

BrenMall Ltd

CONSTRUCTION DESIGN & MANAGEMENT CDM

Project

DUNDONALD ROAD, DIDSBURY,
MANCHESTER

3 New Build
homes

Table of Contents

1. INTRODUCTION	5
2. HEALTH AND SAFETY PRINCIPLES, GOALS AND OBJECTIVES	5
3. THE PROJECT	6
Proposed Start Date:.....	6
Planned Contract Period	6
Hours of work on site	6
4. THE PROJECT TEAM	6
CLIENT/OWNER.....	6
Principal Designer	6
Principal Contractor	7
5. External Contacts	7
Health & Safety Executive	7
6. Emergency Procedures	7
Injury	7
Procedure for discovering an injured person	8
Nearest Medical Treatment.....	8
Fire	8
The site office will be supplied with the following:	8
Procedure on discovering a fire.....	9
7. Interfaces with Neighbouring Premises.....	9
8. Site Staff	10
Site manager:	10
Site Agent:.....	10
First Aider.....	10
Fire Marshall	10
9. Organisation Site Arrangements	11
Lines of Communication and Responsibility.....	11
10. Compliance with Health & Safety Regulation.....	12
Construction (Design and Management) Regulations 2017	12
11. Health and Safety Induction and Training	13
12. Design Interface.....	14
Interface with the Principal Designers	14
Design Specification	14
Design Drawings	15
The Exchange of Design Information	15
Handling Design Changes During The Project.....	15
Significant Hazards	15
General (applicable to all phases and all trades	15
Excavation/Drainage/Ground Works/Fencing.....	16
Brickwork.....	16
Roofing.....	17
Staircase and Balcony	17

Heating and Plumbing Works.....	18
Electrical Works.....	18
13. Project Health and Safety Management.....	18
Company Health & Safety Policy Documents	19
14. Traffic/Pedestrian Safety and management	20
Personnel Access.....	20
Pedestrian Routes	20
Contractors Plant and vehicles	20
Parking	21
Welfare Facilities and First Aid Arrangements.....	21
15. Delivery and Storage of Materials & Site Security	21
Site Security	22
16. Selection and Control of Contractors.....	22
Sub-Contractors To Be Used On This Project.....	22
Site Workers and Labour Only Contractors	23
17. Temporary Works Procedure	23
18. Arrangements for Controlling Significant Safety Risks	24
Traffic Routes & Segregation of Vehicles and Pedestrians	24
Reversing Vehicles	24
Mobile Site Plant.....	24
Personal Protective Equipment and Clothing.....	24
Control of Lifting Operations	25
Maintenance of Plant and Equipment	25
Excavations and Poor Ground Conditions	25
Work at Height (Preventing Falls)	26
Delivery & Removal of MATERIALS & Equipment.....	26
Dealing With Services	27
19. Management of Health Risks	27
Asbestos	27
Manual Handling	28
Hazardous Substance	28
Noise and Vibration	28
20. Site Rules.....	29
General	29
Personal Protection Equipment.....	29
Site Traffic Management	29
Vehicles and Plant.....	30
Accidents and Incidents	30
Fire.....	30
Visitors.....	31
21. Health and Safety File	31
Arrangements for the Collection and Gathering of Information.....	31
The contents of the Safety File may include:.....	31
Storage of Information.....	31
22. Environmental Considerations.....	32
Appendix A.....	33
Visitors Rules.....	33
Day/ Visitor Register.....	34

Appendix B	35
Site Waste management Plan	35
Appendix C	36
Emergency Procedures.....	36
Emergency Plan	37
In the Event of Fire	38
Appendix D	39
Emergency Contacts	39
Appendix E	41
Risk Assessments and Method Statements.....	41
Risk Assessments.....	41
Identification of Hazards and Risks	41
Appendix F	42
COSHH Assessments Register	42
Appendix G	43
Certificates of Insurance Register	43
Appendix H	44
Permits to Work.....	44
Appendix I	45
Inspection Records	45

1. INTRODUCTION

The Construction and Design Management plan has been drawn up by J C Brennan who has been appointed as Principal Contractor for the work to be carried out at Dundonald road, Didsbury, Manchester M206RU.

J C Brennan will continue to develop this CDM plan during the construction phase as necessary and throughout the project. We will take all reasonable steps to ensure co-operation between the contractors and other concerned parties to achieve the aims of this plan.

This plan has been produced with reference to information provided by the client, designers and relevant contractors. It has been developed to provide a comprehensive understanding of the health and safety management of this project.

2. HEALTH AND SAFETY PRINCIPLES, GOALS AND OBJECTIVES

All current Health and Safety legislation and the J C Brennan's CDM Plan are acknowledged and will form the basis of working methods when designing, planning and carrying out the works.

Management of Health, Safety and welfare will be:

- Positive
- Proactive
- Systematic and Continuing
- Orientated towards hazard prevention

J C Brennan's safety policy is in place to eliminate dangerous processes and substances where possible and to identify any remaining hazards that the designer has not been able to avoid so that the construction team will be aware of them.

The philosophy behind site safety is as far as practicable to avoid potentially dangerous operations. However, it is recognised that this is not always possible and therefore the second option is to keep operative remote from the hazard. Only when these options have been exhausted is it acceptable to use Personal Protective Equipment (PPE) and to recognise that additional supervisory and monitoring precautions will be required.

The site shall be run with an open attitude to safety matters with discussion and input from all members of the team welcomed and actively sought.

3. THE PROJECT

Proposed Start Date:

FEB 2023

Planned Contract Period

Approximately 30 weeks from start date

Hours of work on site

Monday to Friday 0800 to 1700

Saturday 0800 to 1200 (as necessary)

Permission from the client must be obtained prior to any work being undertaken outside these hours and will be subject to strict noise limitations and availability of site management supervision and secure access.

Sub contractors and suppliers should time deliveries to the site following discussions with the Site Manager.

4. THE PROJECT TEAM

CLIENT/OWNER

Mr Chris Brennan
Mr Geoff Malkie
BrenMall Ltd
170a School Lane
Didsbury
Manchester
M19 1GN

Principal Designer

JAMES HUNTER
PAB Architects ltd
1 Derby Street
Leigh, WN74PF

Principal Contractor

J C Brennan Ltd
9 Bluestone Drive
STOCKPORT
SK4 3PX

Contact: Mr Chris Brennan

5. External Contacts

Health & Safety Executive

The Health & Safety Executive
Grove House
Skerton Road
Manchester
M16 0RB

Tel: 0161 952 8200

6. Emergency Procedures

Injury

In the event of an accident that causes any kind of injury, even if the injury appears minor. The First Aider (Chris brennan) must be called to assess the injury, administer First Aid and decide on any further treatment needed. Details of the nearest emergency walk-in centre, A&E Hospital and the Eye Hospital are listed below.

A complete First Aid Box will be kept on site and inspected weekly to ensure it is fully provisioned. This is the responsibility of the appointed First Aider.

The details of the accident must be entered into the accident book and the Site manger (Mr Chris Brennan) must be informed immediately.

In the event of a more serious accident a full investigation must be held to ascertain the cause and what measures are needed to prevent any similar accident recurring. This is the responsibility of the Site Manger (Mr Chris Brennan) who will give a detailed report to the Client (BrenMall Ltd).

Procedure for discovering an injured person

- Raise the alarm (Shout for help) fro other operatives
- Stay with the injured party and try to make them comfortable, without moving them.
- Request other operatives inform the Site Manager (Mr Chris Brennan) and First Aider.
- The site manager (Mr Chris Brennan) or the First Aider will be responsible for notifying the emergency services if necessary and organising transportation the appropriate medical centre listed below.

Nearest Medical Treatment

NHS Emergency Walk-in Centre
Unit K, Fallowfield Retail Park
Birchfields Road
Manchester
M14 6FS

Open 6am to 11pm

Nearest A&E
Stepping Hill Hospital
Poplar Grove
Stockport
SK2 7JE

or

Manchester Royal Infirmary Eye Hospital
Boulevard entrance (off Hathersage Road)
Oxford Road
Manchester
M13 9WL

Fire

The Site Manager will ensure that all operatives and visitors are advised, on arrival, of the emergency procedures in force and what they must do in the event of a fire.

The site office will be supplied with the following:

- Health & Safety Executive Health and Safety Poster
- First Aid Kit
- Accident Book
- First Aider contact details and copy of certificate
- Fire Extinguishers
- Map of site showing Fire Muster Point
- Visitors Book
- Emergency contact details for all personnel

Procedure on discovering a fire

- Do not fight any fire unless you have been trained to use the respective fire fighting equipment
- Raise the alarm (shouted warning)
- Get yourself and any others out of the building and go to the muster point
- Inform the Site manager (Mr Chris Brennan)
- Call the Fire Brigade
- The Muster Point on this site will be the front car park.

The Site Manager (Mr Chris Brennan) will ensure that adequate and suitably checked fire extinguishers are provided both to the site office and the work areas. All fire risk operations (Hot Works) will require full fire precautions. The Site Manager (Mr Chris Brennan) will check the fire provisions on his regular audits.

7. Interfaces with Neighbouring Premises

The property is located at Dundonald road, Didsbury, Manchester M206RU. This is a quiet road with limited long term street parking.

The plot is currently clear. There is sufficient space to give ample access with heavy machinery and plant, especially in the early stages. Thereafter, the front central area will remain clear for storage and will be paved on completion.

Parking for permanent staff and long term sub-contractors is available on site.

Waste disposal skips are all stored on site.

Metal containers will be located onsite for the storage of small and medium size machinery, tools and materials.

The site has been secured with fencing, approx. 2.5 meters high across the front and secure gates.

No materials will be left outside the barrier and any debris, such as mud from vehicles leaving the site, will be cleaned from the pavement immediately. Any wrapping materials blowing off site will be retrieved.

The site and surrounding areas will be kept clean and presentable at all times to minimise the inconvenience to neighbours.

8. Site Staff

Site Manager:

Chris Brennan

Site Supervisor

Chris Brennan

Site Agent:

Chris Brennan

First Aider

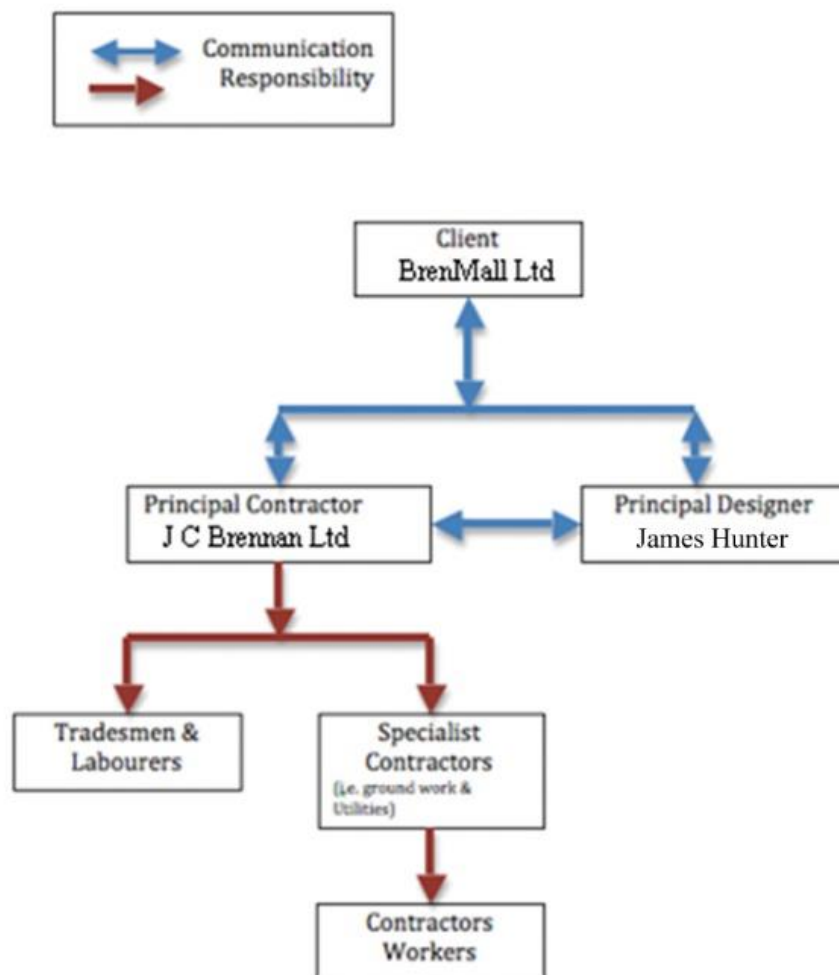
Chris Brennan

Fire Marshall

Chris Brennan

9. Organisation Site Arrangements

Lines of Communication and Responsibility



10. Compliance with Health & Safety Regulation

All current Health & Safety legislation and standards will be complied with during this phase of the works.

In addition the company will implement the requirements of relevant Approved Codes of Practice, Industry Guidance and best practice initiatives as applicable to the works being undertaken.

Construction (Design and Management) Regulations 2017

CDM 2017 requires a high level of pre-planning to ensure that the necessary degree of safety is considered and built in throughout each stage of the project. For this scheme we acknowledge the nature of the environment in which the works are situated especially with regard to pedestrian and traffic management relating to the design criteria.

As Principal Contractor (J C Brennan Ltd) for this project we accept responsibility for monitoring, reviewing and amending/updating this plan to reflect changing circumstances during construction until the construction stage is complete.

The Site Agent (Chris Brennan) will undertake continuous health and safety monitoring during the works. This may be recorded and included in this plan. Following the completion of this Project there is an opportunity to undertake a project review, which enables all of the key parties to reflect on and evaluate the adequacy of the health and safety management throughout the project. This is an invaluable tool which provides opportunities for lessons to be learnt and where necessary for improvements to be made for future Projects.

We will provide adequate resources to meet health, safety and welfare requirements of current legislation and will strive to meet best practice in all areas of construction work. We operate an open door policy where all aspects

of health and safety are reported, recorded, investigated and discussed to ensure no reoccurrence.

- At all times J C Brennan Ltd will rigorously endeavour to maintain safe places of work and safe access to the workplace for all employees, associated contractors and suppliers.
- The company advises and provides training to employees, sub-contractors and other site users and seeks to protect members of the public from harm arising from our works by providing and implementing necessary control measures.
- J C Brennan Ltd will identify the hazards, assess the risks, install appropriate control measures and develop safe methods for all its' elements of work on the project. Sub Contractors will be expected to carry out their own risk assessment and develop their own safe methods for the elements of work they are to undertake on the project. All risk assessments and safe methods of work must be passed to the Principal Contractor prior to any works commencing for approval.
- All excavations irrespective of size. Depth, quantity or material will be carried out in a safe controlled manner.
- Adequate arrangements will be made for all works in accordance with legislative and best practice requirements.
- Site wide have been identified previously in this document regarding housekeeping , site compound, access and egress, traffic and pedestrian management. Additional issues will be dealt with at the pre-start meeting and will be added to this plan as the project progresses.
-

11. Health and Safety Induction and Training

Site specific induction training will be given to all site workers, contractors and visitors by the J C Brennan Ltd and the Site Manager. The content of this training will include:

- a. Senior Management commitment to health and safety
- b. The outline of the project
- c. The individual's immediate line manager and any other key personnel
- d. Any site-specific health and safety risks, for example in relation to access, transport, site contamination, hazardous substances and manual handling.
- e. Control Measures on the site.

The following will also be covered:

Site rules; permits-to-work systems; traffic routes; security arrangements; hearing protection zones; Personal Protective Equipment (PPE); housekeeping and materials storage; welfare facilities; emergency procedures; fire precautions; first aid; reporting accidents and other incidents; details of any planned training, such as toolbox talks; arrangements for consulting and involving works and information about individual's responsibilities for health and safety.

Records for each person's induction will be kept in this plan along with other individual training records. The records may be used for reference purposes when allocation personnel to particular tasks. Many workers are now multi-skilled which introduces advantages of flexibility and diversity in resourcing project work.

All site based operatives who are required to operate site plant and equipment will be fully trained in the use and operation of the plant and equipment and hold the relevant certifications (CPCS, CSCS etc.).

Persons required to work in dangerous atmospheres or confined spaces will possess certificates of training in the confined space operations.

12. Design Interface

Interface with the Principal Designers

Regular meetings will take place between the Principal Designer (Mr James Hunter) and the Principal Contractor (J C Brennan Ltd) throughout the duration of the project to monitor construction progress and discuss design issues.

Where there is a design change or alteration then additional meetings will be arranged to ensure all concerned parties are fully briefed and understand the implications of the design change.

Design Specification

Under the CDM 2017 all designers are required to prepare designs in such a way as to avoid risks on a structure at any time and tackle the risk at source where reasonably practicable. The Principal Designer has provided pre-construction information regarding both the existing site and the design restrictions etc of the new build project. The design specifications are as contained on the design drawings and in the detailed specification prepared by the design team.

Design Drawings

The design drawings have been produced by the design team and are available for inspection in the site office.

The Exchange of Design Information

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc are also fully documented. The organisation will co-operate fully with the Client procedures to ensure that such information is properly integrated into the works. Similarly, where the company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Principal Designer for approval as necessary.

Handling Design Changes During The Project

Design Changes, that have been agreed by the Client (BrenMall Ltd) and the Principal Designer (Mr James Hunter), will be incorporated into the relevant design drawings, which will be re-issued to J C Brennan Ltd with an incremental version number and date of issue. Older versions of the drawings will be removed from the site to ensure that the latest drawing are the only ones used in the construction. All relevant contractors will be notified of the changes immediately by the Site Manager (Chris Brennan) and given access to the revised drawings.

Significant Hazards

General (applicable to all phases and all trades)

- Falls from height of operatives, materials and equipment
- Falls from open and leading edges
- Injuries to intruders/trespassers
- Manual handling injuries
- Delivery, despatch and removal of materials, including associated traffic movement
- Noise pollution

- Use of power tools, including management of cables
- Use of plant
- Injury to adjacent residents and the general public, especially during works to the boundaries of the site.
- Hot works
- Working in poorly lit areas
- Slips, trips and falls
- Electrocution

Excavation/Drainage/Ground Works/Fencing

- Injuries due to inadequate traffic control measures during installation of new main services
- Contact with existing buried services
- Movement of site traffic
- Falls into excavations
- Collapse of excavations
- Weils Desiese/Leptospirosis
- Working within/around existing drainage
- Working with concrete (burns)
- Injury caused by protruding reinforcement bars
- Use of abrasive wheels/cutting equipment
- Use of COSHH substances (weed killer, tarmac, concrete curing agents etc)
- Use of concrete pump
- Manual handling of heavy concrete kerbs and flags
- Fire and burns during use of tarmacadam

Brickwork

- Use of COSHH substances (cement, additives, plasticisers etc)
- Manual handling/lifting, especially concrete blocks
- Working on scaffold
- Installation of concrete beams and blocks resulting in injury to operatives e.g. falls of operatives with beams/blocks

- Collapse of concrete beams during/following installation resulting in injury
- Laying of concrete floor screeds resulting in cement burns
- During access to upper level e.g. use of scaffold, mobile towers, MEWP's etc
- Injury caused to operatives due to incorrect use of hoist
- Manual handling of beams and blocks

Roofing

- Working at height
- Working on scaffold
- Falls of materials, operatives and tools from height
- Craning of roof trusses
- Incorrect use of harnesses
- Incorrect securing of safety netting
- Working close to open edges and voids
- Injury to operatives while handling, drilling and cutting roof tiles
- Working in adverse weather conditions
- Working with insulation

Staircase and Balcony

- Working at height
- Manual handling of staircase sections
- Falls of operatives through first floor staircase and leading edge balconies
- Manual handling of glazed sections
- Cuts/lacerations from glass
- Working in adverse weather conditions
- Use of COSHH substances (putties, sealants)

- Working on pitched roofs during installation of first floor and dormer windows

Heating and Plumbing Works

- Hot works
- Commissioning activities
- Lifting of pipe work, boilers, tanks etc
- Working at height

Electrical Works

- Electrocutation
- Working at height

Contractors will be required to provide details of their arrangements for managing the hazards identified above.

13. Project Health and Safety Management

J C Brennan Ltd as Principal Contractor will locate the site office within the working area, although separate meeting facilities may be utilised for the design and progress reviews and these will be chaired by the Site Manager (Mr Chris Brennan).

It is the responsibility of the Site Agent (Mr Chris Brennan) to ensure that Health & Safety matters are adhered to on the site.

Specific responsibility for overall co-ordination, client liaison, interfacing with the Principal Designer, responding to all correspondence, dealing with legal and financial matters rests with Mr Chris Brennan in his roles as both Principal Contractor and Site Agent.

As Site Agent, Mr Chris Brennan will be responsible for the supervision and coordination the construction work, co-ordinate deliveries, arrange for specific material deliveries to meet specific deadlines, etc.

As Site Agent, Chris is responsible for implementing the Health & Safety Policy on site, ensuring that all labour workers. Sub-contractors and visitors to the site are aware of their responsibilities and undertake site-specific induction.

Communication with our supply chain community will be achieved through written orders with subsequent variations to the works being confirmed in writing or on drawings.

The Health & Safety Plan together with other relevant documents pertaining to this project will be made available to the site personnel. These documents are kept in the site office. The Site Agent may take these documents away at the end of the day for safe keeping dependant on circumstances at the time.

Any accident occurring on site to the Principal Contractor (Chris Brennan of J C Brennan Ltd) immediately. Where the accident is RIDDOR reportable by the injured parties' employer, a copy of the F2508 RIDDOR report should also be passed to the Principal Contractor. Where the injured party is self employed or a labour only contractor then the Principal Contractor will report under RIDDOR where necessary. Record of all incidents and accident investigations will be kept on site and discussed at site meetings.

Company Health & Safety Policy Documents

J C Brennan Ltd Safety Policy is a proven and accepted document that emphasises the Companies commitment and recognition of legal responsibilities to ensure the health, safety and welfare of all employees and others potentially affected by our work activities.

The company cares about its employees and it cares that all activities will be carried out effectively and efficiently, but most importantly SAFELY.

14. Traffic/Pedestrian Safety and management

All staff, operatives and deliveries must report to the site office prior to accessing the works. The Site Agent (Chris Brennan) will carry out site inductions and pre-activity briefings prior to works commencing on site.

The project is contained totally within the existing building grounds and existing Client and surrounding owners and traffic routes will not be affected by the works or any deliveries unless they form part of the agreed logistics management. All staff, contractors and deliveries must enter the site by the Site Entrance on Dundonald road.

Personnel Access

All visitors/contract staff are to report to the site agent on arrival and site induction

A full site register will be kept and all persons should be signed in with the name of the person, company name, time in and time out.

Pedestrian Routes

Site access is strictly controlled and restricted to authorised persons only. There are no pedestrian routes through any part of the site.

Contractors Plant and vehicles

Provision has been made for all vehicles arriving on the site. Wherever possible, vehicles will be parked within the confines of the site. Local Street parking is available on Dundonald road , Whitehall road , with consideration to local resident parking.

A banksman/competent person will be available to direct traffic and assist reversing as required.

On a daily basis, construction vehicles, including track vehicles will be operating on the site. All direct labour contractors, contractors employees must be aware of the operation of such vehicles and demonstrate a degree of common sense and awareness when working close by.

Parking

As stated previously, vehicles will be parked on the street directly adjacent to the property entrance and two other adjoining streets.

Welfare Facilities and First Aid Arrangements

Welfare facilities will be provided adjacent to the working areas and these will be provided with full services of hot and cold water, kettle, heating and power, washing facilities, means of heating food (microwave) and the CDM required facilities of toilets, soap and cleansers, towels, sufficient room to sit down and consume food and drink and drying facilities.

The facilities will meet the requirements of the Construction Design Management (CDM) regulations 2017. J C Brennan Ltd will ensure that the facilities that are to be made available will be sufficient to meet the requirements of the number of people on site at any one time (this includes all contractors and sub-contractors) on the project.

As Principal Contractor J C Brennan Ltd will ensure that adequate numbers of trained First aiders and first aid equipment is supplied to the site for the duration of the project. Individual Sub-Contractors should ensure that they also have first aid supplies for their own workers on site.

Shared First Aid facilities and equipment may be provided by the Principal Contractor. However, this will require a written agreement of the arrangements prior to the start of any works on the site. The agreement will be signed by both parties and copy held in the CDM File.

15. Delivery and Storage of Materials & Site Security

Any materials to be stored on site will be protected by the use of recognised industry methods including fencing, boarding and signing. (Any storage area shall be suitably sited so as to minimise inconvenience and disruption to the on the site.

J C Brennan Ltd will manage the site on the timed delivery basis and will utilise the site management to prevent unauthorised access to the working area. The site will be locked and secured each night. Plant and machinery will be stored in the large steel containers located at the rear of the property.

All deliveries to the site will be timed, on an 'As Required' basis and storage of materials on the site will be minimised. Any materials required to be stored will be moved immediately upon delivery to the main building or in the steel containers, thereby reducing the visibility to potential thieves and opportunistic theft.

All contractors should note that the site has occupants on both sides and this is a public/domestic area. The control of construction and building materials, dust and noise must be managed.

Site Security

On the site all working areas will remain under the control of the Site Agent along with the designated contractor compound and storage areas and site location with these being secured with lockable doors as appropriate. All plant left on the site overnight will be made secure and be immobilised or have the batteries removed etc. All gas containers will be contained with a lockable store and all materials will be stored within lockable containers.

16. Selection and Control of Contractors

All contractors and suppliers will be selected via an assessment of the company's health and safety management practises, experience and previous performance. New contractors and suppliers are selected on their ability to demonstrate they have robust health and safety management and have a provable safety track record and being able to supply evidence of training and qualifications for the activities which they are being employed to carry out.

Each sub-contractors' safety record, attitude and safety knowledge are factors that are considered in the assessment process for suitability.

Sub-Contractors will, at the discretion of our management attend a site induction upon first coming to the site and may be required to attend periodic specific safety meetings or talks to discuss safety performance and proactive measures to be taken to ensure that safe systems of work are established and implemented as work progresses.

Sub-Contractors To Be Used On This Project

	Name of Contractor	Type of Work	Approved by J C Brennan Ltd
1.	Plumber	Tom Field	Yes
2.	Electrician	J Malone Electrical Ltd	Yes
3.	Plastering	t.b.a	Yes
4.	Aerials/ Alarms/CCTV	t.b.a	Yes
5.	Joinery	t.b.a	Yes
6.	Kitchen Fitter	t.b.a	Yes
7.	Brickwork	t.b.a	Yes
8.	Scaffolding	Clegg scaffolding	
9.	Site	J C Brennan	

	Clearance/Foundations		
10.			
11.			

Site Workers and Labour Only Contractors

	Name	Type of Work	Type of Contractor
1.	t.b.a.		
2.			
3.			

17. Temporary Works Procedure

The J C Brennan Ltd Site Agent (Chris Brennan) will act in the role of Temporary Works Coordinator as required by BS EN 5975 – Code Of Practice For Temporary Works Procedures, and The Permissible Stress Design Of Falsework. Contractors should be able to demonstrate that they have in place effective arrangements for controlling risks arising from the use of temporary works, including the provision of Temporary Works Supervisors. These are usually captured in the temporary works procedure, which will contain most of the following elements:

- Preparation of an adequate brief
- Completion and maintenance of a temporary works register
- Production of a temporary works design (including a design risk assessment and designer's method statement where appropriate)
- Independent checking of the temporary works design
- Issue of a design check certificate, if appropriate
- Pre-erection inspection of the temporary works materials and components

Control Supervision of the erection, safe use, maintenance and dismantling of the temporary works – i.e., procedure to:

- Check that the temporary works have been erected in accordance with the design and issue a formal 'permit to load' where necessary
- Confirm when the permanent works have attained adequate strength to allow the dismantling of the temporary works. And issue a formal 'Permit to Dismantle' where necessary
- The procedure should include measures to ensure that the design function, the role of the Temporary Works Supervisor, where appropriate, will be carried out by competent individuals

- Smaller contractors may not have the experience to operate their own temporary works procedure and may need to obtain external expertise. It is also common for large and medium contractors to outsource aspects of temporary works design and management

18. Arrangements for Controlling Significant Safety Risks

Traffic Routes & Segregation of Vehicles and Pedestrians

The Site Agent will ensure that all Traffic Management proposals minimise risk to health & safety, and method statements will be produced and carefully adhered to at all times by contractors and that no unnecessary risks will be taken.

Reversing Vehicles

In accordance with the general requirements, “No Lorry Shall Reverse Unless Supervised” and other relevant signs at the site access and egress points, stating such, and a suitable Banksman will be provided to take control of reversing vehicles. These Banksmen will be wearing the equipment and clothing specified in the company policy.

All lorries must be equipped with audible reversing alarms and any road sweepers used must be equipped with reversing cameras. It is the site’s policy to encourage its lorry hire/delivery companies to have cameras fitted to their fleet, however, this is not a legal requirement, so currently this will not be enforced (except sweepers), although the basic minimum standard of supervised reversing will be maintained.

Mobile Site Plant

All mobile site plant (i.e. Dumpers, JCBs etc) used on the works shall be operated by a certified and trained driver. All plant will have the relevant inspection certificates. At all times the drivers will be fully alert to workers in their immediate proximity and will remain on the designated traffic routes around the site.

Personal Protective Equipment and Clothing

The personal Protective Equipment Regulations 1992 (PPE) applies in circumstances where risk assessment has highlighted a need for personal protection. Employees requiring the use of PPE’s will be instructed in the risks

in the task or environment for which it has been selected and issued, and the employee will be given instruction on its use. This includes the issue, re-issue and maintenance of PPE.

All operatives will be wearing the correct high visibility safety clothing, boots, gloves and hard hats. Face masks, goggles and ear defenders are available to every operative that requires them.

Control of Lifting Operations

All lifting operations will be carried out in accordance with the requirements of 'The Lifting Operations and Lifting Equipment' regulations 1998. All lifts will be supervised by a competent person and all equipment will be subject to "thorough examination" as required by the regulations. Records of all inspections and examinations will be kept on file.

Maintenance of Plant and Equipment

All site plant and equipment will be used and maintained in accordance with the relevant legislation, operator training, manufacturers recommendations, relevant risk assessments and safe working practices. All work equipment will be regularly inspected, with documentary evidence to support these inspections every 7 days.

At the end of each day all plant and equipment will be removed from site or safely stored in appropriate accommodation.

Site based employees will be required to carry out pre-work checks on vehicles and plant prior to starting work on a daily basis. All defects to vehicles and plant will be reported to the Site Agent who will arrange for the repairs to be carried out before the equipment is returned back into service.

Records of appropriate inspections, test and certification of plant, equipment and machinery will be made available upon request.

Records of operative training, certification, licensing and instruction for the use of plant, equipment and machinery will also be made available for inspection on request.

Excavations and Poor Ground Conditions

J C Brennan Ltd will ensure that safe systems of work are provided for all excavation work, along with risk assessments, method statements and arrangements for the removal and disposal of debris.

All work on excavation will be carried out in accordance with all current legislation, including the CDM regulations and all excavations open for longer than 7 days will be formerly inspected and a written record of that inspection and any actions required and retained.

Any poor ground conditions noted or possible ground contamination will be identified by J C Brennan Ltd's Site Agent and advice sought before work continues.

During excavation works we will follow the guidance published in HS (G) 47 'Avoid Danger From Underground Services' and HSE CIS (Rev 1) Safety in Excavations. All works will also adhere to the Construction Design Regulations 2017.

Work at Height (Preventing Falls)

All work at height will be properly planned, supervised and carried out in a manner which is so far as is reasonably practicably safe. Such work will be risk assessed using the hierarchy of controls detailed in the Work at Height Regulations 2005/ Site specific method statements and risk assessments will be produced and discussed with the appropriate operatives. Work at height will generally be carried out off purpose build scaffold erected, by a certified scaffolding company, on all sides of the new build. Safety rails will be fitted to protect operatives from falling. The decking will be full width with the addition of a side board to prevent falling tools and materials. Warning tape will be applied at ground level to warn of obstruction to people and plant. Bolts will have protective coverings to prevent head injury at ground level.

Ladders will be permanently fixed at higher level and the first elevation will be removable at night to maintain secure access overnight.

Where appropriate, a mobile tower will be used. Only in the event that no other option is available will ladders be used, in which case, a full risk assessment will be carried out. In such cases a second operative must remain at the base of the ladder while it is in use.

J C Brennan Ltd is aware that accidents from work at height is on the increase and toolbox talks must be regularly carried out and attendance documented.

Delivery & Removal of MATERIALS & Equipment

Materials will be delivered directly to the site, where ample storage is available. J C Brennan Ltd will comply with the site material delivery protocol which includes the following:

- Materials called off for delivery at a date and time prescribed (outside of the noted busy periods when possible).

- Delivery vehicles will be escorted if necessary due to size and drop zone
- Materials will be accepted and off-loaded by site personnel and signed for
- Materials will then be relocated to storage units or adjacent to the work place where they will be used

As noted above deliveries will be subject to a 'call-off' system whenever practicable and suppliers advised of the most appropriate access to the site. Heavy materials to be moved around the site will be facilitated by the use of fork lift or dumper as appropriate, following approved haul routes.

All waste materials will be removed from the site utilising skips which are located on the site. Bulk material from excavations will be initially stored in the front car park and removed by Grab Truck waste disposal service.

The skip will be covered if loose, lightweight materials are at risk of being blown off-site.

Dealing With Services

On occupation the site will be isolated of all power and the services disconnected by the providing statutory authority and confirmation obtained from the client.

Prior to any works commencing the full site area will then be checked a further time by a qualified electrician to ensure full isolation and all area requiring ground works will be further checked by a CAT survey and approval to continue issued by the Site Agent.

All work on the site will be carried out using 100v electricity for power and lighting.

The site will provide their own fire plan as detailed previously and shouted warning will be used until a more permanent wired facility can be provided, and then full evacuation will take place before informing emergency services.

No work on live services will be permitted without a site permit to work.

19. Management of Health Risks

Asbestos

The work areas have been surveyed by a licensed asbestos surveyor prior to the demolition phase by others.

Manual Handling

Due regard will be given to the handling of materials to be used on site during the works, particularly with regard to the Manual Handling Operations Regulations 1992. Mechanical lifting and handling equipment will be employed wherever possible in order to reduce the amount of man handling and therefore reducing the risk of injury from such tasks. Where use of such equipment is not possible, handling of materials will be undertaken in accordance with the risk assessments and safe working procedures.

All mechanical lifting equipment will be operated and maintained in accordance with the requirements of both the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Hazardous Substance

It is anticipated that throughout the duration of the contract employees may be exposed to various potentially hazardous materials on site. Some of these materials will fall under the remit of the Control of Substances Hazardous to Health Regulations 2002 (COSHH). COSHH assessments will be produced for all hazardous substances and materials used or likely to be encountered in these works.

All hazards associated with these substances will be addressed and control measure identified and implemented. All employees likely to come into contact with such substances will be given the appropriate information, instruction and training to safely work with these substances and materials.

Noise and Vibration

Where necessary, noise assessments will be carried out by a competent person.

All plant and equipment intended for use on the contract will be purchased or hired given due consideration to the noise emissions. Low noise emissions will be one of the considerations taken into account when equipment is purchased.

We will ensure a safe system of work is in operation for the control of noise during working hours. Evidence of noise levels will be provided for all plant and machinery to be employed.

Noise will be reduced at source by the fitting of mufflers to pneumatic tools. A risk assessment will be produced for the use of all plant and machinery to be used where the noise level exceeds 80 decibels. Control measures are to be identified including PPE and establishment of noise zones for operatives and others. Every effort will be made to reduce noise levels by keeping tools maintained, using screens or enclosing noise sources.

20. Site Rules

Accordingly, the following instructions are issued in order to ensure the safety of ALL personnel on site. They must be complied with AT ALL TIMES whilst carrying out any work associated with J C Brennan Ltd.

General

- All persons carrying out works or visiting the site will undertake Site Safety Induction by the Site Agent (Mr Chris Brennan)
- No person under the age of 18 will be allowed on the site unless a young persons risk assessment has been carried out and the necessary precautionary measures have been implemented.
- All employees must ensure that they do not take part in or encourage any horse play of any kind
- Alcohol and drugs are strictly forbidden
- Nobody on site must interfere with any temporary works, shuttering traffic management etc. other than the people who have been appointed by the Site Agent
- No children or animals are allowed on the site
- No shorts are to be worn on the site and a short sleeved T shirt (or similar) must still be covered by high visibility vests or jackets.

Personal Protection Equipment

- All personnel working on J C Brennan Ltd's controlled site will wear safety helmets at all times, unless there is no foreseeable risk of head injury caused either by falling objects or head collision.
- Protective high visibility jackets or vests to EN 471, class 2 or 3 will be worn at all times.
- Ear defenders, goggles, dust masks and gloves will be worn when required i.e. whilst operating pneumatic breakers, sthile saws, high pressure jets etc. and will be replaced as necessary by exchange of worn equipment.
- Steel toe-capped will be worn by all employees involved in working on site. Non working visitors must also wear steel toe-capped boots/shoes and high visibility jackets or long sleeved vests as a minimum. (hard hats will be worn as required by the site activities.

Site Traffic Management

- All site traffic will be managed by the Site Manager or appointed supervisor. No vehicles can enter the site without his authority.

Vehicles and Plant

- Vehicles entering or leaving the site must do so only under the supervision of the designated banksman or competent person to assist, especially when reversing out onto the main road.
- All vehicles reversing through the site must be assisted by a competent assistant to prevent collision with scaffold, ladders etc.
- All reversing vehicles over 3.5 tonnes must be fitted with an audible reversing alarm.
- All equipment or plant operators must possess the relevant certificate of competence applicable (CPCS/CSCS/NPOS).
- Vehicle and plant operators must remain vigilant and fully aware of what is going on around them at all times.
- Nobody must drive a class of vehicle that they do not hold a current licence for.
- No driver/operator will carry any passengers unless there is a designated seat/position for the individual to sit on or stand in, this also forbids any person to stand or hang on to any part of the machine whilst it is in motion
- Engines must be switched off when vehicles, plant or machinery is not being used and the keys removed and kept by the driver/operator.
- Lifting equipment used on the site shall have a current test certificate and must be inspected by a competent person prior to being used. A competent person must control all the lifts.
- Mechanical lifts should be used as a priority over manual handling. Manual handling must only be used as a last resort and following a risk assessment. If in doubt ask the Site Agent.

Accidents and Incidents

- All accidents and incidents must be reported to the Site Agent immediately, in accordance with J C Brennan Ltd company property

Fire

- In the event of Fire, raise the alarm (shout loudly) and leave the area. Notify the Site Agent and call the fire service.
- Do not attempt to fight the fire unless you have been trained in the safe use and operation of the fire fighting equipment.
- Make sure everyone is accounted for and confirm with the site agent regarding visitors.
- Keep everyone, including members of the public away from the area.

Visitors

- All visitors must be accompanied by a member of staff at all time and must not touch or interfere with any substances or equipment on the site.

If you have any doubts STOP and ASK

ANY VIOLATION OF THE SITE SAFETY PROCEDURE WILL RESULT IN FURTHER ACTION BEING TAKEN BY THE COMPANY AND/OR REMOVAL FROM THE SITE

21. Health and Safety File

Arrangements for the Collection and Gathering of Information

The health and safety file is a record of the safety related information to the project structure and systems, for retention by the client for future construction, maintenance, cleaning or demolition.

Information for the inclusion in the health and safety file will be collated as necessary by the Principal Contractor. This information will be collected from the site and will include any relevant information from Sub-Contractors.

The Principal Designer will prepare, review, amend or add to the file and give it to the Client at the end of the project.

Clients, designers and contractors will supply information necessary for the completion and updating of the file and anyone providing information will ensure that it is accurate and provided promptly.

The contents of the Safety File may include:

- As built drawings, plans and design criteria
- General details of construction methods and materials
- Maintenance schedules and procedures relevant to the structure
- Drawing of locations and nature of utilities and services
- Electrical completion certificates and test results
- Operations and maintenance manuals for boilers etc.

Storage of Information

The information will be stored in a dedicated file, and in such a way that it is easily retrievable and understandable.

22. Environmental Considerations

Construction materials must have applicable COSHH assessments carried out and where necessary control measures implemented.

Any fuel will be stored in the correct type of container and will be marked with its contents.

Fuel will be kept in small quantities.

Fuel will not be kept in buckets or open containers.

A spillage kit consisting of dry sand and kept near the fuel storage. Any COSHH liquid must have one of these kits stored with it.

Hazardous liquids, diesel, petrol etc. will not be allowed to enter the drains/gulley's and, in the event of a nearby spillage, should be blocked off by a sand filled sausage. Any risk of spillage into the drain system must be assessed by the Site Agent.

The COSHH material should be stored with the barrel stopper fully screwed in

Mortar/concrete washings must not be allowed to enter the drainage system i.e. during heavy rain, as they become marine pollutants.

Appendix A

Visitors Rules

VISITORS RULES

- Always report to the Site Agent prior to moving around the site
- Always be aware of your surroundings and make others aware of your presence e.g. vehicle reversing.
- Always wear your Personal Protective Equipment (PPE) – Reflective Jacket or vest and safety footwear. Also a hard hat if requested by site management.
- Do not enter the excavations or confined spaces unless accompanied by site management.
- Do not touch any substances encountered on site. Not only building materials but also needles etc.
- Listen to the site induction and know where the following things are:
 - Fire muster point
 - First Aid Box
 - Who the first aider is
- Report any unsafe practice that you see on site to the site management.
- Always notify site management when you are leaving the site

Day/ Visitor Register

Company	Name	Signature	Date	Time in	Time Out

Appendix B

Site Waste management Plan

Appendix C

Emergency Procedures

In the event of any emergency situation on site the individual discovering the incident must make contact with the main office or member of the site management and report the incident. In the event of an injury, the onsite First Aider must be notified immediately.

The site manager/supervisor receiving the report must assess the nature of the incident and make contact with the First Aider or relevant emergency services as necessary.

If emergency services are called, the person calling must ensure that clear and concise details regarding the location and nature of the incident are given.

A member of the site staff should make a clear pathway for emergency vehicles if they are called.

Emergency Plan

Accidents and Incidents occur with little or no warning. Therefore, to enable provisions to be made for the protection of life, and to minimise damage to buildings, property and plant, the following emergency Procedure Plan must be implemented:

- ⇒ Complete the list of Emergency Telephone numbers and display in prominent positions
- ⇒ Prior to work commencing, the site management should nominate a Site Fire Safety Coordinator who will liaise with emergency services, providing contact names and a location plan and access point to the site
- ⇒ All fire escape routes must be marked with the appropriate signage and maintained at all times
- ⇒ Fire extinguishers should be placed in readily accessible positions marked with signage
- ⇒ Fire extinguishers should be checked weekly by the Fire Safety Coordinator and inspected annually by a competent person



In the Event of Fire

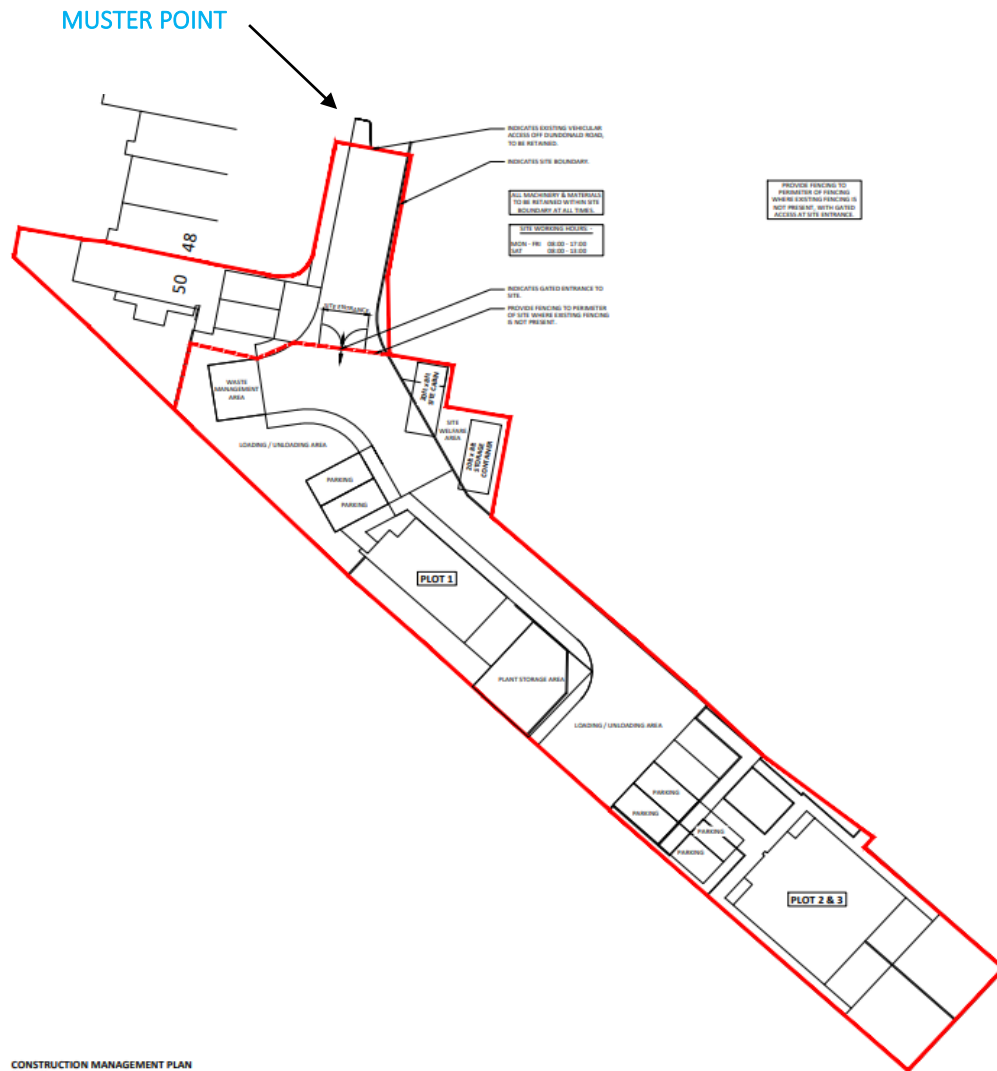
- ◆ Raise the alarm immediately and leave the area
- ◆ Act swiftly
- ◆ DO NOT put your own life at risk
- ◆ Don't Panic
- ◆ Follow the instruction of the Fire Coordinator
- ◆ Proceed to designated muster point (front gate)
- ◆ Do not return to the area until the fire has been extinguished and site management tell you it is safe

If the fire can be controlled make sure that you

- ◆ DO NOT attempt to fight the fire unless you have been trained to you're the fire extinguishers
- ◆ Use the correct type of extinguisher
- ◆ Evacuate the area or building if necessary
- ◆ Meet at the designated fire assembly point

IF IN DOUBT --- LEAVE IT --- AND GET OUT

Fire Muster Point



The fire Muster Point is in the front car park close to the entrance. Ensure that the entrance and front car park is clear for emergency service vehicles to gain access.

Appendix D

Emergency Contacts

EMERGENCY CONTACT DETAILS Please note: Not for general distribution		
Project Name: DUNDONALD ROAD		
Location of Site: Dundonald road, Didsbury, Manchester M206RU		

Principal Contractor	Chris Brennan	07973 297 030
Clients	Chris Brennan	07973 297 030
	Geoff Malkie	07831 581893
First Aider	Chris Brennan	07973 297 030
Nearest NHS Walk-in Doctors surgery	NHS Emergency Walk-in Unit K Fallowfield Retail Park Birchfields Road Fallowfield M14 6FS	0161 220 6080 Open 6am to 11pm
Nearest A&E	Stepping Hill Hospital Poplar Grove Stockport SK2 7JE	Tel: 999
A&E Eye Injury	MRI Eye Hospital Oxford Road Manchester M13 9WL Boulevard Entrance Off Hathersage Road	Tel: 999
GAS Leak		0800 111 999
Electricity Mains Supply		
United Utilities - Water Drains and Sewers		Water 0800 330033 Sewer 0345 672 3723

Appendix E

Risk Assessments and Method Statements

Risk Assessments

J C Brennan Ltds' principles of prevention and protection are as follows:

- If Possible avoid risk completely
- Combat risk at source
- Wherever possible adapt the work to the individual
- Take advantage of technical progress
- Incorporate prevention measures into coherent plan
- Give priority to risks that prevents the workforce or activity
- Provide training and instruction
- Communicate plans and risk assessments
- Encourage an active safety culture

Identification of Hazards and Risks

A hazard is something with the potential to cause harm (and can include substances or machines, methods of work, and other aspects of work organisation.

The risk expresses the likelihood that the harm from a particular hazard is realised. Risk therefore reflects both the likelihood that harm will occur and its intensity.

Appendix F

COSHH Assessments Register

Appendix G

Certificates of Insurance Register

Appendix H

Permits to Work

Appendix I

Inspection Records

