

Project Name	Home Arches
Project Number	640035
Project Address	Whitworth Street West Manchester M1 5ND

	Name	Signature	Job Title	Date
Prepared by	M.Williams		Project Manager	03.03.22
Reviewed by				
Approved by				

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1.0 Construction Phase Health and Safety Plan – Review, Revision and Update			
1.1 Record of Revisions and Updates to the Construction Phase Health and Safety Plan			
Revision No.	Date	Details of Revision / Update	Rev Author
1	27-03-2023	Dates and Staff Members altered to suit construction	M Williams
2	10-05-2023	Highways information updated and staff personnel	M Williams
3			
4			
5			
6			
This section should be reviewed as and when required by Operations Directors, Specialist Works Managers, Contract Managers and appropriate Regional SHE Managers. It is mandatory for the plan to be reviewed on completion of each phase of the works.			
1.2 Construction Phase Health and Safety Plan – Schedule of Review Dates			
Date	Brief Details of Review	Name	Signature

2.0 Legal Register		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
1	Accident Book BI 510		
The keeping of an accident book is required by The Social Security (Claims and Payments) Regulation, the Social Security Administration Act and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). While there is no statutory accident book, the revised BI 510 was produced because the previous version and other similar books did not comply with the Data Protection Act. The design of the BI 510 allows for an entry to be made without the personal details of a previous entry being seen. Any business that has its own accident book must ensure their version complies with the Data Protection Act. All accidents that cause any injury to an employee, no matter how slight, must be entered. Entry may be made either by the employee or anyone acting on their behalf. Completed book stubs and records must be kept for three years from the date of the last entry.		Yes	
2	F2508 Report of any Injury or Dangerous Occurrence		
A report is required to be provided to the HSE in relation to certain accidents and incidents specified within The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The information required within that report may be provided either via direct input on-line or on Form F2508 - Report of an accident or dangerous occurrence and sent to the HSE. Notification should now be made online. The form will then be submitted directly to the RIDDOR database and a copy received back for record purposes. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only.		Yes	
3	F2508A Report of a Case of Disease		
A report on form F2508A is required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). It must be completed when a registered medical practitioner has diagnosed in writing that an employee is suffering from a scheduled reportable disease and the person has been employed in a scheduled work activity by the employer.		Yes	
4	F10 Notification of a Project under The Construction (Design and Management) Regulations 2015		
This form is required under the above regulations and may be filled out and submitted online or sent to the HSE before the start of any work of building operation or engineering construction, if the project is notifiable. A project is notifiable if the construction work on a construction site is scheduled to (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or (b) exceed 500 person days.		Yes	
5	F2067		
Ionising radiation health record			No

2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
6	F2533 Safety Representatives Report Forms		
The Safety Representatives and Safety Committees Regulations. This form is used by trade union-appointed safety representatives to notify the employer of any matter discovered during a workplace inspection, which is considered to be unsafe and / or unhealthy.		Yes	
7	F2534 Safety Representatives Inspection Forms		
This form is used by trade union-appointed safety representatives to record the time, date and location of workplace Health and Safety inspections carried out.		Yes	
8	Air Receivers		
The Pressure Systems Safety Regulations. Every air receiver must have the safe working pressure clearly displayed on it. It must be examined and tested as laid down in the regulations and records kept.			No
9	Asbestos		
The Control of Asbestos Regulations Virtually all work with asbestos requires a license from the HSE or the giving of 14-days' notice of the intention to work with asbestos to the enforcing authority. The majority of work must only be undertaken by a licensed contractor. This work includes all asbestos removal, all work with sprayed asbestos coatings and asbestos lagging and most work with asbestos insulation and asbestos insulating board (AIB). Written records should be kept of non-licensed work, which has to be notified (for example, copy of the notification with a list of workers on the job), plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job if an estimate of degree of exposure can be made, based on experience of similar past tasks or published guidance. Persons in charge of premises have a duty to manage the existence of asbestos in those premises, which will entail keeping records of surveys and possibly a register of where asbestos has been found, its condition and how its presence is being managed. If an employee is exposed to asbestos above the control limit, health records of the employee must be maintained and kept for 40 years after the date of the last entry. All products containing asbestos must be properly labelled. All waste must be in properly sealed and labelled containers.			No

2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
10	Construction Phase Health and Safety Plan (CPHSP)		
Construction Phase Health and Safety Plan (CPHSP) The Construction (Design and Management) Regulations (CDM) require that construction activities are planned and managed properly. RG requires that a CPHSP is in place on all our projects. These must include the details specified within Appendix 3 of HSE document Managing Health and Safety in Construction - Construction (Design and Management) Regulations 2015 and include (but not limited to) details surrounding: ○ Management of the works ○ Co-ordination of site activities ○ Site rules ○ Welfare arrangements ○ Administrative requirements – including induction, RAMS, briefings, PTW etc. ○ Arrangements for controlling significant risk ○ Work at height ○ Excavations ○ Services ○ Traffic management ○ Lifting operations ○ Site security ○ Emergency planning ○ M & E Works		Yes	
11	Consultation with Employees		
The Health and Safety (Consultation with Employees) Regulations were introduced because The Health and Safety at Work Act 1974 only covered union-appointed safety representatives. They now extend to all employees including right to have consultation with their employers and be provided with information. There are many similarities with The Safety Representative and Safety Committee Regulations and they also implement the consultation provisions of the European Union Framework Directive on Health and Safety.		Yes	
12	Control of Substances Hazardous to Health and Approved Code of Practice		
The Control of Substances Hazardous to Health Regulations (COSHH) and the Approved Code of Practice (ACoP) require assessments to be made of substances hazardous to health and, except in the simplest and most obvious of cases, for the assessments to be written and kept accessible for those who need to know the results. If health surveillance is appropriate, the health records of employees under health surveillance must be maintained and kept for 40 years after the date of last entry. All mechanical control measures (such as dust extraction) must be subject to routine examination in accordance with the regulations and records kept. Substances hazardous to health must be properly labelled. All COSHH Assessments completed must be compliant with the COSHH ACoP L5 Regulation 5		Yes	

13	Dangers Areas		
Identify with signs under The Work at Height Regulations, including all openings, voids, shafts, pits, edges etc.		Yes	

2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
14	Dangerous Substances and Explosive Atmosphere		
Dangerous substances and explosive atmospheres Under the Dangerous Substances and Explosive Atmospheres Regulations, the following definitions and conditions apply: Dangerous substances A substance or preparation that is explosive, oxidising, extremely flammable, highly flammable or flammable, or any dust that can form an explosive mixture with air or an explosive atmosphere. Explosive atmosphere A mixture, under atmospheric conditions, of air and one or more dangerous substance in the form of gases, vapors, mists or dusts in which, after ignition has occurred combustion spreads to the entire unburned mixture. Where an explosive atmosphere may occur, a specific sign is to be erected. In accordance with The Health and Safety (Safety Signs and Signals) Regulations, the sign must consist of black letters on a triangular yellow background with black edging. Sites which store or produce large quantities of highly flammable liquid's, flammable gases or explosive substances may be governed by The Control of Major Accident Hazards Regulations (COMAH). These sites will have a Safety Case and detailed emergency plans.			No
15	Diving		
The Diving Operations at Work Regulations Records have to be kept of the written appointment of all diving supervisors and of the qualifications and medical certificates of divers. All dives have to be recorded in the diver's logbook. Diving rules have to be in writing. Diving is a very specialised area, even in onshore waters. All diving contractors must be registered with the HSE.			No
16	Electrical Equipment		
The Electricity at Work Regulations All electrical equipment, including portable electrical equipment, should be inspected on a regular basis by a competent person and records kept. Portable electrical tools should be PAT-tested on a three-monthly basis, with a sticker showing the test date and the date the next test is due fixed to each item.		Yes	

Detail contractors responsible for Temporary and fixed services on site?			
17	Electric Shock Placard		
The Electricity at Work Regulations			
Guidance notices or placards giving details of emergency resuscitation procedures in the event of an electric shock should be displayed in locations where people are at an enhanced risk of electric shock.		Yes	
2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
18	Emergency Evacuation		
The Construction (Design and Management) Regulations 2015 state emergency routes and exits must be established and indicated by suitable signs.			
Muster points & evacuation routes have been agreed, displayed and updated		Yes	
Assembly points on site situated at - site compound			
19	Excavations, Cofferdams and Caissons		
The Construction (Design and Management) Regulations 2015 require that excavations, cofferdams and caissons must be inspected and written reports of the inspections made.		Yes	
20	Explosives		
Virtually all possession of explosives requires an explosives certificate, which is issued by the local chief officer of police. Detailed records have to be kept of all movements or usages of explosives.			No
21	Falsework and Temporary Works		
The Construction (Design and Management) Regulations 2015 and British Standard BS 5975 Code of Practice for Falsework			
These Regulations include falsework under the definition of construction work and, therefore, the designer's duties apply. Temporary works require designing and can simply be defined as anything that is not part of the permanent works. It is recommended that records should be kept of all design calculations, drawings, estimated loadings and specifications for falsework, together with written permissions to pour concrete or to load falsework, and to dismantle it.		Yes	
Temporary works should be recorded within a central register and these records should be inspected periodically.			
The project has a Temporary Works Co-ordinator and a register has been complied.			
22	Fire		
The Regulatory Reform (Fire Safety) Order (England)			
The Fire (Scotland) Act 2005			
The Fire Safety (Scotland) Regulations 2006			
The requirement for fire certificates is now discontinued. Documentary information relating to fire safety should include:		Yes	

• Records of staff training in the use of extinguishers • Records of fire extinguisher servicing • Records of practice evacuations (2 per year) • Written fire risk assessment and a written fire safety plan Display of relevant signs where flammable and highly flammable substances are stored		
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2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
23	First Aid		
The Health and Safety (First Aid) Regulations states: ‘An employer shall inform his employees of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.’ The guidance notes recommend that first-aid notices are displayed as an effective means of informing the workforce of the employer’s arrangement for first aid. There is no statutory form but a range of first-aid notices is available from the suppliers of workplace safety signs. First Aid facilities are provided and a list of current First aiders is on Display. Details are also included within the site induction		Yes	
24	Food Hygiene		
The Food Safety Act Toilets adjacent to food rooms must be separated by a lobby. A notice stating ‘Now wash your hands’ must be displayed. Checks and inspections of equipment and staff training should be recorded. Certificates of staff training in food hygiene and handling must be displayed.		Yes	
25	Fragile Surfaces		
A requirement of the Work at Height Regulations is that if people have to work near or pass close by any fragile roofing materials, the appropriate warning notices must be clearly displayed at all approaches to the area.		Yes	
26	Hazardous Substances		
Generally, under the Control of Substances Hazardous to Health Regulations and the European Union Directive for Classification, Packaging and Labelling of Dangerous Goods, all containers containing hazardous substances should be clearly marked with their contents and the appropriate hazard warning symbol. Assessments must be made and, with minor exceptions, recorded. (There is no statutory form). See also entries under Asbestos and Lead.		Yes	
27	Health and Safety Policy		
The Health and Safety at Work Act 1974 requires employers who employ 5 or more employees to have a written statement of their general policy with respect to the Health and Safety of their employees – and the organisation and arrangements in place to deliver that policy. The policy must be brought to the notice of all employees. There is no statutory form but the HSE publication Writing your Health and Safety policy statement may be used as a reference document. Copies of Robertson policies are displayed within the main reception/site office		Yes	

2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
28	Holes in Floors and Similar Opening		
The Work at Height Regulations require that holes in floors and flat roofs, where a person is liable to fall through (referred to as danger areas in the regulations), must be properly protected. If a cover is used over a hole it must be clearly marked to show its purpose. Please refer to RG-HS-26-GUI-001 Temporary Protection for Voids & Openings.		Yes	
29	Information for Employees		
The Health and Safety (Information for Employees) Regulations requires every employer to display the approved Health and Safety law poster in a position where it can be easily read by the employees, or to give to each employee a copy of the approved leaflet entitled <i>Health and Safety law. What you should know</i> , which contains the same information.		Yes	
30	Insurance (Liability Insurance)		
The Employer’s Liability (Compulsory Insurance) Act requires there to be in force insurance against liability for bodily injury or disease sustained by employees. The Employer’s Liability (Compulsory Insurance) Regulations require a certificate of employer’s liability insurance to be displayed at the place of business in such a position that it can be easily seen and read by employees, including every construction site. Employers can display an online version of the certificate, providing all employees have access to it. A hard copy may still be displayed.		Yes	
Copies of these will be displayed within the site office/reception			
31	Ionising Radiation		
Under the provisions of The Ionising Radiation Regulations, any employer intending to use any source of ionising radiation must give 28-days’ notice to the HSE. Very detailed records, including health records, have to be kept. Advice should be sought from the HSE or other competent source. The appropriate warning signs and notices for controlled areas must be displayed.			No
32	Lead		
The Control of Lead at Work Regulations together with the Approved Code of Practice and guidance notes require a number of forms to be completed by employers (and in some cases medical practitioners) if the required risk assessment under the regulations carried out by the employer shows that an employee’s exposure to lead is liable to be significant. Some of the types of work likely to lead to significant exposure are:			No
• High temperature work (over 500°C), including welding and cutting • Abrasion of lead or lead-painted surfaces • Spray painting with lead paint			
Details of all the forms are given in the Approved Code of Practice.			

2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
33	Lifting Operations		
Under The Lifting Operations and Lifting Equipment Regulations: - All machinery and accessories used for lifting are marked to indicate their safe working load (SWL) for each configuration in which they can be used - Lifting equipment designed to lift persons is clearly marked as such - Lifting equipment not designed for lifting persons but which could be easily mistaken for such is marked appropriately - All lifting equipment and accessories are subjected to a scheme of thorough examination as set out within the LOLER Regulations - Records of thorough examination are made and kept available for inspection		Yes	
34	Management of Health and Safety		
There is no statutory or recommended style or form for risk, or any other assessment's. Your own devised form or a commercially obtained form may be completed either manually or on a computer database. Risk assessments must be made of all work activities. If you employ five or more people, the significant findings must be recorded and, in addition: - Health surveillance – if needed, individual health records must be kept - Emergency procedures – must be written down		Yes	
35	Manual Handling		
The Manual Handling Operations Regulations Assessments to be made where risks from manual handling cannot be avoided. It is recommended that all but the simplest assessments should be recorded and kept available for inspection		Yes	
36	Noise		
The Control of Noise at Work Regulations requires that all hearing protection zones are identified by means of a sign (see the Health and Safety (Safety Signs and Signals) Regulations). A hearing protection zone is anywhere where an employee is likely to be exposed to a daily personal noise exposure of 85 dB(A) or a peak sound pressure of 137 dB(A)		Yes	
37	Plant and Equipment		
If it is not otherwise provided for, it is strongly recommended that all plant, tools and equipment are subject to inspection and examination, and proper records kept. This will fulfil the employer's obligations under The Health and Safety at Work Act 1974, Section 2 and The Provision and Use of Work Equipment Regulations. A daily inspection and a six-monthly examination may be appropriate. Insurance companies may also require such routine inspections and examinations.		Yes	

2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
38	Pressure Vessels		
The Simple Pressure Vessels (Safety) Regulations apply to all pressure vessels intended to contain air or nitrogen at a greater pressure than 0.5 bar. Any such vessel first used after 1 July 1992 must have (amongst other things) details of the maximum working pressure, maximum and minimum working temperatures, and cubic capacity clearly displayed on it.			No
39	Protective Clothing and Equipment		
The Personal Protective Equipment at Work Regulations The following must be recorded: • Risk assessment of the need for personal protective equipment (PPE) • PPE inspection, maintenance or results of any required tests • Records of PPE issue and use The minimum requirement for PPE for all Robertson's projects is: 1. Hard Hat 2. High Viz 3. Light Eye Protection 4. Suitable Gloves (task specific) and 5. Safety Footwear (toecap and midsole protection)		Yes	
40	Safety Representatives and Safety Committees		
The Safety Representatives and Safety Committee Regulations, and the Approved Code of Practice and guidance notes, give safety representatives the right to inspect and take copies of any document relevant to safety that an employer is required to keep (except health records of identifiable individuals).		Yes	
41	Safety Signs		
The Health and Safety (Safety Signs and Signals) Regulations All signs giving health or safety information or instructions must comply with the relevant British Standard. A safety sign is anything that combines geometrical shape, colour and pictorial symbols to give safety information.		Yes	
42	Training		
Generally, Section 2 of The Health and Safety at Work Act 1974, together with various other regulations made under the principal Act, require employers to provide information, instruction and training. It is most strongly recommended that all such information, instruction and training are properly and fully recorded so that employers are in a position to prove that duties under the Act or regulations have been met.		Yes	

2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
43	Scaffolding		
• Display of incomplete scaffold notice • Under The Work at Height Regulations, designated danger areas must be created where there is a risk of a person falling or being hit by a falling object. In the case of incomplete scaffolding, suitable notices must be displayed to discourage attempted access on to the scaffold • Handover certificates • There are no statutory provisions requiring the use or production of scaffold handover certificates. However, all reputable scaffold contractors will issue them and they can be used to demonstrate that the scaffold was properly erected by competent persons and for the purpose for which the scaffold was designed. • Reports of inspections Independent scaffold inspections are to be undertaken weekly. Inspection reports/records are to be completed and retained to comply with The Work at Height Regulations.		Yes	
44	Visual Display Units (VDUs) or Display Screens		
The Health and Safety (Display Screen Equipment) Regulations Suitable and sufficient analysis of workstations for the purpose of assessing Health and Safety risks. All but the simplest and obvious cases must be recorded. Robertson employees are entitled to eyesight tests. Records of requests and results are recommended. Online DSE assessments are carried out and training provided for all employees via Robertson E-Academy		Yes	
45	Waste Management		
All contractors that carry or collect waste should have a waste carrier's license and all waste disposal facilities should have a waste management licence or permit unless they are exempt. All waste transfers must be supported by the correct documentation, called a controlled waste transfer note; or in case of hazardous waste, a consignment note.		Yes	
46	Work Equipment		
The Provision and Use of Work Equipment Regulations Records must be kept, including risk assessment for selection and use, regular and statutory inspections, maintenance, training and instructions. All work equipment must be marked in a clearly visible manner where necessary, in the interests of Health and Safety. Warnings, audible or visible, to be incorporated into work equipment as necessary.		Yes	

2.0 Legal Register continued		Project Applicable	
		Yes	No
Topic – Guidance on Applicable Legislation – Forms, Notice and Registers			
47	Work in Compressed Air		
The Work in Compressed Air Regulations This is an extremely specialist area where expert knowledge is needed. Detailed records are required to be kept of such areas. • Clinical by a doctor • Exposure by a compressed air contractor • Health by an employer These records need retained for 40 years from the date of the last entry.			No
48	Working Time		
The Working Time Regulations give details of permitted work hours and special consideration that should be given to young workers. Records of agreements, which can only last up to five years, must be kept by the employer.		Yes	
49	Working at Height		
The Work at Height Regulations These regulations specify the need for competence in all persons involved in any capacity with regard to work at height. Any training carried out to achieve competency should be recorded. Where any person at work may pass across or near to a fragile surface, or actually work on it, prominent signs indicating that it is a fragile surface must be fixed at every approach to that place. Where any person could be injured by falling or being hit by a falling object, danger areas must be created to prevent such an occurrence. Danger areas must be clearly indicated, usually by signs and / or barriers. Where inspections of work equipment are carried out under this regulation, a record of the inspection must be made and retained as specified.		Yes	

3.0 Project Overview		
3.1	Description of the Project	Conversion of 3 no vacant railway arches into a useable community space, with a live railway overhead.
3.2	Duration of the Project (weeks)	48 No (working weeks) 52 No (Calender weeks)
3.3	Proposed Start Date / Date of Possession	15 th May 2023
3.4	Proposed Completion date	13 th May 2024
3.5	Approximate numbers on site	
	Robertson	Subcontractor
	5No	50 No
		Total
		55 No
3.6	Surrounding Land Uses / Adjoining Sites and Premises	Live Railway overhead, Commercial unit, public realm & live highway
3.7	The Extent and Location of Existing Records	
	The extent and location of existing record and plans which are relevant to health and safety on-site, including information on existing infrastructure works are as follows:	
	Topo and Utility Services plans – existing 'Home' As Built information	
	The following "as built drawings" are attached in Appendix 1	

3.8	Duty Holders – Key Contacts	Name	Telephone / Mobile Number
	Client	Manchester City Council MCC – Promise	0161 219 6984
	Client Project Manager	MCC – Robert Poole	0161 219 6984
	Principal Designers		
	Architect	JonMatthews Architects – Sam Ainsley	07966 031 075
	Engineers	WSP – Craig Smith	0782 584 3652
	Principal Contractor	Robertson NW	01942 590910
	Project Surveyor	Mark Etchells	07824 384592
	Project Director/Senior Manager	Mark Walker	07880 137958
	Project / Site Manager (s)	Mark Williams/ Peter Anderson	07787 668 141/07385 462 774
	Site Manager (s)	Damian Brown	07825 859 378
	SHE Manager	Alexandra Wignall	07799 638 130

4.0 Project Management			
4.1 Schedule of Individual Management Responsibilities			
Description	Action Required	When Required	Person Responsible
Health and Safety Plan	Prepare	Prior to Start	Project / Site Mgr
Health and Safety Plan	Develop as required	As contract progresses	Project / Site Mgr
Statutory Notices etc	Display as necessary	Prior to start	Project Mgt toolkit
Accident Book	Complete details	Day of Accident	First Aider or Project / Site Mgr
Form RG-HS-38-FOR-005 COVID-19 Weekly Inspection	Inspection completed by Site Mgr	Weekly	Project / Site Mgr
Form RG-HS-14-FOR-003 Accident Report	Complete and send copy to SHE Mgr	Day of Accident	Project / Site Mgr
Form RG-HS-31-FOR-002 Inspection Register – Scaffolding	Inspection by competent person	Weekly and as required	Competent Person
Form RG-HS-32-FOR-001 Inspection Register – Excavations	Inspection by competent person	Weekly and as required	Competent Person
Form RG-HS-27-FOR-002 Inspection Register – LOLER	Inspection by competent person	Weekly and as required	Competent Person
Form RG-HS-27-FOR-002 Inspection Register – PUWER	Inspection by a competent person	Weekly and as required	Competent Person
Risk Assessments	Prepare, brief personnel and record	Prior to start of activity	Project / Site Mgr
Method Statements	Prepare, brief personnel and record	Prior to start of activity	Project / Site Mgr
PPE	Issue and record issue on Form RG-HS-18-FOR-002	Prior to start of activity	General Foreman
COSHH Assessments	Obtain from database, SHRM gr of Subcontractor as required	Prior to start of activity	Project / Site Mgr

4.0 Project Management continued

4.1 Schedule of Individual Management Responsibilities cont.

Description	Action Required	When Required	Person Responsible
Noise Assessment	Contract SHE Mgr	As required	Project / Site Mgr
Subcontractor Safe System of Work Docs	Review adequacy and file	Prior to start of activity	Project / Site Mgr
Training Records / Certification	Obtain copies of originals	Prior to start of activity	Project / Site Mgr
Site Inductions	Deliver and record on RG-HS-10-FOR-001	Prior to starting work	Project / Site Mgr
Tool-Box Talks & Daily Operational Briefing	Prepare, brief personnel and record brief on Form RG-HS-09-FOR-006	Prior to starting work and as required	General Foreman
Waste Transfer Notes	Complete and obtain copy from haulier	As required	Project / Site Mgr
SHE Inspection	Conduct, implement remedial action required and record SHE Assure	Weekly	Project / Site Mgr
Health and Safety File	Transfer of information to PD	As agreed with PD	Project / Site Mgr
Emergency Procedures	Prepare / Display / Inform	For Site Inductions	Project / Site Mgr
First Aid	Complete the Assessment of Needs form RG-HS-FOR-17-001 , Obtain kits / equipment and appoint First Aiders	Prior to start	Project / Site Mgr
Fire Plan	Identify requirements / prepare	Prior to starting work and as required	Project / Site Mgr
Safety Meetings	Hold meeting – Agenda and minutes as per Form RG-HS-12-FOR-008	Weekly	Project / Site Mgr
SHE Inspections	Conduct and record on SHE Assure	monthly	SHR Mgr
Site Safety Audits	Conduct	Within 3 months of project start-up	SHE Mgr

4.0 Project Management continued**4.1 Schedule of Individual Management Responsibilities cont.**

Description	Action Required	When Required	Person Responsible
Permits to Work	Complete, Issue, Close and record	As required	Project / Site Mgr
Scaffold Handover Certificate	Obtain from Scaffold Erector	Prior to acceptance of scaffolding	Project / Site Mgr
Site Traffic Mgt Plan	Prepare plan for site traffic, parking and laydown areas	Prior to start	Project / Site Mgr
Young persons (YP)	Undertake and record YP risk assessment	Prior to commencing work	Project / Site Mgr
Manual Handling	Appoint Manual Handling competent person	Prior to start	Project / Site Mgr

4.2 SHE Goals

It is the company's policy that its operations shall be conducted in such a way as to ensure, so far as is reasonably applicable, the Health, Safety and Welfare of all its employees. It is the company's policy also to ensure that any of its activities will not adversely affect the Health and Safety of others, e.g third parties (Client staff, members of the public, etc)

The company requires that high standards of Safety, Health and Welfare are achieved and constantly maintained on all of its sites and offices. Most of our projects are registered under the Considerate Constructors Scheme (CCS).

The company also actively promotes the reduction and recycling of any waste products produced during the construction process and has a strong commitment to the protection of the environment.

Our targets in respect of CCS and waste management are agreed at the Occupational Health, Safety and Environmental annual management review and project scores against these are reported on a monthly basis.

4.3 Monitoring Arrangements and Review

Arrangements for monitoring Health, Safety and Welfare throughout the Construction Phase of the Project will take the form of proactive inspections and audits.

The frequency of such inspections is detailed in previous sections of this document.

In the event of an accident occurring on site, which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR), the Group SHE Manager will instruct an incident investigation to be carried out by a Regional SHE Manager.

In addition to the above, the Regional SHE Manager will visit site on a monthly basis, or as necessary, in order to undertake Health and Safety inspections and visits. At least one formal Health and Safety Audit will be undertaken by the Regional SHE Manager within the first three months of a project commencing.

The results of safety inspections and audits carried out on site will be available on site for inspection by interested parties, along with details of all remedial action taken to remedy non-conformities.

Site staff shall require evidence of competence for individual employees carrying out works on site, particularly for plant operators and employees working on risk activities, e.g. working at height, working in excavations, working with live energy sources.

Site staff may request any Subcontractor's accident book or other statutory records, registers, test certificates, notices etc to be made available for inspection.

4.4 Actions for Contravention of Health and Safety Legislation of the Project Construction Phase Health and Safety Plan

Site staff shall immediately prohibit any Subcontractor or equipment, from working on site where their work activities are a cause of serious and imminent danger to any person, property or equipment. Such a prohibition shall be provided by the site staff in the form of a written notice following the cessation of the offending work activities.

Where any Subcontractors work activities or work equipment is a potential cause of danger or is in breach of any of the relevant statutory provisions, site staff shall prohibit the specific work activity or use of the equipment. The situation must be remedied to the satisfaction of the site staff within a given time period. The time period shall be decided by the site staff following consultation with the Subcontractor.

4.5 Weekly Site Safety Inspection

Site Supervisors should inspect their works on a weekly basis (minimum) to monitor safety standards. On this tour of the site, Site Supervisors are only interested in Health and Safety and no other matter.

Based on the HSE Construction Site Safety Checklist, the Weekly Site Safety Checklist and Remedial Action Required forms should be accurately completed and filed within the site office for interested parties to view, having previously been countersigned by the Site Supervisor's Line manager. If these reports are completed correctly then this can be taken as evidence in the event of an occurrence that the Supervisor has complied with his duties to maintain a safe site so far as is reasonably practicable in this respect. The Regional SHE Manager will monitor these reports to ensure they accurately reflect the safety standard on site.

These reports can form part of the agenda of the regular Subcontractor meetings held between Robertson Group Management and representatives of each Contractor on site.

4.6 Regular Liaison between Parties on Site

In order to maintain contact between all Subcontractors, specialist's contractors and others involved in the project and to facilitate the smooth operation of the site, Robertson Group will hold regular progress and planning meetings with all interested parties.

These will be held with on-site Subcontractors to plan and discuss work for the following weeks. If any relevant party is unable to attend, they will be emailed a copy of the minutes prior to start of work on the following day.

4.7 Consultation with the Workforce

Robertson Group will openly encourage a member of the site including the supply chain for nominations or volunteers from the workforce for suitable candidates to act on site as The Representative for Worker Consultation. Should there be more than one then a show of hands vote should take place to establish the most popular choice.

If there is no one willing to assume the position of The Representative for Worker Consultation, then the Robertson employee on site with overall responsibility for Safety, Health and the Environment will nominate a Robertson Group Employee to fulfil this role until such times as a suitable candidate can be elected.

The Representative for Worker Consultation for a site, can be anyone that works on that Robertson Group site. Although the Robertson employee on site with overall responsibility for Safety, Health and the Environment will facilitate the election of the Representative for Worker Consultation- this is not a position nominated by him or any other manager on site.

The entire workforce is encouraged to communicate immediately to any supervisory staff details of any hazard they have seen, or to make any suggestion that will make conditions safer. Any such contribution is recorded in the site diary and raised at the next safety meeting, or earlier if appropriate. The Site Management operate on Open Door Policy.

General Foreman / Supervisors are required to attend safety meetings and to pass all information onto operatives within their charge. The minutes of this meeting will be posted on site notice boards to allow all staff access. Part of the site induction procedure includes a description of the management structure for reporting concerns with regard to Health and Safety. The induction will also include contact details for the Robertson Regional SHE Manager.

4.8 Arrangements for Design changes on Site

Where hazards and / or risks to any person arise during the construction of the projects which were not foreseen during the project design and planning stages and are not therefore covered in this plan or other tender documents, site staff shall be consulted and the need for design changes or additional resources shall be agreed prior to work proceeding.

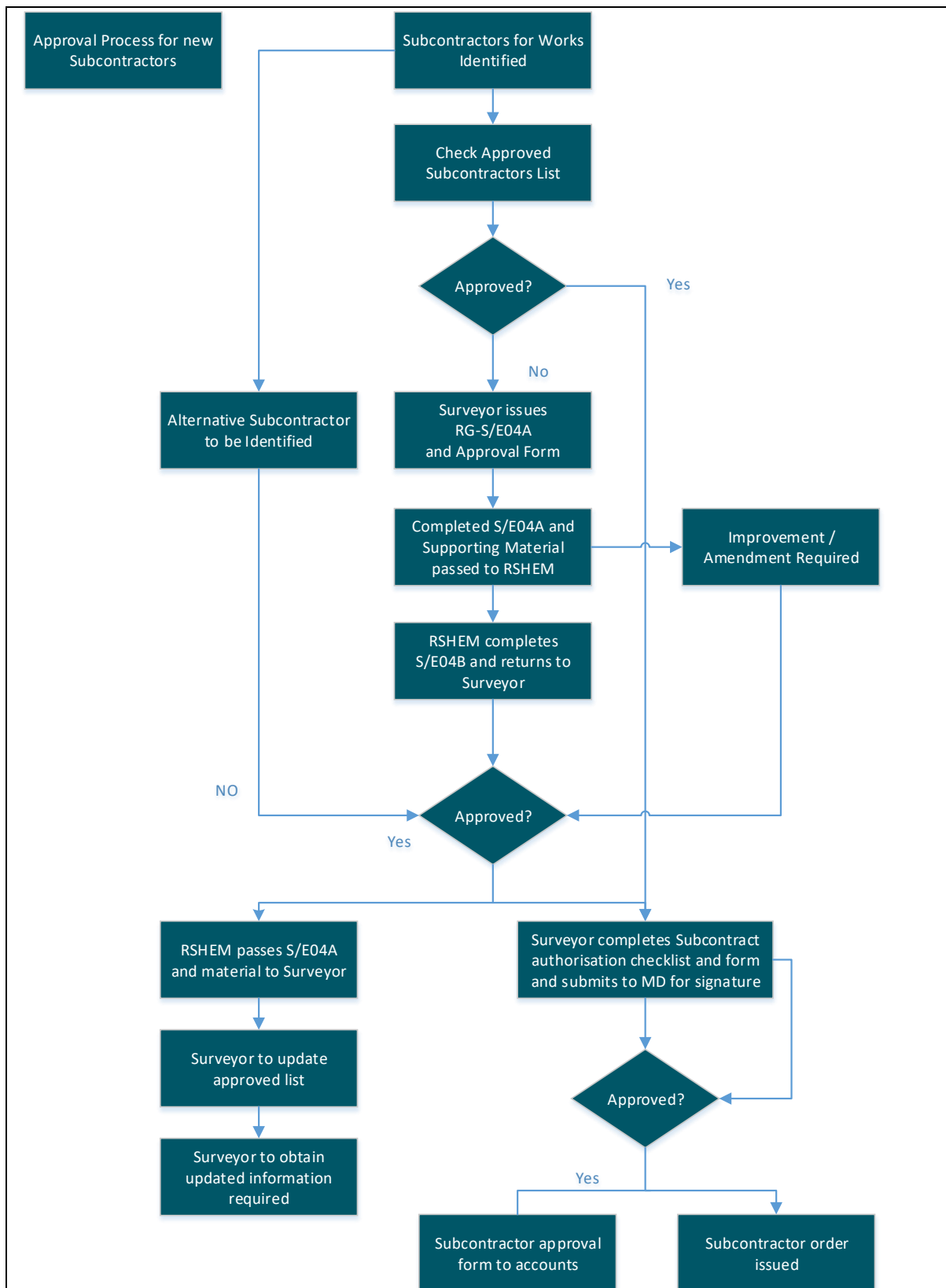
Where design changes or substantial additional resources are required, site staff shall inform the Principle Designer (PD) who shall in turn inform the appropriate designers to make the necessary changes.

Site staff in collaboration with relevant Subcontractors shall, where appropriate, carry out a suitable documented risk assessment and develop safe methods of work before the works proceed. Any amended risk assessments and / or method of working shall be incorporated into the plan by the site staff.

4.9 Selection and Control of Contractors

In their capacity, as Principal Contractor (PC), Robertson Group has developed procedures for vetting the competence and resources of contractors engaged in the construction phase of this project.

See approval process map below:



4.10 Responsibilities

The Project Surveyor or his appointee is responsible for placing Subcontractors in conjunction with the Project / Site Manager.

4.11 Approved Subcontractors

The Procurement Department maintain the approved Subcontractor database.

Any Subcontractor named or nominated by the client in a contract will be expected to meet the minimum standards required by Robertson Group as set out within the Subcontractors Safety Health and Environmental minimum standards (RG-HS-09-GUI-003) and if requested, supply documentary evidence.

No subcontract shall be awarded to a company or person who is not on the Approved Subcontractor database except for a company or person named or nominated by the client for a specific contract. For all Subcontractors a Site Induction will be carried out and recorded on site by the Site Manager or his nominee.

Approved Subcontractors are those who:-

- Have supplied satisfactory evidence of capability to the Company
- Have third party registration approval as a Firm of Assessed Capability

On completion of a subcontract, the Project / Site Manager in conjunction with the Project Surveyor shall complete a Subcontractor Rating Sheet for all Subcontractors engaged on the project.

All machinery or plant brought onto the project by Subcontractors must be properly selected and only operated by suitably trained and experienced operators. Any test certificates that are legally required for any part of any of the machines mentioned above must be made available to the PC or his representative when required.

Information for contractors regarding risk arising from the work environment will be communicated at all relevant contractors by the provision of a written Risk Assessment.

4.12 Exchange of Health and Safety Information between Contractors

It is the policy of Robertson Group to participate with full commitment and involvement in Health and Safety activities at all levels. It is essential, not only to fulfil our legal obligations for consultation with employees, but also to achieve effective risk control. In order to implement effective communication and co-operation with all parties involved with the construction process. Robertson Group will hold an initial appointment meeting with each Subcontractor to lay out our specific Health and Safety requirements and ensure they are clearly understood. We will also undertake to hold site safety meetings on a regular basis, whereby a representative of each on-site contractor, including Trade Union appointed Safety Reps where applicable, will attend in order to represent their interests and where appropriate, make comment on Health and Safety matters on behalf of their site personnel.

Each Subcontractor involved in such co-operation with the site staff as far as necessary to enable each to comply with any reasonable Health and Safety directions issued by the site staff and also to make other subcontractors aware of the Health and Safety issues relating to their works which others may not be aware of.

4.13 Agenda for Weekly Site SHE Meeting with Subcontractors

Form **RG-HS-12-FOR-008** shall be used as the standard Agenda and to record the Minutes

Agenda

1. Cascade from monthly Regional SHE Meeting
2. Cascade of updates to site-wide plans
3. Actions from last meeting
4. SHE – Good practice (project, industry and inter-company)
5. SHE – Observations and comments (unsafe acts, unsafe conditions, interventions)
6. SHE – Accidents, Incidents and learning points (project, industry and inter-company)
7. SHE Inspection (by which contractors / enforcing authorities, findings, actions and close-out)
8. NCR's and OFI's (nature, number issued, status, trends, etc)
9. Forthcoming works – Activities, hazards and risks
10. Forthcoming works – Supporting documents and safe system of work
11. Forthcoming works – Contractor interface and co-ordination
12. Management and supervisory resources
13. Welfare Facilities
14. Housekeeping
15. Environment (energy management, waste management, pollution control etc)
16. RGN 9 Tour (recommended – findings to be recorded here)
17. Matters to raise at Regional SHE Meeting

4.14 Site Security

Robertson Group recognise the importance of maintaining a consistent level of robust site security and set-up. Robertson Group sites shall therefore be set up to comply with the Robertson Hoarding system. (Ref Temporary Works Standard Hoarding Design within the TWP Document Reference numbers, 101, 102, 103, 104, 105, 106 and 107). In order to provide security and protection to the general public appropriate fencing or hoarding will be provided and maintained at the boundaries of the site as detailed on our phasing drawings. The site entrance areas shall, wherever practicable, be set up as specified under the Robertson Hoarding System. The fencing may be adapted and moved during the various phases of the contract to suit the site constraints but TW Registers must be updated as required. Secure gates shall be erected at the entrance to the site and suitable signage displayed to warn the general public of the dangers of construction sites.

All site personnel and visitors will be required to report to the Site Manager on entering the site and sign in on the site register. On first entering the site operatives and visitors are required to undergo a site induction. The site induction will be carried out by an authorised member of the Robertson Site Team and is intended to make all personnel aware of Health and Safety issues relevant to the site. On leaving the site, all personnel and visitors will sign out on the site register.

4.15 Site Induction and Training

It is the policy of Robertson Group to provide all personnel with a formal, site specific Health and Safety induction prior to starting work on a Robertson site. On the completion of the induction process, the names of those inducted must be recorded on the induction register prior to individuals being issued with a Robertson group induction sticker.

Reasonable enquiries shall be made of Subcontractors and their employee's level of training, to ensure appropriate general safety awareness and site-specific awareness training has been undertaken.

4.16 Toolbox Talks

Task specific Toolbox Talks using CITB GT700 Manual and Robertson Group Toolbox talks will be delivered on a regular basis, with site staff taking steps to ensure that details of all those attending are recorded on a 'Toolbox' record sheet.

All Subcontractors who carry out in house 'toolbox' talks are to forward details of those taking part by means of a copy of their record sheet.

4.17 Minimum PPE Standards

All PPE provided to site personnel must conform to the appropriate European Standard. The minimum requirement for PPE for all Robertson's projects is:

1. Hard Hat
2. High Viz
3. Light Eye Protection
4. Suitable Gloves (task specific) and
5. Safety Footwear (toecap and midsole protection)

A project specific assessment of the types of PPE to be provided must be made prior to the construction phase start up and progressively during the progress of the works in hand.

Task specific PPE may be required depending of the task and must be identified in site RAM's?

4.18 Welfare Facilities

The following welfare facilities have been provided on this site in compliance with the Construction, Design and Management Regulations.

- Site Canteen (designated no smoking area) complete with sink, hot and cold running water
- Microwave / small cooker for heating food
- Water urn / kettle to provide boiling water
- Adequate number of tables and seats with back rests
- Facility for drying work clothing and securing non-work clothes (lockers)
- Adequate levels of heating, lighting and ventilation
- Adequate number of WC's and urinals – mains connected where possible, or in the absence of a water and drainage connection an adequate number of chemical flushing toilets will be provided on a temporary basis
- A facility for operatives to wash their hands with warm water has been provided for

Site management is required to ensure that all site welfare facilities are maintained in a clean and serviceable condition throughout the duration of this project.

All site personnel are reminded of their legal duty under section 7(b) of the Health and Safety at Work Act 1974 to not intentionally or recklessly interfere with anything provided in the interests of Health, Safety and Welfare.

4.19 Accident Reporting

All accidents and incidents, including near misses, must be reported to Robertson Group to allow them to be recorded, investigated and wherever possible avoided in the future. Certain incidents are also reportable to the HSE under RIDDOR.

The Project / Site Manager will record all details and pass to the Robertson Group/Regional SHE Manager.

The details of all accidents must be entered in the accident book and all reportable accidents and dangerous occurrences will be reported to the Health and Safety Executive.

All accidents and incidents will be formally investigated by the Robertson Regional SHE Manager and the outcome of the investigation used to inform future practice. The results will also be discussed at the next safety meeting and arrangements made to put any required remedial actions into practice elsewhere within the company.

All project staff and contractors will be advised of the benefits of reporting near misses and positively encouraged to report all such incidents either formally or informally to the site management staff. The site Manager or his nominee will formally record such reports and pass them on to the Robertson Regional SHE

Manager.

In discussions with employees during regular visits, the Robertson Regional SHE Manager will encourage the reporting of all accidents, no matter how insignificant they may first appear.

Suitable first aid facilities and accident book will be located at: Site Office (requires to be site specific)

There will be at least 1 trained personnel in emergency first aid and will be on site at all times.

The closest Accident and Emergency Department is located at: North Manchester General Hospital

Hospital with A and E: North Manchester General Hospital, 151 Delaunays Rd, Crumpsall, Manchester M8 5RB

Telephone Number: 0161 795 4567

4.20 Site Rules

The following are the core sites rules.

Failure to comply with these rules may result in disciplinary action.

General

- Everyone is empowered to intervene wherever they witness an unsafe act or an unsafe condition
- Everyone is empowered to refuse to start work, or to stop work, wherever they feel their safety has or will be compromised
- Everyone is empowered to refuse to start work, or to stop work, wherever they feel the natural environment has or will be subject to significant harm
- No work shall be commenced unless you understand the hazards, risks, control measures to be adopted, safety critical aspects of tasks to be performed and the task specific supervisory arrangements.
- Safe systems of work shall be adhered to at all times
- Personnel shall only perform tasks that they have authorised to do by their supervisor or manager – and then only if they are competent to do so
- Personnel shall have an appropriate training registration scheme card in accordance with RGN3 – Sully Qualified Workforce
- Personnel shall take reasonable care of the Health and Safety of themselves – and others who may be affected by what they do, or fail to do
- Safety signs and notices shall be obeyed
- Safety devices shall not be tampered with or rendered ineffective
- Where a permit to work system, or other similar control is in operation, its requirements shall be adhered to
- All personnel shall co-operate with their employer on Health and Safety matters
- All injuries received on site shall be reported to Robertson site management and recorded in the accident book

Personnel shall:

- Work in a safe manner
- Report all unsafe conditions to their supervisor / manager
- Comply with site rules and any additional requirements or restrictions specified wither by Robertson Group or the Client
- Co-operate with management in accident and incident investigation
- Keep all work areas clean and tidy and free from potential hazards
- Inspect their tools and equipment prior to use and only use if it is safe to do so
- Report any damage to plant or equipment to their supervisor / manager immediately
- Be conversant with arrangements for the following:
 - Summoning first aid
 - Site-wide emergency arrangements
 - Dealing with environmental spills and contamination
- Wear prescribed PPE
- Refrain from running
- Smoke only in designated areas

4.21 Client Specified

Client specific rules are as follows:

Noise Restriction

Monday – Friday : 07:30 to 18:00hrs

Saturday : 08:00 to 13:00hrs

Sunday : No Sunday working unless previously agreed with the Client and local authority.

Nuisance Noise

Assess the proximity of residential properties and other occupied building and adjust noise levels as appropriate. If you are unsure, seek advice and guidance from the Regional SHE Manager.

4.22 Site Fire Management Plan

The Site Fire Management Plan is produced as a separate document using the template **RG-HS-06-FOR-002**. This describes the matters taken into account when determining the fire risk and control measures for the project.

Where there are other challenges, such as flooding in excavations, tunnels, work near the sea or waterways etc, or the risk from asphyxiation or toxic gasses, these will be covered in the emergency arrangements which supplement the Site Fire Management Plan.

On existing occupied site, liaise and agree emergency procedures with the other occupiers. Ensure that the means are in place to let each other know straight away if an emergency does arise. If simultaneous evacuation is needed, make sure that escape routes are of sufficient capacity to achieve this. Site management will be responsible for preparing a site specific fire safety plan which will accurately reflect the arrangements in place in order to minimise the risk to all persons affected in the event of fire.

The following matters are to be considered, appropriate arrangements which must be made with all persons affected being informed of such arrangements.

- Means to detect and give warning of fire. This may be by means of a sophisticated alarm system in complete or partially complete buildings, or by simple means such as bells / horns etc on more basic sites
- An effective plan for evacuation with responsible persons appointed to ensure that the evacuation is carried out speedily and without panic and that all persons are accounted for and that plant and processes are shut down safely
- Adequate "Means of Escape". Gangways, doors and ladders etc, must be kept clear at all times and in view of the changing nature of construction operations; escape routes must be frequently surveyed. This is particularly important within high structures and where there is restricted access
- Effective communication with the emergency services. This will normally be by telephone available from the start of the project. Equally important is for the agreed accurate address and details of access points etc, to be given to the emergency services
- Adequate and well maintained first aid and firefighting equipment must be provided with personnel being trained in its use
- Special care must be exercised when working within occupied buildings or in a nearly completed project. It is important that the fire exits are known to all persons in the working areas and that safe access and egress are maintained. Fire resisting doors should be installed and fire alarms, sprinklers and raising mains should be connected at the earliest opportunity
- The above arrangements must be **regularly reviewed** and **updated** as the project progresses

Project Name	Home Arches	Project Number	640035
EMERGENCY SITE TELEPHONE NUMBERS			
Site Telephone Number			
Police	0161 872 5050	Emergency	999
Fire	As emergency	Emergency	999
Ambulance	As emergency	Emergency	999
Utilities			
Gas		CADENT - 0800 111 999	
Electricity		ENWL - Freephone 105 / 0800 195 4141	
BT		OPENREACH - 0800 023 2023	
Water		UNITED UTILITIES – 0345 672 3723	
Environmental Agency / SEPA		ENVIRONMENT AGENCY – 0114 282 5312	
Health and Safety Responsibilities – Nominated Persons			
First Aid		Damian Brown	
Accident Reporting		Damian Brown	
Temporary Works		Peter Anderson	
SHE Advice / Guidance		Alexnadra Wignall	
Robertson Project Management			
Name (Print)	Title	Telephone Number	Mobile Number
Mark Walker	Project Director/Senior Manager		07471 110 352
Peter Anderson	Project Manager		07385 462 774
Damian Brown	Site Manager		07825 859 378
Mark Etchells	Senior Quantity Surveyor		07557 254 908
Peter Anderson	T W Coordinator		07385 462 774
Robertson Regional Management			
Name (Print)	Title	Telephone Number	Mobile Number
Peter Grieve	Operations Director		07901 532665
Mark Walker	Operations Manager		07471 110 352
Alexandra Wignall	Regional SHE Manager		07799 638 130
TO BE DISPLAYED NEAR ALL SITE TELEPHONES			

4.23 Production and Approval of Safe Systems of Work

All contractors carrying out design and / or construction work on the project shall identify from the project plan those hazards and risks associated with their work on the project.

Any employer of personnel working on the project shall produce and submit sufficient information to allow a safe system of work to be developed. This shall incorporate, as appropriate, risk and associated assessments together with a method statement detailing how the work is to be undertaken safely. The safe system of work submitted should demonstrate how the risk has been reduced to the lowest extent reasonably practicable.

The safe system of work shall be evaluated using the RAMS Review Form – Form **RG-HS-09-FOR-002**

5.0 Managing Significant and Particular Risks

5.1 Delivery and Removal of Materials

On arrival, all delivery drivers will report to the Project / Site Managers office. Materials will be offloaded and transported directly into the building or to the designated storage areas within the site area.

Robertson Group or their specialist subcontractors will provide equipment for the offloading and distribution of materials as follows:

- Materials deliveries will be co-ordinated by the Site Manager or the project logistics manager if relevant. All deliveries will have scheduled delivery times in order to avoid clashing with busy traffic periods on the surrounding roads
- All debris, redundant materials, etc. are to be collected within each working area on a daily basis and removed from the building to designated rubbish skip locations as detailed within an appropriate site layout plan
- All non-hazardous materials are to be disposed of at a registered tip approved by the Waste Regulation Authority
- All hazardous materials and their containers are to be disposed of; using sealed lockable rubbish skips, off site in a safe and competent manner, as approved by the relevant Waste Regulation Authority and in accordance with current legislation
- No burning of waste will be permitted within the vicinity of the site
- The Site Manager will be responsible for ensuring that all waste is disposed of in a safe and competent manner using only approved, appropriate tips and will retain all waste transfer documentation on site for audit purposes. Site Waste Management Plans shall be adopted, monitored and reviewed where appropriate on Smartwaste
- Robertson Group will provide labour to maintain the general cleanliness of the site. Individual subcontractors will be responsible for maintaining their own working areas and operations in a clean and safe condition
- All deliveries carrying materials such as aggregates to be sheeted to avoid dust and release into atmosphere, surrounding area.
-

5.2 Statutory Services

All existing services adjacent to the site will remain in use undisturbed by the construction works or traffic.

Services entering the site will be located and disconnected or diverted as required. Access points crossing existing services will be identified and protection measures taken to the satisfaction of the Local Authority and service provider. Any damage resulting from the construction works or traffic will be reported to the relevant authority immediately and arrangements made for its repair.

A cable detector will be used to confirm the routes of shown pipes, cables and uncharted services within the working area. Robertson Group shall control all excavation works on the site under form **RG-HS-13-FOR-001** – Permit to Dig / Break Ground – and will require their subcontractors to adhere to all procedures set up for locating, marking and protecting existing services.

The line and depth of all known services, ducts and pipe runs that may be affected by the work shall be more accurately established by contractors on site using competent equipment by trained personnel. All necessary steps to establish the exact position and depth of any services shall be carried out prior to excavation to ensure a safe working environment. These services will be marked and protected at all times to prevent accidental damage of injury. All exposed or undermined services will be adequately supported or protected within any excavation or working area to prevent damage.

5.3 Adjacent Land Users

For Robertson Group one of the key priorities on any project is to ensure all parties fully understand the issues affecting the delivery of the project. On this project, it will encompass representatives from:
Aldwyn and Hawthorns School

To achieve this, Robertson Group will encourage and instigate dialogue between all involved parties from the outset of the project. The emphasis of these meetings is to address and resolve a number of key construction, safety and communication issues, so that everyone understands the varying interests affecting Robertson and the Client whilst construction is underway. A summary of these key issues is listed in the sections below.

5.4 Construction Issues

- | | |
|--|--------------------------------|
| • Site set up and access to building and compound | AS SITE LOGISTICS PLAN |
| • Deliveries | Any Restriction on time |
| | Any restrictions on size |
| • Working hours | Establish daily constraints |
| • | M-F - 07:30 TO 18:00hrs |
| | S – 08:30 TO 14:00hrs |
| | Establish seasonal constraints |
| • Programming of works and maintenance of services | AS SITE PROGRAMME |

5.5 Health and Safety Issues

- Secure site – especially where high risk activities are ongoing
- Material storage – safe compound
- Safe access to buildings
- Cleaning – vehicle, dust

5.6 Communication Issues

- Initial understanding of Client objectives and concerns
- Establish liaison forum involving all parties, with regular meetings to update on progress, forthcoming work, highlight and resolve any difficulties
- Regular update on works to be undertaken – provide 5 day works programme
- Initial newsletter to users / occupiers and the local community to explain works, programme and emphasis safety aspect with updates as considered appropriate

The objective therefore is to establish a formal framework for reporting and updating on progress but it must be emphasised that, in addition, ongoing (daily) regular dialogue will be encouraged between all parties to ensure full awareness, avoid misunderstanding and generally aid an environment of proactive co-operation.

This aspect of the co-ordination and liaison would be handled from site; with an identified Robertson Group representative (generally the Project Manager) ensuring regular contact is maintained. As part of our procedures we will issue Newsletters to adjoining and affected parties during the project. We will highlight the ongoing construction work and any major activities, which might have an effect on others. We would also welcome any dialogue from any of the neighbours to ensure that if there are issues, which arise during the progress of the project that they are dealt with timeously.

5.7 Stability of Structures

Where there are issues surrounding stability of structures a temporary works design will be required to manage the risk associated with the instability. Matters highlighted and mitigation measures include:

N/A

5.8 Preventing Falls

All working at height will be controlled as required by the Working at Height Regulations with necessary safe systems of work completed as required to suit site conditions. Leading edges will be protected and scaffolds erected as required.

5.9 Work with or near Fragile Materials

Where there are issues surrounding working with or on fragile materials, these will be managed to secure the Health and Safety of those affected. Matters highlighted and mitigation measures include:

Existing and new rooflights

5.10 Maintenance of Plant and Equipment

Current test and examination and inspections records shall be retained and maintained as necessary. Weekly plant inspections will be undertaken by plant operatives and recorded on standard forms.

5.11 Work Exposing Workers to the Risk of Drowning or Engulfment in Swampland

Should there be any need for work which may expose workers to the risk of drowning (such as work being undertaken in close proximity to water or swampland) this will be managed to secure the Health and Safety of those affected. Matters highlighted and mitigation measures include

N/A

5.12 Works Involving Excavations, Risk of Burial Under Earthfalls, Wells, Underground Earthworks and Tunnels

Roberson Group shall control all excavation works on the site under Permit to Break Ground - form **RG-HS-13-FOR-001**.

All excavation works shall be managed under the temporary works process and shall be subject to a temporary works design. The extent of the design shall be in accordance with RGN1 – Temporary works designs – Trenches and Excavations.

No excavation works shall commence until a risk assessment has been developed and a safe system of work has been agreed. Throughout the excavation work the Site Manager will monitor the operation to ensure method statements and risk assessment controls are being followed. All excavations must be examined daily and the results of the formal weekly inspection entered on Form **RG-HS-32-FOR-001** – Inspection Record.

It is important that excavations are properly planned with adequate support, or battered systems developed to prevent collapse. All traditional or proprietary support systems must be adequately planned and designed.

Additional control measures area as follows:

5.13 Site Traffic Management Plan

Prior to work commencing on site a detailed traffic management plan will be established. The purpose of the plan will be set out how the site is to be organised to eliminate and control risks from site transport. The plan also covers off site vehicle movement. The outcome of the plan will be to separate vehicles from pedestrians within the site and around the vicinity of the site.

This will be achieved by:

- Separating vehicle routes from pedestrians
- Establishing crossing points in areas with good visibility and appropriate signage
- Establishing one way traffic routes and / or turning circles to eliminate the risks from reversing vehicles.
- Establishing clearly marked out storage areas away from pedestrian traffic
- Deploying trained and competent Traffic Marshals to monitor vehicle movements, particularly to slew plant
- Operating a policy that only persons with the relevant competence and authorised can operate plant on site
- Vehicles controlled by vehicle marshal along all vehicle / pedestrian routes
- All unloading and loading will be within the site boundary.
- Any unloading that is required outside of the site boundary will be communicated and approved with the Local Highways Authority prior to any works commencing.
- 'Site Entrance Ahead' signs will be displayed in prominent positions, as shown on the revised site traffic plan.
- Mud and Debris will be minimized by an on-site jet wash/wheel wash, and a road sweeper if/when required.
- Should an occurrence occur and mud is deposited onto the road, warning signs will be utilized whilst the mud, debris is being cleaned up.
- All vehicles removing spoil from site will use dust sheets
- Site Notice Board will be visible at the site entrance, complete with Site Management numbers.
- Newsletters will be posted and site management details will be contained within newsletters.
-

Pedestrians will be kept separate from vehicles by using separate site entry and exit points and barriered footways. Pedestrians will have a good view of any vehicles at gates and other crossings. Where necessary

Banksman will be provided, especially for high-risk situations such as reversing or where visibility is restricted.

No reversing of vehicles without a Banksman will be permitted. Vehicles will not be permitted to reverse onto a public highway unless absolutely necessary and only under the supervision of a Banksman.

Adequate lighting will be provided if necessary as well as other suitable warning signs.

Banksman will be trained in their duties. Vehicle drivers and visiting drivers will be informed about site transport rules during the site induction. Roads and walkways used by pedestrians or public vehicles will be kept free of obstructions and mud.

5.14 Storage of Materials

On arrival, all delivery drivers will report to the Project / Site Managers office. Materials will be offloaded and transported directly into the building or to the designated storage areas within the site area.

Robertson Group or their specialist subcontractors will provide equipment for the offloading and distribution of materials.

Material deliveries will be co-ordinated by Robertson Group Project / Site Manager. All deliveries will have scheduled delivery times in order to avoid clashing with busy traffic periods on the surrounding roads.

5.15 Asbestos Removal

Work with asbestos includes work involving the removal, repair or disturbance of asbestos or ACMs, as well as any ancillary work and any supervision of such work.

The client must provide pre-construction information to the project team as regards asbestos which will include information held in an existing health and safety file, or reasonably obtained (refurb/ demolition survey), on the presence of asbestos and its type and condition.

All persons working on this project with asbestos will comply with the requirements of the Regulations which help prevent and control exposure to asbestos, including:

- carrying out a risk assessment
- planning the work
- providing appropriate information, instruction and training to workers
- taking measures to prevent exposure and prevent the spread of asbestos

Any work that is required to remove asbestos on site shall only be carried out by a licensed contractor.

5.16 Contaminated Land

It is assumed that the information contained in the pre-construction information pack provided by the client is accurate. Should contaminated land be present it will be managed accordingly. Additional information is as follows:

Adjacent area of contaminated land is outside the site perimeter .

5.17 Manual Handling

Except under special circumstances no manual handling assessment will be required for loads of 20kg or under. For loads over 20kg and where there is a foreseeable risk of any injury to employees the Site Manager must carry out an assessment of any risk. The appropriate hierarchy of control will be applied. Employees involved in the manual handling operation will be informed of the risk and the control measures required to be taken by them.

5.18 Hazardous (chemical and biological) Substances and Work with Ionising Radiation

Written assessments will be made of the risks to determine that action needed to meet the requirements of the COSHH regulations. Adequate control of exposure which must be achieved by means other than the use of PPE as far as is reasonably practicable. Where necessary, the provision of approved respiratory protective equipment (RPE) will be mandated.

Specified control measures are to be properly used and maintained in good working order. Where necessary, outside bodies specialising in analytical and related monitoring services will be used.

Dust

- Water suppression to be used for all demolition activities.
- Masonry to be removed as whole bricks/blocks by hand tools where practicable.
- Utilise items of plant with on tool dust extraction, local suppression such as water sprays
- Avoid dry sweeping, and vacuum where possible, or use local dust suppression
- Ensure vehicles entering or leaving the site are covered.
- Install a hard surface for haul roads.
- Implement wheel washing facility at the site entrance/exit points, and road sweepers in attendance as required to maintain a clean and clear highway.

Monitoring and health surveillance procedures, where necessary for protecting the health of workers, will be implemented.

Robertson Group will endeavor to provide sufficient information to employees and other who may be exposed to any risk generated by the use of substances or as a result of work activities.

Any work with ionising radiation will be carried out in accordance with the Ionising Radiations Regulations, using external competent resources.

Matters highlighted and mitigation measures include:

N/A

5.19 Noise

Robertson are mindful of the disruptive affect that excessively noisy operations can have on the occupants of adjacent areas and property and accordingly the Project Team will ensure that all work will be carried out in accordance with current Noise at Work Regulations.

Notwithstanding the above, the following noise control procedures will be applied:

- All current legislation, noise abatement orders, guidance notes and codes of practice will be consulted and strictly adhered to
- Where necessary noise levels will be monitored and noise assessments carried out
- Noisy plant and equipment will be located to provide minimum disturbance
- Plant, wherever practicable, will be electrically powered
- All plant and machinery will be fitted with efficient exhausts, silencers and mufflers and maintained in good condition
- All compressors used on site shall have 'sound reduced' units fitted with acoustic linings or enclosures and all ancillary pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturer

5.20 Vibration

The use of equipment which produces vibration will be avoided wherever reasonably practicable. However, some operations may require the use of hand held power tools including breakers, abrasive wheels etc.

The vibration produced by this type of equipment can have an adverse effect on the upper limbs and in particular the nerves and muscles of the hand and fingers of the people operating them.

In the long term this may lead to permanent damage known as Hand Arm Vibration Syndrome (HAVS). The best known of these conditions is Vibration White Finger (VWF), which is caused by damage to the blood circulation in the hands and fingers.

A regular vibration maximum exposure level of 2.5m/s^2 (daily average), which equals 100 points on the HSE points system, is the exposure action value (but exposure should be reduced to as low as is reasonably practicable – Robertson Group aim to limit exposure to below 100 points per day and record any exposure above this). Above this daily average exposure of 2.5m/s^2 , a programme of preventative measures and health surveillance should be introduced. An assessment of the hazards created by equipment that produces vibration must be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks of vibration. These assessments will be undertaken by the site manager with assistance from the Regional SHE Manager as necessary.

Manufacturers or supplier's information should be used as guidance and low vibration plant and equipment should be specified and used wherever possible.

5.21 Work Near High Voltage Power Lines

High voltage is over 1000v (1kV). Exclusion zones shall be established in all cases where overhead lines of any voltage are located within the construction site and a risk of accidental contact or safe clearance distances being breached exists. Guidance on appropriate exclusion zones relative to the line voltage and safe working methods can be found in HSE guidance publication, Avoiding Danger from Overhead Power Lines and the Electricity Networks Association Guidance.

Matters highlighted and mitigation measure include:

N/A

5.22 Work carried out by Divers having a System of Air Supply or by Workers in Caissons with a Compressed Air Atmosphere

Matters highlighted and mitigation measure include

N/A

5.23 Work Involving the use of Explosives

Matters highlighted and mitigation measure include:

N/A

5.24 Work Involving the Assembly or Dismantling of Heavy Prefabricated Components

In all cases, the need for assembly or dismantling of heavy prefabricated components shall be designed out where practicable and mechanical means of assembly or dismantling used where this is not practicable. The use of mechanical means, such as craneage or other plant, shall be subject to the relevant controls and record keeping listed in Section 28.

5.25 Work where any of the above Risks are Particularly Aggravated by the Nature of Work or Processes used or by the Environment at the Place of Work or Site

Matters highlighted and mitigation measure include:

N/A

5.26 Working Considering COVID 19

Coronavirus is a large family of viruses that is common across the world. Some viruses cause illness in people; others infect animals. Typical symptoms in humans are 'flu like and include fever and a cough that may progress to severe pneumonia causing shortness of breath and breathing difficulties. Generally, coronavirus symptoms are more severe in people with a weakened immune system; older people and those with long-term pre-existing conditions like diabetes, cancer and chronic lung disease.

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their staff, workforce and others who may visit the site in order to minimise the risk of spread of infection.

The health and safety requirements of any construction activity must also not be compromised. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel and adequate competent supervision being available or social distancing [2 meters] being implemented, it must not take place. Where social distancing is difficult to implement, controls must be clearly documented and implemented. Whilst this may impact on progress, the health, safety and wellbeing of all on our sites must take precedent.

Sites must remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

Following current governmental advice is paramount and must be followed by all those working on a Robertson site.

All contractors to provide documented assessments of how they will undertake works that will comply with governmental guidance and those stated in RG-HS-FOR-001 COVID 19 RA.

The following must be as a minimum referred to and complied with:

- Considerations of the acceptable social distancing that has been stipulated by the government
- Daily Operational Briefings to utilise information contained within the Robertson Daily Operational Briefing RG-HS-38-FOR-002
- First Aid controls RG-HS-38-FOR-004

Please stipulate matters highlighted and mitigation measures

Do not leave your home if you have either:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home.

Use the 111 online coronavirus service to find out what to do.

Use the 111 coronavirus service

Information:

Only call 111 if you cannot get help online

5.27 Other Significant Health and Safety Risks

The following additional matters have been highlighted as giving rise to significant Health and Safety risks on the project -

Interface with the staff , parents and pupils of the school as well as deliveries to the school .

6.0 Health and Safety File

6.1 Layout and Format

The layout and format of the project file shall be agreed by the Client and Principal Designer (PD) at the onset of the project to enable correct information to be issued at the correct time.

The content of a Health and Safety file will vary depending on the type of structure and the future Health and Safety risks that will have to be managed. Typical information which may require to be included within a Health and Safety file will be as follows:

- A brief description of the work carried out and the design criteria
- Any hazards that have not been eliminated through the design and construction processes and how they have been addressed
- Key structural principles and safe working loads for floors and roofs
- "Record" or "As Built" drawings and plans used and produced throughout the construction process, including plant and equipment, such as safe access to and from service voids and fire doors
- General details of construction methods and materials used, including any hazardous materials used
- Details maintenance equipment, procedures and requirements for or within the structure and Health and Safety information about equipment provided for cleaning and maintaining the structure
- Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure, such as information regarding the removal or dismantling of installed plant and equipment
- Details of the location and nature of significant utilities and services, including underground cables, gas supply equipment, emergency and firefighting systems

6.2 Arrangements for Collecting and Gathering Information

Designers and contractors shall ensure that any information supplied by manufacturers, suppliers etc, relating to the safe use, installation, commissioning, maintenance, cleaning, decommissioning, disposal, demolition etc of installed substances, materials, products or equipment shall be communicated to the site staff who shall collate the information into the project Health and Safety File.

The provision of information for the inclusion into the file is a legal and contractual requirement and therefore full retention monies shall not be paid to relevant designers and / or contractors until all information required for the inclusion in the file has been provided to the satisfaction of the site staff.

Should the PD's appointment cease before the end of the project, the PC must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project and then pass the file to the client. The PC must ensure the client understands the structure and content of the file and its significance for any subsequent project.

6.3 Storage of Information

Information shall be retained by the PC and forwarded on to the PD at appropriate times to enable early completion of the project Health and Safety File.

Appendix 1:

Pre-construction Information

Appendix 2:

Temporary Works – Schedules and Appointments

Appendix 3:

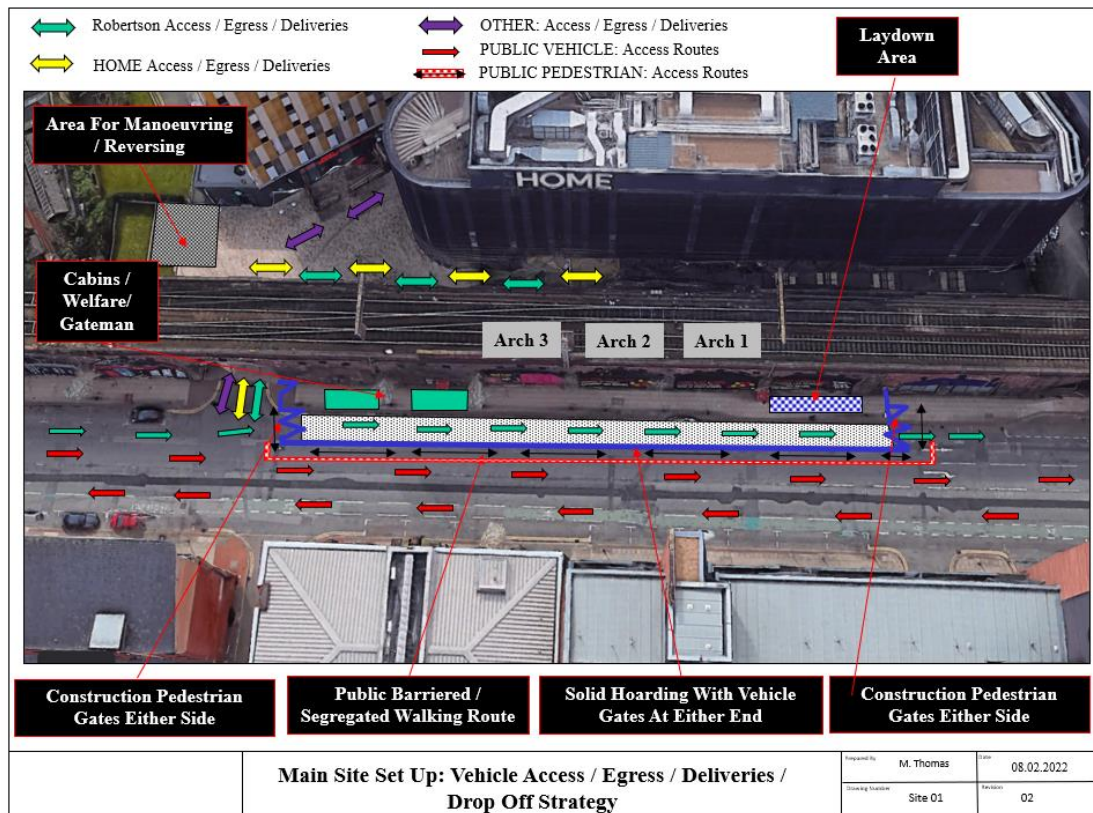
Robertson RAMS / SSoW

Appendix 4:

Subcontractor RAMS / SSoW

Appendix 5:

Site Traffic Management Plan



Appendix 6:

Site Fire Plan – RG0HS-06-FOR-XXX

Appendix 7:

Plant and Equipment Calibration and Certification

Appendix 8:

Daily Vehicle Pre-operational Checklist

Appendix 9:

Scaffolding – Handover Certificates and Inspection Records

Appendix 10:

Weekly Site Safety Check

Appendix 11:
Minutes of SHE Meetings
Form – RG-HS-12-FOR-008

Appendix 12:
Toolbox Talks and Task Briefing
Form – RG-HS-09-FOR-006

Appendix 13:
Induction Records and Recognised Training
Registration Scheme Cards
Form – RG-HS-10-FOR-01

Appendix 14:

Waste Transfer Notes

ppendix 15:

Permits to Work

Appendix 16:

Environmental Documentation

Appendix 17:

Disciplinary Records

Appendix 18:
Inspection Register – Scaffolds
Form – RG-HS-31-FOR-002

Appendix 19:

Inspection Register – Excavations

Appendix 20:

Inspection Register - LOLER

Appendix 21:

Inspection Register – PUWER

Appendix 22:
Lifting Operations Procedure
RG-HS-28-PRD-001