear is to be provided by the contractors and worn by all site operatives at all times

Procedure for ACMs or suspected ACMs materials (Asbestos)
The scope of this project is not expected to encounter or disturb any asbestos related materials however, If suspected asbestos containing material is discovered, all work in the affected area must cease immediately. The MJM Project Manager must be informed, the area made safe and the material

will be sampled and tested by an approved contractor. Only once either, the all clear is received in writing or the affected material is removed, will works be allowed to continue.
Only approved asbestos removal companies will be used and except in the case of Non Notifiable asbestos i.e. asbestos cement (when the material will be double bagged before removal to a licensed refuse site), a 14 day notice will be required prior to extraction.

Control of Noise, Dust and HAVS
This site will comply with all relevant Regulations:-

Noise
Where practicable works will be planned to avoid the production of excessive noise by:-
- Use of the most suitable tool for the job
- Ensuring the equipment is in good working order with sharp cutting edges
- Reducing the number of personnel exposed to noise
- Reducing the time personnel are exposed to noise
- Working out of hours where appropriate
- Where work produces noise above 80dBA hearing protection will be offered to operatives
- Where work produces noise above 85dBA hearing protection will mandatory

Dust
Where practicable works will be planned to avoid the production of excessive Dust by-
- Use of the most suitable tool for the job
- Ensuring the equipment is in good working order with sharp cutting edges
- Use of water or vacuum dust suppression systems
- Reducing the number of personnel exposed to dust that is produced
- Reducing the time personnel are exposed to dust
- Working out of hours where appropriate

Vibration
Where practicable works will be planned to avoid the production of excessive levels vibration by:
- Use of the most suitable tool for the job – with lower vibration ratings
- Ensuring the equipment is in good working order with sharp cutting edges
- Use of anti-vibration gloves
- Rotation of operatives to reduce exposure levels to below recommended
- However, MJM do not see HAV being a significant factor on this particular project.

All works will comply with the Control of Pollution Act 1974 (Noise, dust, vibration and nuisance) Records will be kept of noise, dust or HAVS complaints, the actions taken to remedy issues and long-term remedial action.

Alcohol and Drug Abuse Policy
No person should come onto site under the influence of alcohol or non-prescribed drugs. Any person who, in the opinion of the site manager / supervisor, appears to be under the effects of alcohol or non-prescribed drugs will be removed from site. Their employers will be asked to report in writing on the incident. A decision will then be taken with regards to allowing the person back onto site. Alcohol and non-prescribed drugs must not be brought onto site.

Smoking Policy
This site will be a “no smoking site” except for prescribed smoking locations, which will be notified to all at the site induction.

4.3 Risks Identified by Principal Designer/Other Designers

No site-specific risks have been identified by the Principle Designer, or other third parties.

5.0 PROJECT HEALTH AND SAFETY FILE

This is an information source and guide for the Employer and end users providing an understanding of the building and its systems and enabling it to be operated and maintained safely.

The Health and Safety file will contain, but not be limited to, the following:

- Details of construction methods and materials, which may present significant residual hazards with respect to cleaning, maintenance or demolition for all contractor, designed and performance specified work.
- A full description of each building services systems installed, written to ensure that the Employer's staff fully understand the scope and facilities provided.
- Operating and maintenance instructions for all equipment and systems installed
- Copies of manufacturer's current technical literature and COSHH dated data sheets for all materials, plant and equipment selected by the Contractor.
- General maintenance instructions for all items of Contractor designed or performance specified work.
- As-built drawings recording details of construction for all Contractor designed and performance specified work. The Health and Safety File will be reviewed on going as the Project proceeds.

APPENDIX 1

Company Health and Safety Policy

Commitment to Health, Safety and Environmental Performance

Everybody who works for MJM Contract Services is responsible for Health, Safety and Environment. It is as critical to the success of our business as cost, time and quality.

People are our most important asset and we recognise that their health, safety and welfare and that of others affected by our activities is paramount. Equally we accept our responsibility to minimize environmental impact by controlling waste, reducing pollution, using energy efficiently and acting as good neighbors.

Our goal is simply stated – to eliminate accidents and harm to people, the environment and the business. As a minimum, wherever we operate, we will comply with legislation and work with our clients, consultants, contractors and regulators to raise the standards of the industry.

We will appoint staff who are competent and encourage their personal development through regular appraisal, guidance, training and recognition.

Awareness of best practice and statutory requirements will be promoted by management systems, communications, consultation, auditing and expert advice. A director has been appointed to monitor and regularly review this policy. Each director is responsible for its implementation and for the provision of financial and physical resources.

Line management is accountable for its practical application at the workplace, supported by adequately resourced company specialists. All employees, on their part, are encouraged to contribute actively through established participation procedure.

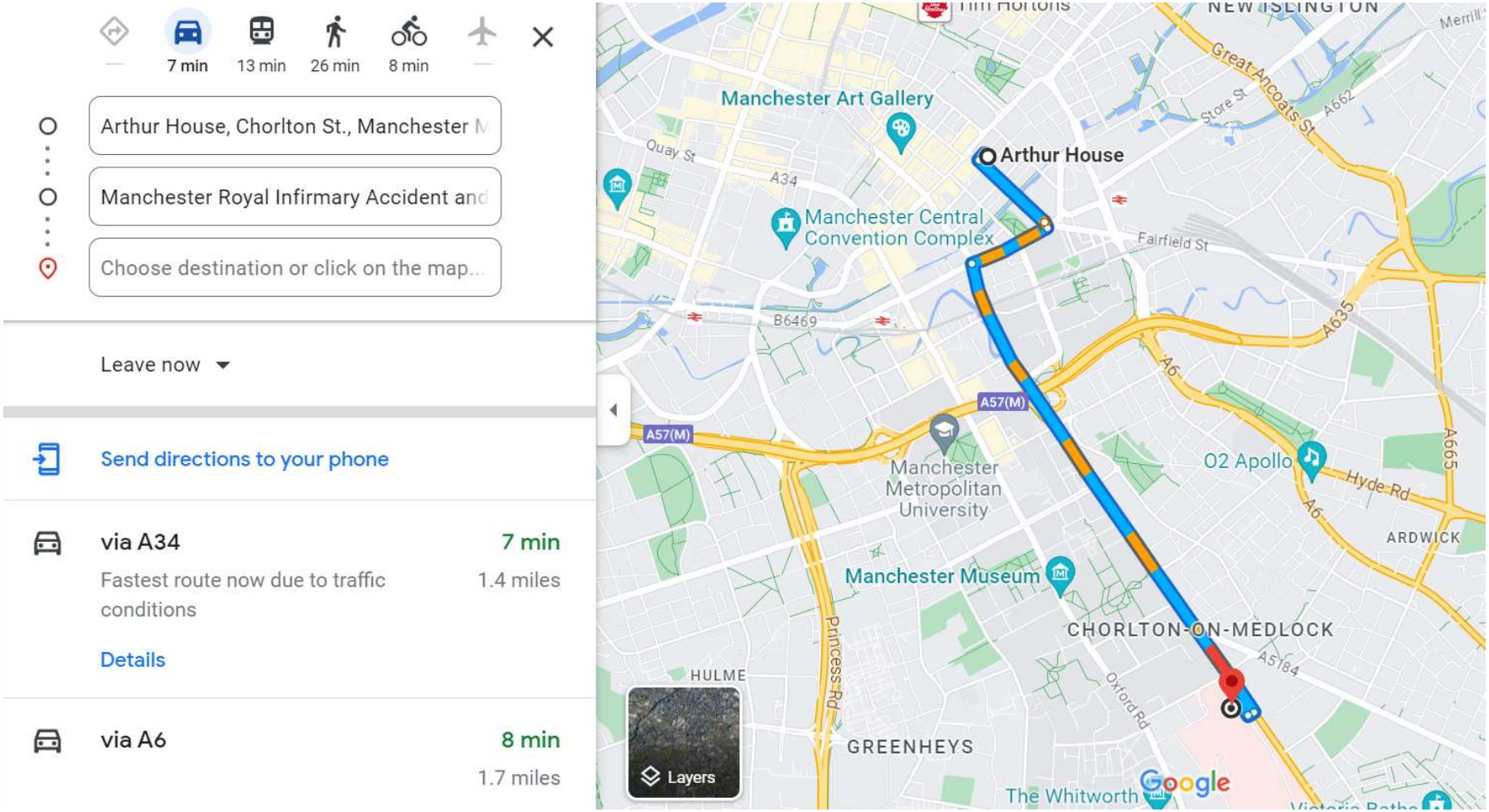
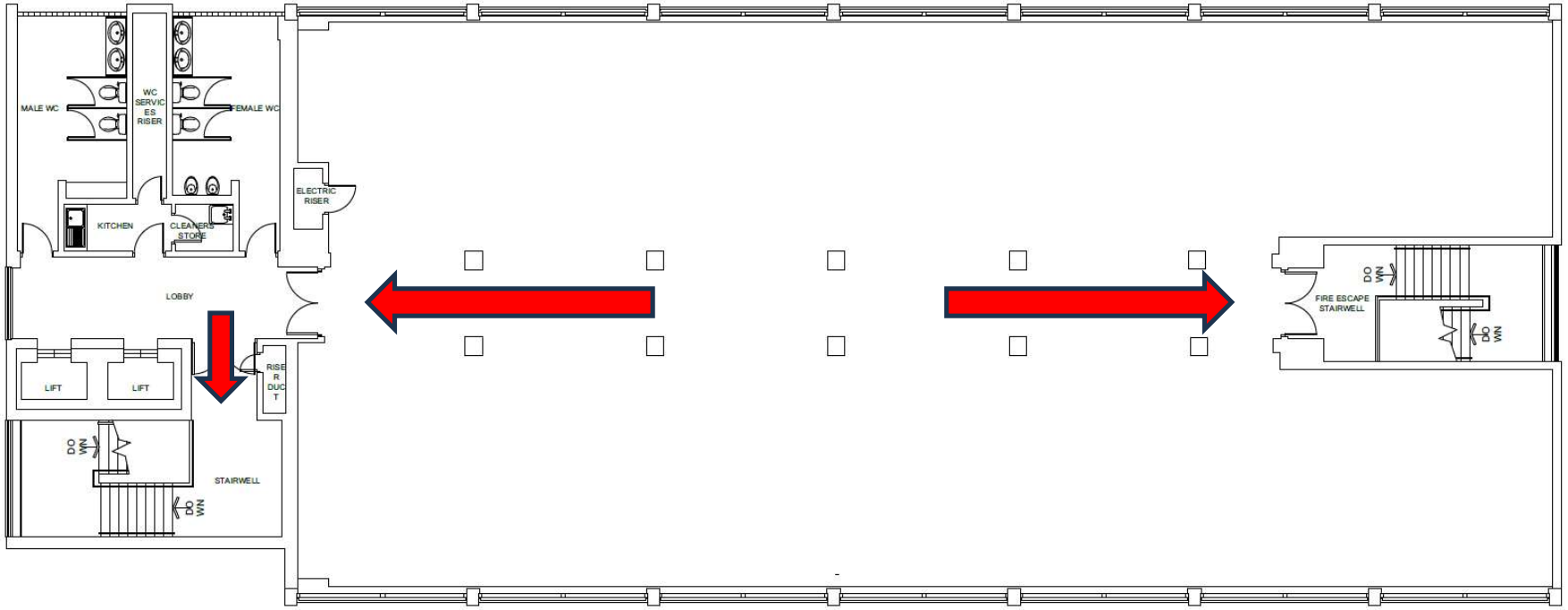
Director responsible for Health and Safety: _____

Date: _____

APPENDIX 2

Route to nearest hospital

Manchester Royal Infirmary



Fire Escape Route