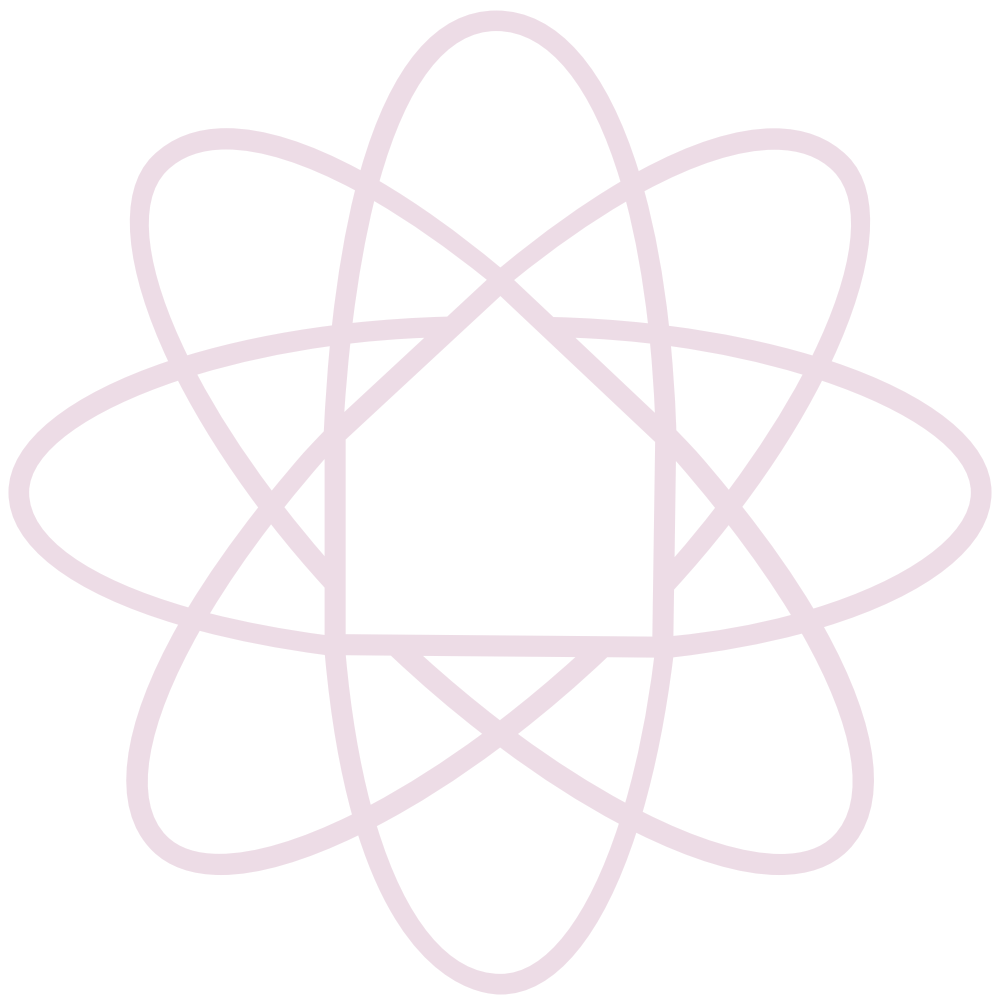


Fire London

Construction Phase Plan

Project:	Construction of 4 storey residential building consisting of three two-bedroom apartments and one, one-bedroom apartment. Property to include a roof terrace
Client:	Craig Elder
Address:	Vanilla, 39-41 Richmond St, Manchester M1 3WB



Contents

Document Status	5
Annexes	6
Introduction.....	7
Description of the Project	8
Project Directory.....	8
Enforcing Authorities	8
Utilities.....	9
Emergency Services.....	9
Project Notification to HSE & Other Statutory Notices	10
General Description of the Project.....	10
Project Dates	10
Hours of Work	10
Existing Records, Drawings & Information	10
Existing Structure.....	10
Surrounding Use	10
Existing Services.....	11
Existing Ground Conditions & Ground Survey Reports	11
Current Use of Adjacent Sites	11
Road and Traffic Systems Adjacent to the Site	11
Planning and other Restrictions Applicable to the Site	11
Access to Site.....	11
Site Fencing & Security.....	12
Communication and Management of the Work.....	13
Management Structure within Mason & Marlowe	13
Management Responsibilities	13
Project Health & Safety Management Structure	15
Monitoring & Review of Health and Safety Performance	15
Consultation with the Principal Contractor and Principal Designer/Designers	16
Consultation with Employees - Health & Safety Meetings	16
Exchange of Health and Safety Information	16
Exchange of Health and Safety Information between Mason & Marlowe and the Contractors.....	16
Controlling Design Changes	17
Selection of Contractors	17

Control of Contractors.....	17
General Duties of Contractors	17
General Duties of All Employees.....	18
Production and Approval of Risk Assessments and Method Statements.....	18
Permit to Work.....	18
Exchange of Health and Safety Information	19
Information, Instruction and Training	20
Induction Training.....	20
Contractor Toolbox & General Training	21
Non-English Speaking Contractors.....	21
Contractor Competence	21
General Arrangements.....	22
Welfare Facilities	22
Site Rules.....	22
First Aid and Emergency Arrangements	24
First Aid and the Reporting of Accidents.....	24
Action to be taken in the event of an Injury or Medical Emergency	24
Near Miss Reporting	24
Fire Risk Assessment & Action Plan	24
Action to be taken in a Fire Emergency.....	25
Action on hearing the site fire alarm	25
Environmental Procedures.....	26
Environmental Action Plan.....	26
Diesel Fuel, Oils and Chemical Storage	26
Spills – Leaks of Chemicals, Diesel Oils etc	26
Environmental Risks from Plant & Vehicles.....	26
Arrangements for Controlling Significant Site Risks	27
Significant Hazards Specific to this Project.....	27
Significant Health & Safety Risks	27
Precautions to be taken at the End of the Day	28
Housekeeping Site Tidiness	28
Health Risks	29
Health Surveillance	29
Health and Safety File	30

Document Status

Rev No	Revision - Update	Prepared By	Project/Site Manager Acceptance	Date
0	Initial Issue	Wirehouse ES	TBC	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

All reviews, updates and amendments are to be undertaken by personnel listed below:

(Principal Designer and Principal Contractor to identify and list all authorised personnel)

Annexes

These annexes are completed as the project progresses. Separate files will be established, and information added as the work progresses and the information is received from contractors and other parties. The annexes are simply a way to consistently store this information across different Mason & Marlowe sites.

Annex A	Policy Statements.
Annex B	Copy of the Notification of the Project to HSE
Annex C	Pre-construction Information
Annex D	Site Layout Plan, Access Routes, Traffic Management Plan.
Annex E	First Aid, Fire Safety & Emergency Arrangements
Annex F	Site Establishment and Initial Construction Phase Risk Assessments
Annex G	Directory of Approved Contractors.
Annex H	Contractors Risk Assessments and Method Statements
Annex I	COSHH Assessments
Annex J	Induction and Training Records.
Annex K	Certification – Plant and Operatives
Annex L	Record of Weekly Inspections and Internal Inspections
Annex M	Permit to Work
Annex N	Environmental Management Plan. (If Applicable)
Annex O	Health & Safety & Environmental Inspection & Audit Reports
Annex P	Health & Safety Meetings / Consultation with Employees / Contractors
Annex Q	Miscellaneous Health Safety & Environmental Correspondence

Annexes H – M may be held in separate files as the project progresses; each file should be numbered with the relevant Annex.

Introduction

Mason & Marlowe are committed to ensuring the health, safety and welfare of their employees, contractors and any other person affected by the activities being undertaken is not put at risk. This plan will be developed and maintained as necessary as the project progresses with the input of all contractors to allow employers to disseminate information and effectively manage their employees.

Review of the Health & Safety Plan

The Mason & Marlowe project management team, assisted by their contractors and the project safety committee will review the plan at regular intervals, not to exceed one working month. These reviews will take into account significant changes to the project such as:

- Planning restrictions.
- Specific phased completions.
- Changes to personnel appointments and responsibilities.
- Updates to emergency arrangements.
- Traffic management.
- Environmental aspects and impacts.

Project Health & Safety Objectives & Goals

It is the intention of both The Client, and Mason & Marlowe, *the Principal Contractor* to ensure that health and safety is given due regard on this contract. To achieve this; the co-operation of all contractors is essential together with good planning, adopting a risk assessment approach to identify hazards and so eliminate risks.

Mason & Marlowe will act as overall site co-ordinator for the various contractors working on the site development. Contractors are expected to comply with current legal requirements, good working practices, and the site rules detailed in the health and safety plan, which should be brought to the attention of employees and contractors working on the site.

Mason & Marlowe will make available appropriate welfare arrangements and unless contract documents state otherwise these will be available to all contractors. However, contractors are expected to use these facilities in a sensible way.

With regards to accidents, incidents or near miss incidents principal contractor must be informed and if the incident is reportable to the Health and Safety Executive a copy of the report form must be given to the principal contractor. Further guidance can be found in the section entitled "Emergency Procedures"

We ask contractors and their employees to assist Mason & Marlowe in implementing this guidance and so ensure a safe and healthy site for everyone. We have appointed Wirehouse-ES to assist us in our duties as our safety advisors. We will have a visiting safety advisor and site personnel will be able to voice their feelings with regards to health and safety to the safety advisor or they should contact the Site Manager. In addition, if any employee sees an unsafe situation or finds themselves in a position of danger they should report it immediately to their supervisor or to the Site Manager.

Description of the Project

Project Directory

The Project Directory will be expanded as necessary, but as a minimum shall be

The Client:

Contact Name: Craig Elder
Address: Vanilla,
39-41 Richmond St,
Manchester
M1 3WB

Tel: 07748554069, 07500668547
Email: aaron@firelondon.net

The Principal Designer:

Contact Name: Dr Kanadi Jagafa
Address: Mason & Marlowe Ltd
Colony, 5 Picadilly Place
Manchester
M1 3BR

Tel: 07551568335
Email: k.jagafa@masonandmarlowe.co.uk

The Principal Contractor:

Mason and Marlowe Ltd
Colony
5 Piccadilly Place Manchester
M1 3BR

Tel: 07551568335
Email: k.jagafa@masonandmarlowe.co.uk

Enforcing Authorities

Health & Safety Executive:

Contact Name: Bootle Headquarters
Address: Redgrave Court
Bootle
Merseyside
L20 7HS
Tel: 0300 0031747
Email: www.hse.gov.uk

Local Authority:

Contact Name: Trafford Council
Address: Trafford Town Hall
Talbot Road
Stretford
M32 0TH
Tel: 0161 912 2000
Email: access.trafford@trafford.gov.uk

Environment Agency

Contact Name: Regional Office

Address: Richard Fairclough House
Knutsford Road
Latchford
Warrington
Cheshire
WA4 1HT

Tel: 03708 506506

Email: enquiries@environment-agency.gov.uk**Utilities****Water Treatment:**

Contact Name: United Utilities

Address:

Tel:

Electricity:

Contact Name: To be confirmed

Address:

Tel:

Gas:

Contact Name: United Utilities

Address:

Tel:

Emergency Services

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

Hospital (Accident & Emergency):

Contact Name: Name: Manchester Royal Infirmary

Address: Oxford Road
Manchester
M33 9WL

Tel: 0161 276 1234

Fire Brigade:Contact Name: Manchester Community Fire
Station

Address: Thompson St,
Manchester
M4 5FP

Tel: 0161 608 5302

Police:

Contact Name: Greater Manchester Police

Address: Lloyd St,

Manchester
M60 2LA

Tel: 0161 856 3129

Project Notification to HSE & Other Statutory Notices

On receipt of the (F10 Rev) from the Client; a copy is to be displayed on the main site notice board and a copy is held at Annex A to this Plan. The following information is also to be displayed on the main site notice board:

- The Health & Safety Law Poster. (All information boxes to be complete where relevant)
- A copy of the company Health & Safety Policy Statement.
- A copy of the company certificate for Liability Insurance.

General Description of the Project

The project involves the construction of

Project Dates

Site Possession: To be confirmed

Time in Weeks: To be confirmed

Planned Completion Date: To be confirmed

Hours of Work

Working hours and restricted delivery times will be clarified with the client as detailed in the Pre-Construction Information. Provisional working times will be:



Monday to Friday 09.00 hrs -17.00 hrs

Saturday (if required) 09:00 hrs -13:00 hrs

Existing Records, Drawings & Information

Refer to drawings, and attachments

Existing Structure

A two storey commercial building on the corner of Richmond Street and Sackville Street, Manchester

Surrounding Use

Development Site

Existing Services

Details of the existing services on the site are not known. Information will be provided to Mason & Marlowe as detailed in the Pre-Construction Information. Mason & Marlowe will be responsible for ensuring services are traced, identified, protected and marked before work commences. The accuracy and detail of all service drawings is to be verified. When undertaking excavation works a "Permit to Dig" must be obtained prior to commencement. Even after taking these precautions the area should be checked with a cable locator before commencing excavation work. All excavation work should use safe digging techniques detailed in HSE guidance HS (G) 47 "Avoidance of danger from underground services."

Existing Ground Conditions & Ground Survey Reports

The presence of any underground drains and services will need to be established before any digging commences

Current Use of Adjacent Sites

The adjacent sites around the development are established residential dwellings. There are no schools in the immediate vicinity

Road and Traffic Systems Adjacent to the Site

The site is located at the intersection of Richmond Street and Sackville Street, Manchester

Planning and other Restrictions Applicable to the Site

All works must be planned to minimise the impact and disruption to existing clients, tenants, neighbours and the public; this should also include road users. Construction activities audible at the extremes of the site boundary may only take place between the hours of **09:00 – 17:00** hrs Monday to Friday and **09:00 – 13:00** hrs on Saturday/Sunday.

The selection of plant, equipment and methodology; including delivery times should be taken into account. Noise and Vibration should be reduced to the lowest level to comply with both environmental and occupational health concerns.

Access to Site

Due to the small size of the site, there will not be any strict vehicle and pedestrian segregation. Vehicle traffic on the site will be minimal. ***No contractor parking will be permitted on the roads adjacent to the site. This will be included in the site induction.***

Access to site is from the gate on Richmond Street. Deliveries will be made at this point with vehicles parking on the road outside and materials offloaded into the site using a Hiab crane. As vehicles will not be entering the site, it is not anticipated that transfer of mud onto the roads will be a problem and so wheel washing will not be required. The Principal Contractor will be responsible for keeping the footpaths clean.

A separate Risk Assessment will be conducted by Mason & Marlowe in relation to safe access and egress for pedestrian movement in and around the site. Mason & Marlowe will ensure that a banksman is used if crossing of the access points is carried out. Suitable pedestrian barriers will be implemented to protect the public from the ongoing works.

Site Fencing & Security

Mason & Marlowe as Principal Contractor will ensure the site perimeter is adequately fenced utilising existing site boundaries as available and providing temporary site fencing if required. The resultant effect will be that the site is securely fenced by 2-metre-high fencing which will be of the Heras type or close boarded hoarding. The access gates to the site should be kept closed except when in use.

Notices will be posted advising site staff and employees of the PPE requirements on site together with the appropriate warning signs.

A separate gate will be provided for pedestrian access to site to segregate pedestrians from vehicular and mobile plant movements at the site entrance area.

Communication and Management of the Work

Management Structure within Mason & Marlowe

Managing Director:

Tel: Dr Kanadi Jagafa

Contracts Director:

Tel: To be confirmed

Contracts Manager:

Tel: To be confirmed

Project Manager:

Tel: To be confirmed

Site Manager:

Tel: To be confirmed

Health and Safety Advisors:

Wirehouse Employer Services
St James Business Centre
Wilderspool Causeway
Warrington, Cheshire
WA4 6PS

Web:

www.wirehouse-es.com

Advice Tel: 0333 321 5006

Named Advisor:

Paul Schofield Tech IOSH, AIIRSM

Email:

consultantsname@wirehouse-es.com

Mobile Direct: 0333 321 5006 Ext XXX

Management Responsibilities

The duties and responsibilities of all duty holders are detailed in the company's Health and Safety Policy Document, a copy of which is held on every site. Site specific duties are:

Project Manager

The Project Managers' Health and Safety responsibilities are to ensure that:

- They are familiar with the Company's Health and Safety Management System.
- Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities.
- The most appropriate order and method of work is determined at the planning stage.
- The provision of adequate lighting.
- Allocation of responsibilities with other contractors on site.
- Site documentation including Risk and COSHH Assessments are specific and in place.
- The provision of basic fire precautions.
- Written instructions are provided to establish working methods, to explain the

sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.

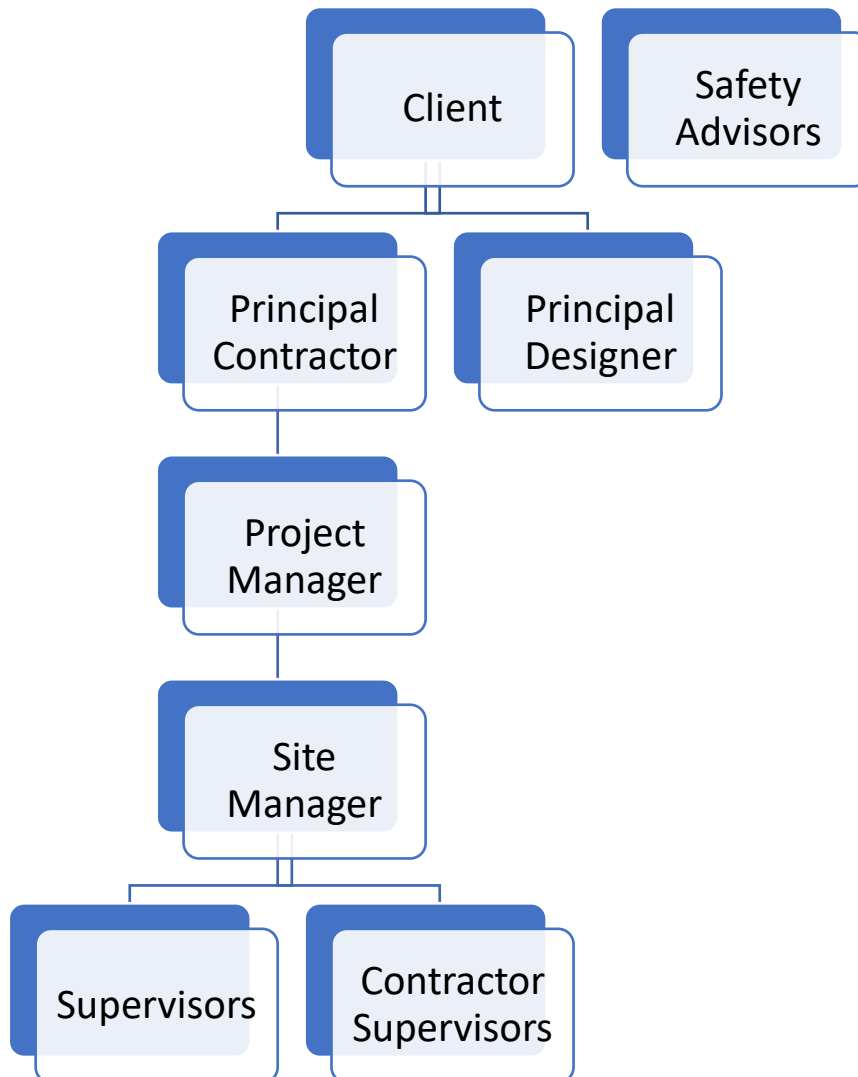
- Work is carried out as planned and the relevant legislation is complied with on site.
- All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- All plant is operated by trained and experienced personnel.
- They take responsibility for health surveillance and appropriate records are kept and made available.
- The required protective equipment is issued and used correctly.
- Setting a personal example.

Site Manager

The Site Managers' Health and Safety responsibilities are to ensure that:

- They are familiar with the Company's Health and Safety Management System.
- Written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- Arrangements are implemented with all contractors to avoid any confusion about areas of responsibility.
- Sites are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials.
- First aid equipment is available on site and that employees know where it is kept.
- Precautions and work methods are checked with Contractors prior to commencing work.
- Legal requirements are observed on site and registers, records and reports are in order.
- Employees are given precise instructions on their responsibilities for the correct working methods.
- Provisions are made for safe delivery and stacking of materials.
- All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- Machinery and plant, including hand tools, are maintained in good condition.
- Electricity supply is installed and maintained so as not to present a risk.
- Hazardous materials are correctly marked, stored, handled and used.
- The site is kept tidy.
- Suitable protective clothing is provided where appropriate and is correctly used.
- Setting a personal example.

Project Health & Safety Management Structure



Monitoring & Review of Health and Safety Performance

Mason & Marlowe will undertake the following monitoring system:

- Daily checks by the Site Manager with regards to general health and safety standards.
- Contractors supervisors will be expected to undertake daily checks of the work areas under their control.
- The statutory weekly inspections will be undertaken and either recorded in the registers located in the Site Managers office; or
- If the contractor is recording their own inspection in their own registers which must be on site and readily available for checking and auditing.
- Monthly inspections undertaken by the company's health and safety advisors.
- Random inspections by the senior management team.

With regards to the monthly visits undertaken by the health and safety advisors, a formal written report is submitted and this is copied to the Managing Director for his information.

If the adviser is concerned about any aspect of the work, he must telephone the Contracts Director or the managing Director to express his concerns so the necessary actions can be commenced without delay.

Consultation with the Principal Contractor and Principal Designer/Designers

Mason & Marlowe will liaise with the Principal Designer and designers as required according to the work in progress and the difficulties experienced. This item will be a standard agenda item at the progress meeting and so the need for further input or liaison with Principal Designer or designers will be reviewed either weekly or monthly depending on the speed of construction and the frequency of the progress meetings.

Consultation with Employees - Health & Safety Meetings

Mason & Marlowe do not feel this contract requires the establishment of a formal safety committee but the Site Manager will be in daily contact with site operations by way of continual work on site and so it is thought there will be ample opportunity for any person to raise an item of concern with the Site Manager.

If a contractor or employee has any concerns relating to health and safety, they should bring it to the attention of any member of the Mason & Marlowe team without delay.

Exchange of Health and Safety Information

Mason & Marlowe as principal contractor will be the “on-site” point of contact for all significant information flow between the Principal Designer, Designers and Contractors.

Exchange of Health and Safety Information between Mason & Marlowe and the Contractors

This plan will be updated as the project progresses if the need arises. Information from the Principal Designer and the designers has been included in Annex C to this plan and this information forms a part of the overall plan. In addition to this plan, details of site specific hazards will be outlined to contractors at tender stage, in particular the hazards relating to the particular package being tendered by the contractor, together with any special precautions or control measures the principal contractor feels should be applied. Contractors should evaluate this information when planning their work and should clearly state the control measures they will apply in their risk assessments.

Any task that has been identified as being of high risk will be subject to a detailed method statement which must be agreed with Mason & Marlowe before the work commences. It is a requirement that method statements from contractors are submitted at least 7 days in advance of the planned task commencement date so that the work can be discussed and any queries raised and properly assessed. Contractors should note this rule will be rigorously applied.

Mason & Marlowe Ltd will co-ordinate the activities of contractors on site and if any contractor has a health and safety question or there is a co-ordination problem with other contractors this should be referred to the Site Manager as soon as possible. If a contractor becomes aware of a hazard that has not been foreseen, he should bring this to the attention

of the Site Manager and discuss precautions that can be adopted to minimise any risk.

Controlling Design Changes

If a problem does arise which questions or may require a change or review of the existing design, Mason & Marlowe will ensure this is formally raised with the designers, and in addition, the Principal Designer is also advised. Any changes in design will be evaluated by the company's Site Management and all interested parties will be advised of these changes with revised drawings and or information being issued.

Selection of Contractors

The procedure for selecting contractors is detailed in the company's Health and Safety Policy document. Only approved contractors will be used. For the purposes of CDM, a contractor is a company or individual who is providing a package of work including plant and materials to the company. For company's supplying labour only, such as bricklayers, painters etc these people will be classed as employees and will be controlled by the Site Manager.

Control of Contractors

The Site Manager is responsible for ensuring adequate co-ordination and control of all contractors; this will be achieved by:

- Only employing contractors from the companies approved list.
- Ensuring all essential health and safety information is given to the contractors.
- Ensuring contractors written safe systems of work meet with the company's standards.
- If the work is high risk, ensuring contractors produce method statements and inform their employees of the precautions to be taken by means of a toolbox talk. The Site Manager must also be briefed about the work.

Contractors are reminded of their duties to co-operate with the principal contractor and other contractors under the CDM Regulations and the Management of Health and Safety at Work Regulations.

General Duties of Contractors

If safe and healthy sites are to be achieved the principal contractor will need the co-operation of its contractors. As well as their legal duties contractors are required to assist the principal contractor by:

- Informing the Site Manager of any significant risks that have not been foreseen that the appropriate precautions can be put into place.
- Ensuring their employees have received information, instruction and training as is necessary to ensure their health and safety.
- Providing the appropriate personal protective equipment.
- Providing well maintained plant, tools and equipment.
- Ensuring employees follow the site rules and any relevant method statements.
- Check own competence.

- Cooperate with others and coordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work
- Report obvious risks.
- Comply with the requirements of the Construction Design and Management regulations for any work under their control.

General Duties of All Employees

The Health and Safety at Work Act 1974, requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with their employer and the principal contractor by observing their company's procedures and the site rules and so enabling the various companies to comply with their statutory duties. In particular, employees can assist by:

- Using the appropriate protective equipment (i.e.; safety helmets, eye protection, hearing protection, safety footwear etc)
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant, equipment, and any unsafe acts to their Site Manager.
- Not operating any plant or carrying out any task for which the employee has not been trained and is not familiar with.
- Follow the site rules and any relevant method statements.

If an employee has any doubt about the health and safety aspects of the task being undertaken, he should inform his immediate supervisor or the Site Manager. **CHANCES MUST NOT BE TAKEN.**

Production and Approval of Risk Assessments and Method Statements

Contractors must undertake risk assessments for the work under their control. If as a result of this assessment the task or work is considered to be high risk work, (i.e. the potential to cause death, or major injury, or seriously damage someone's health), then a specific method statement must be produced for this work. Generic assessments must be re-evaluated and confirmed they are applicable to the work being undertaken on this site. Similarly, with regards to method statements, these must be site specific. If a model statement is used, it must be adapted to reflect the conditions and arrangement on this site.

Method statements should be submitted a minimum 7 working days in advance of the planned commencement of the work to give sufficient time of the Site Manager to assess the method statement and to consider what impact this will have on other contractors and other site activities and plan accordingly.

Permit to Work

A permit to work system is in operation for the following work practices:

- Hot Works.
- Confined Space.
- Work on or the Commissioning of live or near to live electrical installations.
- Work on or the Commissioning of live or near to live mechanical installations.

- All digging or excavation work.
- Crane & Lifting Operations.

The site manager will be in overall control of the permit system; where, through risk assessment the requirement for a permit has been identified all contractors are responsible for following the procedure. Permits are issued for one day or one shift whichever is the shorter; all permits are to be returned; all sections completed to the site manager/permit controller on completion of the works, at the end of the working day or shift.

Exchange of Health and Safety Information

As principal contractor the company accepts one of its main duties is to ensure the essential health and safety information is disseminated to the contracts and employees (including self-employed and labour only supply contractors).

Information, Instruction and Training

Induction Training

All personnel who work on site must receive an induction course on site before they commence work. Visitors to site will be given a shorter induction which will cover any health & safety issues they need to be aware of and asked to identify any health & safety concerns we may have to address. All visitors to site must be accompanied by their respective sponsor. The induction will be carried out by the site manager or their appointed representative. The course must cover the following topics:

- The site rules (as contained in this plan).
- Applicable Legislation.
- Site Management Team.
- Project Health & Safety Objectives.
- Site hours of operation and arrangements for access and security.
- Location of the first aid box, details of the contractor's arrangements for first aid, details of the trained first aiders, and the site accident book
- Emergency procedures i.e. accidents, fire safety plan.
- Safety Equipment.
- Arrangements for Welfare & Hygiene.
- Location of the health and safety plan, risk assessments and any relevant method statements.
- The arrangements for raising concerns relating to health and safety.
- Traffic Management.
- Site Hazards:
 - General Access & Egress.
 - Plant, Machinery & Craneage – Lifting operations.
 - Scaffolding.
 - Power Tools & Hand tools.
 - Ground Works – Excavations, Piling etc.
 - Housekeeping.
- Occupational Health Concerns:
 - Noise & Vibration.
 - Dust.
 - Manual Handling.
 - COSHH.
 - Leptospirosis.
- Environmental Aspects:
 - Environmental Emergency Arrangements.
 - Waste Management & Disposal.
 - Noise, Dust, Vibration, Light & Traffic Movement.
 - Local Archaeology, Fauna & Flora.

Contractors are expected to carry out their own induction talks in accordance with the induction guidance sheet issued by the Site Manager covering their own Method Statements & Risk Assessments.

Contractor Toolbox & General Training

All contractors are expected to undertake job specific training in the form of method Statement & Risk Assessment Briefings as and when site conditions dictate and weekly toolbox talks. Contractor supervisors or foremen are to maintain records of all training undertaken; these should be submitted as and when requested. A programme of all planned site training is to be submitted to the site manager within one week of arrival on site.

Non-English Speaking Contractors

Mason & Marlowe endeavours to be an equal opportunities employer and accepts that more and more contractors are entering the UK mainland construction industry. There is an increasing problem with communication on site with people not being able to understand the spoken or written English language.

- All contractors are reminded that this site is an “English Speaking” site.
- Contractors are responsible for ensuring all “non-English speaking” personnel are capable of receiving and understanding all verbal and written communications and instructions.
- A fully trained and competent translator and or other resources will be required; this will be at the expense of the contractor.
- Where personnel speak, understand or read limited English; the employer is responsible for ensuring the information has been fully understood.

Contractor Competence

All contractors are required to provide proof of training and competence before they are permitted to work on site.

Personnel with a supervisory or management responsibility will also be required to submit a CV, portfolio or similar to further demonstrate experience in that appointment.

Contractors are responsible for maintaining their training records on site; a comprehensive training matrix is to be maintained and available upon request.

General Arrangements

Welfare Facilities

Mason & Marlowe will provide and maintain the following central facilities on site:

- Toilets and washing facilities; including soaps, hand-cleansers, sanitisers and towels. Sun cream will be provided when conditions dictate.
- Facilities for making warm drinks and consuming food & drinks
- Facilities for storing clothing etc.

The washing facilities will consist of sinks or bowls of sufficient size, together with running hot and cold or warm water, soap and towels. In the early stages of the project temporary facilities may have to be provided until service connections are completed. However, the standard of these temporary arrangements must be as close as is practicable to the above standards.

Any contractor may use these facilities providing they are used sensibly and kept in a clean and orderly condition. Site operatives must only use the facilities provided. The consuming of food in the actual working site is prohibited.

Any contractor found to be abusing the facilities will be prohibited from using them, and they will be expected to provide their own welfare facilities at their own cost. Smoking is not permitted where food or drink is prepared or consumed.

Site Rules

- All employees, contractors and visitors will comply with the requirements of the Construction Phase Health and Safety Plan.
- Contractors are to have a nominated representative for Health and Safety meetings.
- PPE – Hi-Vis vest, head and foot protection is mandatory for all personnel. Additional PPE such as hand, ear and eye protection may also be required.
- Smoking will only be allowed in the designated smoking areas within the compound; smoking is not permitted where food/drink is prepared or consumed.
- There is to be no smoking in any building.
- No alcohol or non-prescribed drugs are to be brought onto the site. Any person under the; or suspected of being under the influence of alcohol or non-prescribed drugs will be dismissed from site; further disciplinary action may follow.
- No one should operate plant or equipment for which they are not trained and on possession of a current competence certificate for the plant or equipment.
- No one should interfere with, alter or remove scaffolding components or boards. If there is a problem, raise it with the Site Manager.
- Mobile tower scaffolds are to be erected/alterd by a competent person or by a person under supervision of a competent person.
- Ladder & Stepladder work must be of short duration and suitable for work from a ladder. The ladder must be secured or footed.
- Welfare facilities are available for all site workers. These should be respected and kept clean and tidy.
- Any accident, incident or near miss situation should be reported or brought to the

attention of the Site Manager.

- Dress Code: wearing of shorts and exposure of the upper body is forbidden.
- Contractors are responsible for keeping their work area clean, tidy and appropriately maintained. A “Clean as you go” policy is in operation. Rubbish is not to be burnt.
- Dust, noise and light pollution is to be strictly managed.
- Consideration is to be given to our neighbours and the public, loud, foul or abusive language will not be tolerated.
- Mobile Phones: should not be used whilst operating plant, machinery or tools and while walking around site. If your phone rings stop what you are doing and answer it if safe to do so or ignore it until it is safe to respond.
- Do not take chances. If you are not sure, ask!

First Aid and Emergency Arrangements

First Aid and the Reporting of Accidents

Mason & Marlowe will have a trained first aider and there will be a first aid box in the Site Manager's office. However, contractors must still satisfy their own duties under the First Aid at Work Regulations and have their own trained first aider and first aid box. Notices will be posted giving details of all trained first aiders. All accidents and incidents should be reported to the Site Manager and entered into the site accident book. This is in addition to the contractor's own procedures.

Whenever the incident is reportable (i.e. the person is absent from work for 7 or more days) it is the duty of the employer of the injured person (i.e. The contractor) to notify the Health and Safety Executive about the accident and the principal contractor must be given a copy of this notification (F2508). If a major incident occurs the principal contractor must be informed immediately so that the necessary action can be arranged.

Action to be taken in the event of an Injury or Medical Emergency

- Assess the situation and ensure the person is not further endangered due the local environment. If there is no danger leave them where they are and make the area safe by isolating plant and equipment and stopping non-essential vehicle movements
- Call for the nearest first aider or appointed person. They will take charge of the effected person. Assist by locating the first aid box.
- If the first aider decides assistance is required from the emergency services, assist in obtaining this assistance as quickly as possible.
- Contact the Site Manager's office and advise him of the situation.

Near Miss Reporting

A near miss situation is an incident in which only for good fortune was someone not injured, killed, had their health damaged, or there could have been a significant environmental incident. It can include incidents in material damage or losses occur, or merely incidents which had the potential for any or all of the above.

The company is proactive in encouraging site operatives to report such incident by bringing them to the attention of the Site Manager. The Site Manager should investigate, and if appropriate report the incident using the company's internal incident report form.

Many valuable lessons can be learnt by investigating and evaluating the causes of near miss situations and taking the necessary corrective actions to prevent reoccurrence before someone does get hurt.

Fire Risk Assessment & Action Plan

A fire risk assessment will be carried out and the details displayed on the site notice board; the site manager (or his deputy) will act as Fire Safety Coordinator and will put in place procedures required in the risk assessment. Fire extinguisher will be provided in the Site Managers office, canteen and stores and other high-risk areas. A means of raising the alarm will be provided; these must only be used in an emergency. The assembly point will be

located at a safe place identified in the risk assessment.

All hot works being undertaken will be under control of a "Permit", any contractor who has to work with naked flames i.e. propane torches or burning gear must have a fire extinguisher with them at the job site and must have discussed the work with the Site Manager before commencing.

Action to be taken in a Fire Emergency

Raise the alarm by either:

- Operating the nearest fire alarm; this should be sounded continuously for 30 seconds.
- By verbally shouting a warning throughout the building.

Action on hearing the site fire alarm

- All work must cease; close all doors and windows if it is safe to do so.
- Make the job site made safe by isolating plant, turning off electrical equipment and isolating cylinder valves on compressed gas cylinders.
- Use the fire extinguishers provided to fight the fire if you have been trained and it is safe to do so.
- All other personnel should make their way to the muster point (see instruction notices) and report to their Supervisor to await further instructions.

Environmental Procedures

Environmental Action Plan

The client and Mason & Marlowe have a strong commitment to environmental issues and control. Therefore, if a situation arises which may result in environmental conditions being threatened then the site environmental action plan must be followed.

Diesel Fuel, Oils and Chemical Storage

Contractors must have proper storage arrangements for oils, and other chemicals taking into account the environmental conditions relating to this site. All storage areas must be bunded or otherwise protected to control and contain any spillage.

Spills – Leaks of Chemicals, Diesel Oils etc

Contractors must not try to hide such an occurrence but must report it immediately to any Mason & Marlowe staff member. Mason & Marlowe will ensure the correct actions are taken.

- Inform any Mason & Marlowe staff member.
- Inform those working in the vicinity and ensure all work, especially hot work, ceases immediately.
- Move personnel upwind of the affected area.
- If it is safe to do so, try to stop the leak or contain the spillage.

Environmental Risks from Plant & Vehicles

To minimise any risk of spillage, leakage and noise emissions, contractors are expected to have modern well-maintained plant on site which satisfies the current European standards on safety and environmental requirements.

To minimise any risk of environmental problems from spillage and waste products due to plant servicing, wherever possible plant servicing should be undertaken off site. For large plant items which have to be serviced on site and in the case of plant breakdown requiring on site repairs the Site Manager should be informed so that both the health and safety requirements and environmental requirements can be discussed and assessed. Only the site refuelling bowser together with the trained operator is to be used for refuelling plant. Small hand tools powered by engines can be refuelled from a proprietary 5 litre container. If larger quantities are required the refuelling bowser must be used.

Arrangements for Controlling Significant Site Risks

Significant Hazards Specific to this Project

All procedures for dealing with the hazards outlined below can be found within the company health and safety policy which is held on site by the Site Manager

Below are details of the hazards identified by the Principal Contractor. In addition, the company have undertaken an initial risk assessment of the project and the assessment can be found in Annex F to this plan

- Asbestos.
- Demolition activities.
- Groundworks.
- Plant Movement & Operation.
- Steel Erection.
- Lifting Operations.
- Manual Handling.
- Noise.
- Vibration.
- Working at Height.
- Temporary Works.
- M&E Installation.

Significant Health & Safety Risks

The following sections outline the significant risks that are generally applicable to the work being undertaken on this site.

For high risk activities a site-specific method statement will be required which must be agreed with the principal contractor before the work can commence. For routine site operations these site rules should be observed together with any relevant guidance issued by the HSE. If the Site Manager or any contractor needs further information with regards to HSE guidance, contact the company's health and safety advisers who will assist.

- Use of abrasive wheels and other disc cutters.
- Working at height employing Ladders, Stepladders, Scaffolds & Mobile Tower Scaffolds.
- Lifting Operations.
- Plant & Plant Operators.
- Excavations, footings & service trenches etc.
- Handheld Power Tools.
- Distribution & use of Electricity on site.
- Contact with Services; Overhead, Underground & within existing structures.
- Sewer Connections.
- Working alongside or over Water.

Precautions to be taken at the End of the Day

At the end of the working day all plant should be positioned and immobilised so that it is safe and does not interfere or obstruct of other contractors. Small items of plant should be isolated and left in a safe position. Items such as compressed gas cylinders must be isolated at the cylinder valves. Electrical items should be turned off and the plug removed from the power supply. Contractors' supervisors must check their job sites to confirm the areas are safe, especially with regards to fire safety.

Housekeeping Site Tidiness

Slips and trips account for about 35% of all lost time accidents. Good housekeeping is essential for a safe site. Therefore, contractors will be expected to keep their work area tidy. It is the contractors' responsibility to provide waste skips and dispose of all waste that they generate on site. If contractors fail to do this Mason & Marlowe reserve the right to arrange a clean-up of the contractor's area but all costs will be passed on to the contractor. Contractors are reminded that the site is very tight for space and there are vehicle access restrictions. Therefore, careful planning will be required with regards to the storage of waste on the site and its removal.

Health Risks

Health Surveillance

Mason & Marlowe are aware of their responsibilities for ensuring the long-term health and well-being of its employees and those contractors under their control. Where health surveillance has been identified as being required either by risk assessment for hazards such as; Noise, Vibration and Welding or by specific legislation such as COSHH, Lead or Asbestos regulations, health surveillance will be undertaken and monitored by a Registered Occupational Health Practitioner.

Site health risks may include, but should not be restricted to:

- Noise.
- Vibration.
- Dust.
- Hazardous Substances:
 - Asbestos
 - Lead
- Leptospirosis.
- Contaminated Ground.
- Manual Handling.

Health and Safety File

The health and safety file should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. Information in the file should alert those carrying out such work to risks and should help them to decide how to work safely. The file should be useful to:

- Clients who have a duty to provide information about their premises to those who carry out work there.
- Designers during the development of further designs or alterations.
- Principal Designers preparing for construction work.
- Principal contractors and contractors preparing to carry out or manage such work.

Clients, designers, principal contractors, other contractors and principal designers all have legal duties in respect of the health and safety file:

- Principal Contractor, review, amend or add to the file as the project progresses, and give it to the client at the end of project.
- Clients, designers, principal contractors and other contractors must supply the information necessary for compiling or updating the file.
- Clients must keep the file to assist with future construction work.
- Everyone providing information should make sure that it is accurate and provided promptly.

When putting together the Health and Safety file, the level of detail should allow the likely risks to be identified and addressed by those carrying out the work; information on each of the following should be included:

- A brief description of the work.
- Details of any residual hazards which remain and how they have been dealt with (e.g. surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc).
- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- Specific structural information that will be essential for people working on the structure at some time in the future or even demolishing the structure.
- Details of any hazardous materials used in the building or structure e.g. man-made mineral fibre insulation used in the loft areas or lead paint; pesticides; special coatings which should not be burnt off etc.
- Information regards the safe operation, maintenance or removal/replacement of installed plant and equipment, including test certificates of 'Declaration of Conformity' Certificates for fixed plant and equipment.
- Information relating to the safe cleaning and maintenance of the structure.
- Details of the existing services and any other services entering or crossing the

curtilage of the property (including these terminated either on a temporary or more permanent basis).

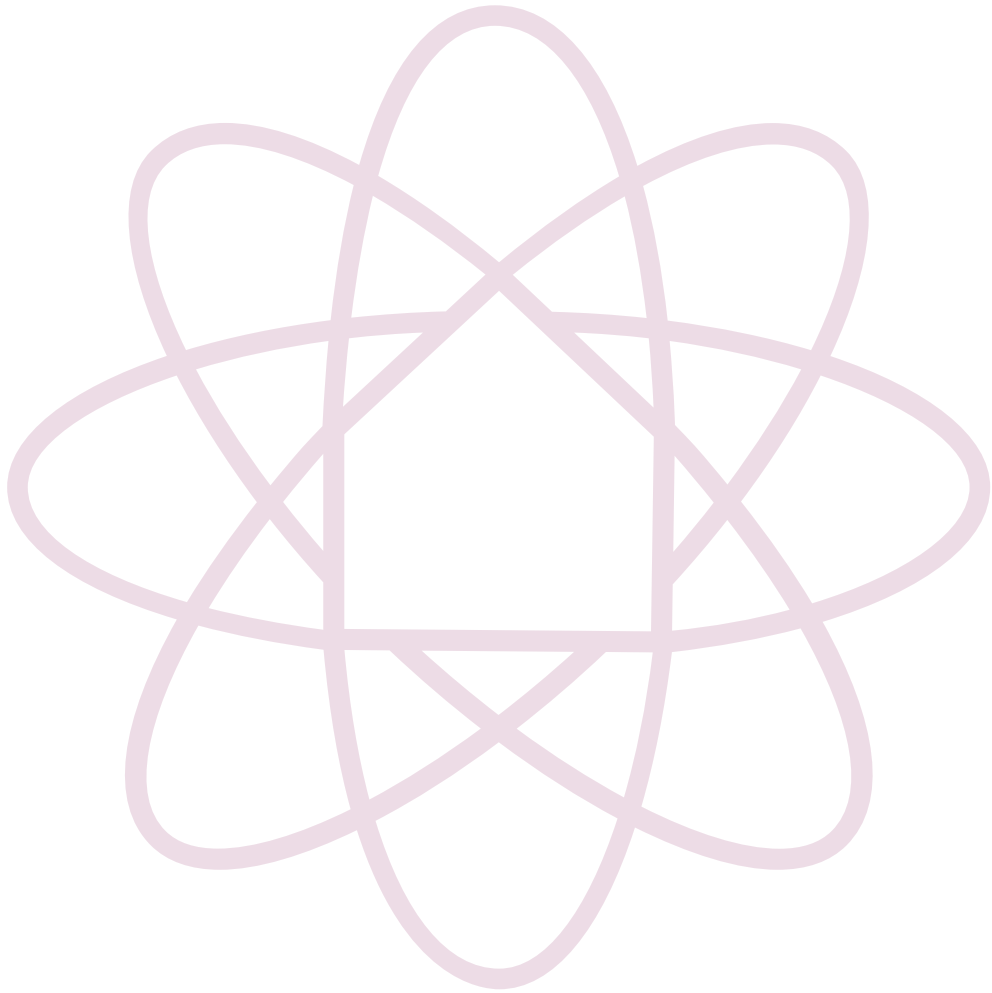
- Details of the firefighting facilities and hydrants in or around the building.
- As built drawings of the structure, any plant and equipment installed within the structure, and the services to the structure.

The above information must be collated by the Principal Designer, with assistance from the Principal Contractor, contractors, designers and architects as appropriate. The information should be collected throughout the project so the principal contractor can hand it to the principal designer at the time of practical completion of the building.

When the Principal Designer is satisfied with the file, he will hand it over to the client, who must retain the file and make it available to those requiring such information.

The file should be referred to by the client prior to any maintenance, refurbishment, alteration or demolition works.

Should the client sell the building or structure, they must hand over the file to the new owners.



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