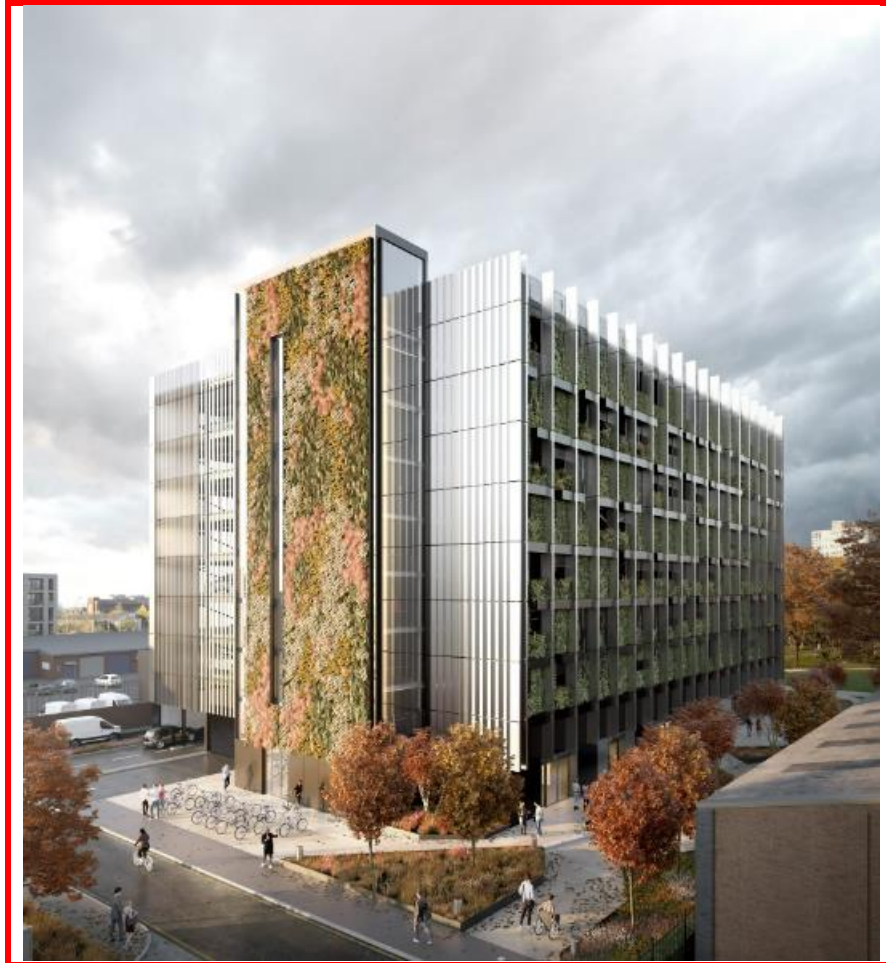


Bowmer and Kirkland Ltd



HEALTH & SAFETY PLAN PROJECT: ANCOATS MOBILITY HUB

Prepared by Paul Holt

Date..... JUNE 2022

Reviewed by...Matthew Bolton.....

Date.....Nov 2022.....

Manager.....

Date.....

Manager

Date.....

Manager.....

Date.....

HEALTH & SAFETY PLAN (CONSTRUCTION PHASE)

CONTENTS

Part 1 Description of Project

- Project description and programme details including any key dates.
- Details of Client, Principal Designer, Designers, Principal Contractor and other Consultants.

Part 2 Arrangements for Controlling Significant Site Risks

Part 3 Management of the Work

- Safety risks.
- Health risks.

Part 4 The Health & Safety File

- Layout and format.
- Arrangements for the collection and gathering of information.
- Storage of information.

Appendix A

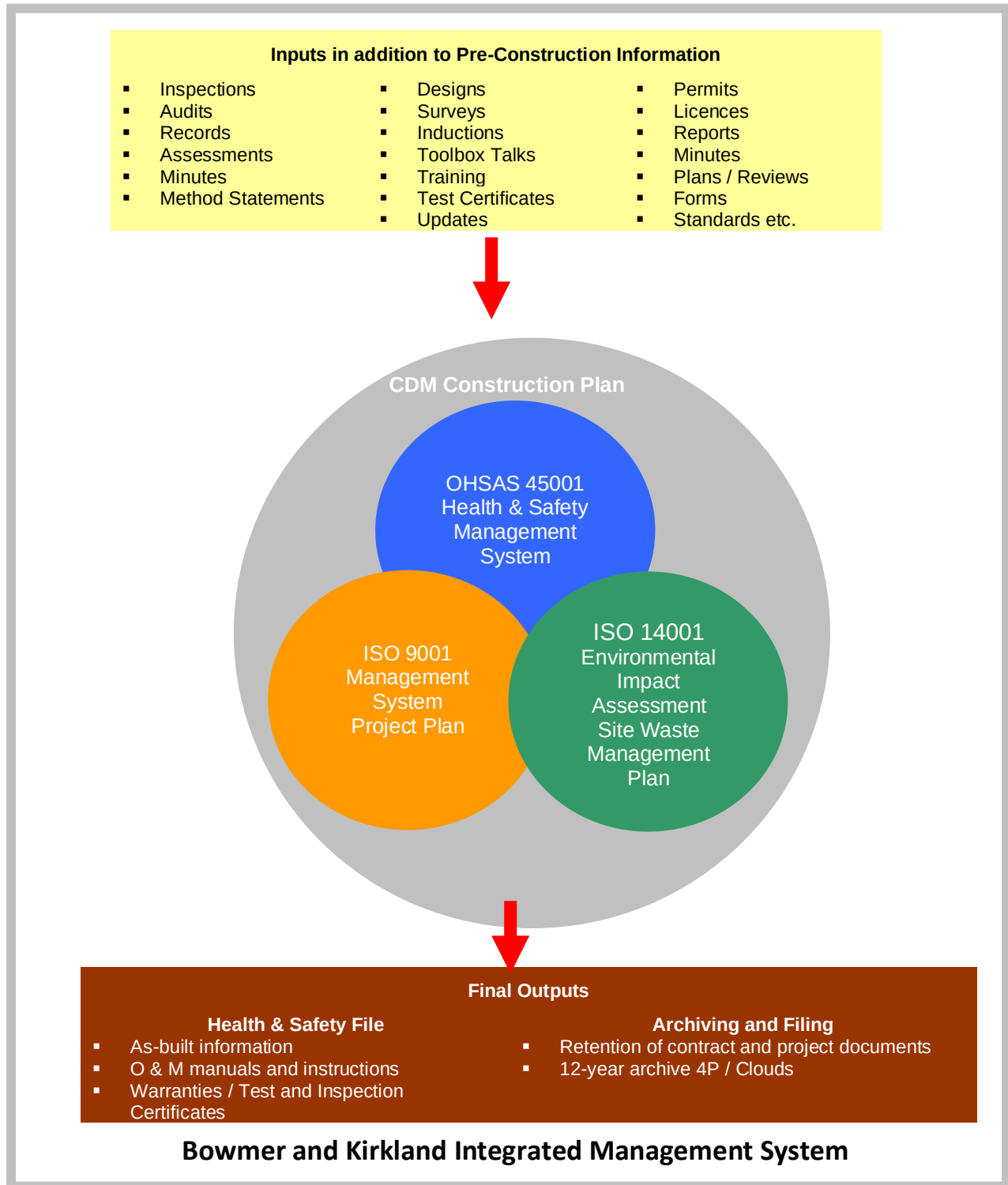
Pre-Start Health & Safety Review – To be completed at least 4 weeks prior to mobilisation.

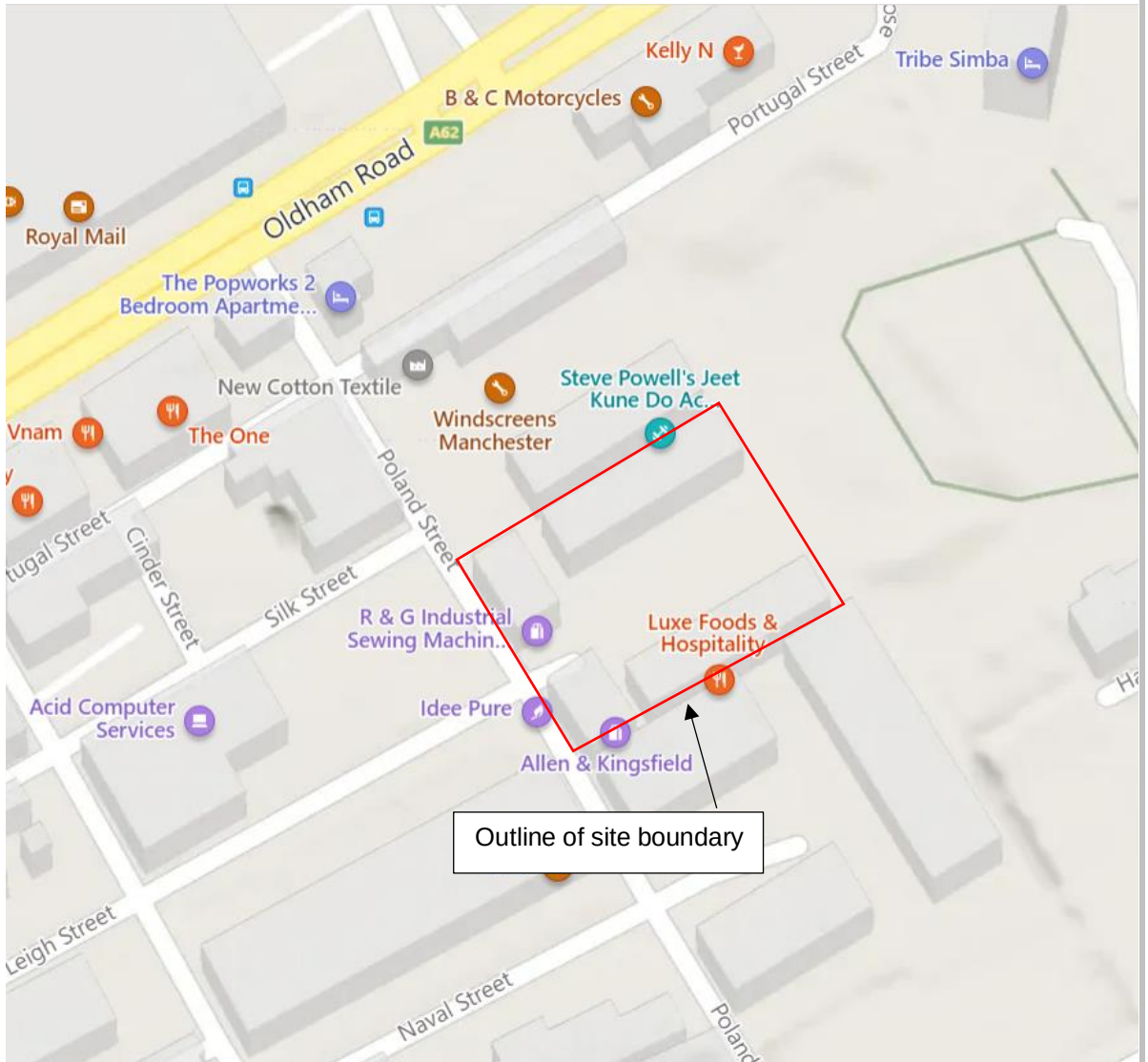
Introduction

This template [SPF 114](#) includes a summary of significant risks relating to the project.

This requirement for a Construction Plan applies to all Bowmer and Kirkland projects, when appointed as Principal Contractor under the Construction (Design & Management) Regulations.

For the purposes of the CDM Regulation the Construction Plan will be developed and updated through the Bowmer and Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures:



Part 1 Description of Project and Management Arrangements	
Project No.:	63070
Project Name:	ANCOATS MOBILITY HUB
Full Site Address:	Poland St. Industrial Estate 29 Poland St. Manchester M4 6AZ.
Location of Project:	
Scope of Work	We are currently working under a PCSA to develop the design and construction from stage 3 to stage 4 design with a series of surveys to be undertaken as well as decommissioning of the existing building including service, gas water and electric, asbestos removal with specialist subcontractor PP O'Connors and then finally demolition. Prior to demolition starting air monitoring will be setup by idom and monitored before during and after the demolition phase of the project.

	Main works starting in Quarter 1 of 2023 with substructure groundworks, steel frame superstructure, façade, fitout and externals associated with the Mobility carpark
Client Contact	Manchester City Council Town Hall, Manchester, M60 2LA
Site /Store/P Manager:	Paul Holt – Senior Project Manager Mobile 07501090845 Email Paul.Holt@Bandk.co.uk Matthew Bolton – Project manager Mobile Tel: 07717 272137 Email m.bolton@bandk.co.uk
Client H & S C	WSP

CDM Notification Requirements:		
▪ Notifiable CDM?	If no use SPF 128 Small Works Plan or RAMS for micro works	Y/-N
▪ Initial Notification Date:	July 2022	
▪ Construction F10 submitted?	No (F10 Required by End July 2022) ahead of start on site in August	
▪ Health & Safety File required:	<i>To be prepared during the construction phase and issued at PC</i>	
▪ HSE Office:	Redgrave Court, Merton Rd. Bootle Merseyside L20 7HS	
▪ Principal Designer:	Safer Sphere	
▪ Client CDM Advisor:	TBA	
▪ Pre-Construction Information PD	Ben Goldstraw at Bowmer and Kirkland	
▪ Construction Phase PD	John	
▪ Principal Contractor	Bowmer and Kirkland	

Programme Requirements:	
▪ Construction Start Date	January 2023 (TBA)
▪ Enabling Works Date(s):	PCSA Start 21 st Nov 2022 – complete by 9 th December 2022
▪ Handover Date(s):	TBA
▪ Completion Date	TBA
▪ Client Walk Round / Inspection	TBA
▪ Duration (working days):	
▪ Contractor Working Hours:	Monday to Friday – 07.30 to 18.00hrs Saturdays and Sundays (With Prior Agreement) 08.00 to 14.00hrs
▪ Premises to Continue Trade?	N/A

▪ Client / Bowmer and Kirkland PTW required?	TBA
▪ Other concurrent Projects / works on site:	None
▪ Handover / 'soft landings' Dates:	TBA
▪ Defects Period:	12 months from PC

Programme Detail / Dates:

No of Phases:	None		
Phase Dates	None		
Operational Hours Mon-Fri:	07.30 – 18.00	Operational Hours Weekends:	08.00 – 14.00 (Sat/ Sun as requested)
Client / Occupier Shutdown / days closed:	Christmas shutdown & Sundays & Bank Holidays		

Considerate Constructors (valid 12 months):

Site registration number 1	CCS registration number to be populated following contract award
Site registration number 2	

Waste (refer to Site Waste Management Plan)

Note: this only applies to projects in Wales (contact Alison MacDonald)

Is Hazardous Waste Registration Required? (required if >500kg produce in 12-month period)	YES /NO	Site registration number (Valid 12 Months)	To be populated
--	---------	---	-----------------

Updates and Revisions

Date	Details of Changes Made
------	-------------------------

16-06-22	Initial Draft for populated for review

Management of the Work

Management Structure and Responsibilities

The works will be controlled by a full time Site Project Team who is fully experienced in all aspects of the works to be undertaken.

Health & Safety monitoring will be carried out by R G Wilbrey (Consultants) Ltd, Bowmer and Kirkland's independent Health & Safety Advisors, who will normally inspect and audit the site at least once every two weeks.

All operatives and plant operatives employed at the site will be fully trained and should hold a current CSCS / CPCS card or accepted equivalent relevant to their trade or machine.

Health & safety goals for the project are aligned with the Group OHSAS 45001 Health & Safety Management System and Roles and Responsibilities are recorded and allocated via form [MPF 9.1](#)

Key Contacts		
Role	Name	Phone
Regional Director:	Paul Sykes	07766775124
Regional Construction Manager:	Malcolm Robertson	07825920011
Senior Project Manager:	Paul Holt	07501090845
Reginal Planner	Richard Cooke	07767005865
Senior Site Manager:	Matthew Bolton	07717 272137
Site Manager 1:	TBC	
Site Manager 2:	TBC	
Site Manager 3:	TBC	
Senior Engineer:	TBC	
Managing QS:	Paul Marsland	07796275730
QS:	TBC	
Senior Design Manager	Ben Goldstraw	07919994748
B + K Safety Manager:	Rebecca Williams	07721244484
Safety Consultant:	Barry Armstrong R G Wilbrey Safety Consultancy	Mobile (TBC) barry.armstrong@rgwilbrey.com

Health & Safety Dept:		Mark Blundy	07825527121
Insurance B+K or Client / Project-specific policy?		Chris Nelson	01773 857585
Out of Hours Contacts		Name	Company / Mobile Number
1	Senior Project manager	Paul Holt	07501090845
2	Senior Site Manager	Matthew Bolton	07717 272137
3	Site Manager	TBC	TBA
4	Regional Construction director	Malcolm Robertson	07825920011
5	Regional Director	Paul Sykes	07766775124

Development of the Plan

The Plan will be developed through compliance with Bowmer and Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures. These will generate plans, actions, checks and reviews and associated records – see summary of relevant documents below:

Document Title	Reference
Pre-Let Meeting	MPF 3.3
Commercial Status Chart	MPF 3.11
Code of Conduct	MPF 3.15
Requirements for Contractors	R4C
Contractor Assessment	MPF 3.18
Designer / Consultant Assessment	MPF 4.1
Design Change Notice	MPF 4.6
Design Plan	MPF 4.8
Principal Designer CDM Design Risk Schedule or equivalent	MPF 4.9
Main Designer CDM Design Risk Schedule (if used)	MPF 4.10
Project Plan	MPF 5.0
Contractors Report	MPF 5.13
Project Meetings Schedule	MPF 5.16
Standard Meeting Minutes	MPF 5.17
Internal Project Review	MPF 5.26
Risk Register	MPF 5.27
Filing List - Contractor	MPF 5.31
Site Commencement Checklist	MPF 5.4
Filing List – Project	MPF 5.7
Environmental Impact Assessment	MPF 6.3
Health and Safety Filing List and Responsibilities	MPF 9.1
Method Statement Evaluation Record	SPF 106
CDM Health & Safety Plan	SPF 114 / 128
Pre-Start Meeting	SPF 114a
Fire Risk Assessment	SPF 115
Traffic Management Plan	SPF 116
Small Contractor Competence Assessment Record	SPF 124
Direct Contractor Evaluation Record	SPF 125
Lifting Plans and Reviews	SPF 132 / 511
Induction Records	WMS
Management Inspections	
Site Inspection Activity	
Permit to Work	

Authority to Proceed	WORK WALLET
Behaviour / Discipline – Red / Yellow / Green Cards	WORK WALLET
Event Reports – Accidents, Incidents, Official Visits, Concerns	WORK WALLET
Consultation / Feedback	WORK WALLET

Minimum risk control standards are defined in the Health & Safety Management System – Safety Procedures as guidance.

The Health & Safety Plan is always be an integral agenda item at Pre-Start meetings and discussed with the Site Management Team, especially those assigned specific duties.

This information is then to be used to identify the risk controls required to deliver the project safely. This system ensures processes to monitor and review of health & safety performance at site and organisational level. Plans will be prepared and developed including: Project Plan, Health & Safety Plan and Quality Plan.

The Procedures Manual sets out arrangements for:

- Regular liaison between parties on site
- Consultation with the workforce
- Selection and control of contractors
- Site security
- Site induction
- On-site training
- Welfare facilities and first aid
- Reporting and investigation of accidents and incidents including near misses
- Production and approval of risk assessments and written systems of work
- Site Rules
- Drug and Alcohol policy
- Fire and Emergency Procedures

Elements of design are considered and can be communicated electronically:

- The exchange of design information between the Client, Designers, Principal Designer and Contractors on site.
- Handling design changes during the project.
- The exchange of health & safety information between contractors.

Site Induction and Orientation

B+K Induction and Registration is on the Workforce Management System (Biosite / HRS M-Site), which record personal information in a secure GDPR compliant system and hosts an annual B+K Safety Induction and supporting materials. A site-specific orientation and registration on biometric access will take place on each site.

At site mobilisation, site may not have the biometric time and attendance and access system in operation. A paper-based induction presentation and associated records including orientation.

When the Workforce Management system is operational, all managers and workers are required to use that system on the site.

The interim induction should be reviewed with your Health and Safety Advisor and tailored to the specific site works and risks, including any Client rules and requirements.

Worker Consultation and Engagement

Bowmer and Kirkland wish to create an industry where everyone is valued, all views are listened to and a safe and healthy working environment is the norm and not the exception.

‘Our health and safety pledge’:

Bowmer and Kirkland Ltd understands their responsibilities and wants to make this site as safe as possible for everyone working or visiting here.

We are a family firm with family values.

- The Project Manager has got the full backing of the Company’s Directors to exclude anyone from this site who does not comply with the company’s safety rules.
- *Nothing* we do is so important that we cannot take the time to do it safely.
- You are not asked or expected to work unsafely.
- The safety of employees, colleagues, and the public in the areas we work in is paramount.
- Help everyone you work with to work safely and prevent unsafe working practices.

- Never knowingly walk past an unsafe act or condition on the site.
- Don't interfere with anything provided for safety and don't abuse welfare facilities.
- Use your common sense, be aware of your actions and your surroundings.
- If in doubt, stop and ASK.

The people who can have the biggest effect on safety, are those working on site.

Think safe. Be safe. Stay safe. NO EXCUSES

Bowmer and Kirkland are committed to effective worker consultation on health & safety issues. The following principles are adopted by Bowmer and Kirkland.

1. On every project where Bowmer and Kirkland is the Principal Contractor any worker has the right to stop working if he or she is or feels to be at risk.
2. No punitive action will be taken against any worker who raises a valid health & safety issue.
3. Every person on a construction site will speak to people in a manner in which they would like to be spoken to themselves.
4. Aggressive and confrontational language aimed at a worker who has raised a health & safety issue is unacceptable.
5. A mechanism will exist for all workers on a project to make their views on health & safety known.
6. All workers on site will be informed of the consultation mechanisms.

B+K are committed to CSR - Corporate and Social Responsibility and the Considerate Constructors Scheme.

B+K engage with a variety of stakeholders including our clients, their workforce, customers, students, patients and even inmates, trade bodies, industry bodies, Government, Regulators and Accreditation bodies, as well as the neighbours and wider communities present before, during and after delivery of our Projects.

Client satisfaction is our mantra and to achieve this we must operate in a responsible manner, minimising disruption and negative impacts during construction and leaving a wider legacy from our completed projects of lasting quality, enhancement, and improvement.

Site Rules

Please take care of your own safety and health.
Read and observe all method statements / risk assessments relating to your work
Attend any required daily activity briefing or task briefings

YOU MUST:

- ✓ Have been inducted - Sign in / sign out (use biometric scanners where provided)
- ✓ Use pedestrian routes and entrances
- ✓ Wear the correct PPE with the correct branding including Hi-vis
- ✓ Suitable gloves for the task – cut resistant where required e.g. cladding / roofing
- ✓ Safety helmets with your name clearly displayed
- ✓ Safety footwear with midsole penetration protection (markings SB-P, S1-P, S3, or S5) – **Boots labelled S2 and S4 do not have penetration protection and are not allowed.**
- ✓ Other PPE required e.g. eye protection, ear defenders, respiratory protection, etc.
- ✓ Keep your place of work and storage areas in a tidy state and clear of rubbish
- ✓ Keep access routes clear of obstructions
- ✓ Observe all site rules and hazard and safety warning signs, notices, and barriers
- ✓ Place all waste/debris only in designated containers or areas including drinks containers
- ✓ Comply with the conditions of all Permits to Work
- ✓ Obtain a 'Permit' ATP for use of ladders or stepladders
- ✓ Only use non-surf mobile platforms
- ✓ Use hop-up platforms a minimum of 600mm x 600mm
- ✓ Report all injuries and dangerous occurrences to your supervisor / site management
- ✓ Store materials and tools only where indicated
- ✓ Restrict vehicle movements to routes, areas and speeds designated.
- ✓ Remove keys or isolate power to unattended plant
- ✓ Work safely – and if you can't - STOP

YOU MUST NOT

- Enter site through dedicated vehicle entrances
- Operate mechanical / mobile plant unless you are trained and authorised to do so
- Travel on mobile plant unless you are the operator
- Throw or drop down any items from a height
- Alter scaffolding, crash decks, scaffolding towers or perimeter fences or remove barriers erected for the protection of openings and edges without authorisation
- 'Surf' access towers or podium steps
- Use damaged tools or access equipment or operate tools or machines with the guards removed
- Use mobile phones while driving / operating plant or in areas where mobile phone use is unsafe or prohibited
- Use 240v electrical tools
- Use 110v halogen or pendant lighting, extension reels (coils)
- Change abrasive/cutting wheels unless you are trained and authorised to do so
- Leave your work or work area in an unsafe or unstable condition
- Store sheet materials on edge / unrestrained (maximum of 5 sheets plasterboard on edge, unrestrained, during boarding)
- Make connections to services without authorisation
- Enter confined spaces and excavations without proper authority
- Enter exclusion zones or the work areas of others without permission or authority
- Carry out excavations, work on roofs, hot work, or work on electrical installations without proper authority or precautions
- Smoke except in designated areas –No Smoking within 25m of any site entrance.
- Eat in areas other than the welfare / canteen provided
- Enter site under the influence of alcohol or drugs – we carry out random tests
- Put yourself or others at risk by working unsafely

If in doubt STOP – ask?

May 2021 Version 3

Daily Activity Briefing - MANDATORY

Daily Activity Briefings create an opportunity for subcontractor Supervisors and B+K Managers to discuss the health & safety aspects of a task and a project and allows workers to contribute to their day to day method of working, via their trade Supervisors. Significant issues are brought to the attention of the workforce via Supervisors who should cascade the information to their workers.

This is the main mechanism for consultation and coordination of the site activities where different trades and subcontractors may interact.

A daily Activity Briefing Board should be completed and recorded by photograph on  Health and Safety App.

Emergency Arrangements

Health & Safety Procedure [SP 6.1](#) sets out arrangements for emergency response to situations including actual or potential (near miss): fire, pollution, accident, property damage or other incident.

For construction sites we complete a [SPF 115 Fire](#) Risk Assessment for the construction area and site accommodation to assess risks of fire and fire loading. A Fire & Emergency Plan will be developed including Emergency Escape Plans for the site accommodation and construction areas. This is supported by regular, recorded check on fire and emergency equipment and procedures.

Bowmer and Kirkland has developed full emergency and fire procedures to comply with Fire Prevention on Construction Sites (*Joint Code of Practice on the Protection from Fire of Construction Site & Buildings Undergoing Renovation*) – current edition.

For refurbishment and extension Projects and any Project on a live environment, the Project Manager will be required to complete [SPF 115 Appendix 1](#) to assess the effects of work on the fire integrity and emergency arrangements for staff, customers, visitors, etc.

The information is reviewed at an early stage by a Group Health & Safety Manager who has attended the FPA Fire Risk Assessment training.

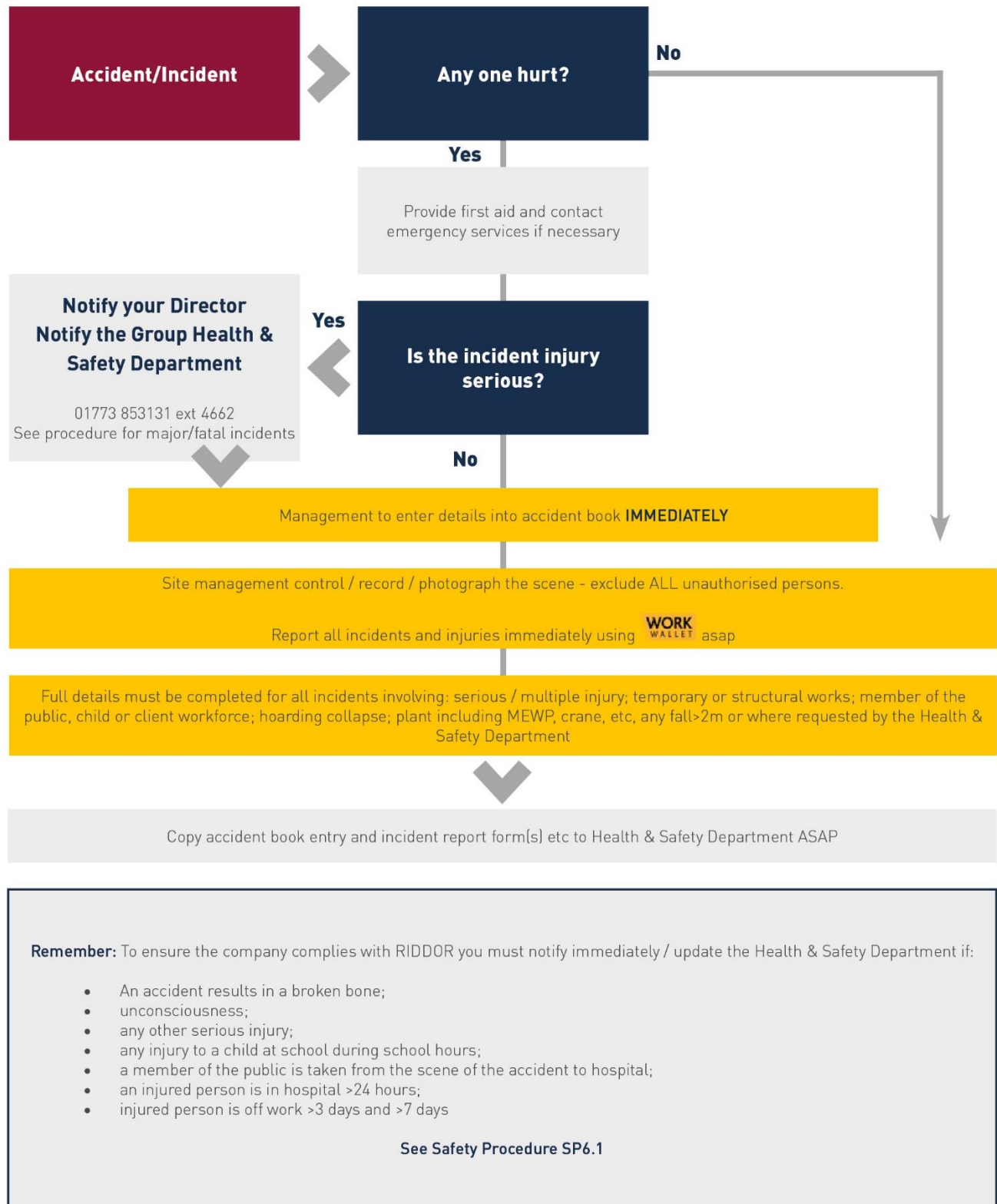
The Fire & Emergency Action Plan is formally reviewed at least once every month at the internal Project Review Meeting.

In the event of an emergency: Report all accidents and incidents to a member of the site management team First Aiders on this site are: First Aid equipment is located: Nearest Defibrillator is located: If required, call emergency services by: The nearest hospital is: The Accident Book is located:	Fire action If you discover a fire: Raise the alarm Call the fire brigade 999 The site address is: Tackle the fire only if it is safe to do Leave by the nearest exit if you have to evacuate Report to your assembly point: Do not stop to collect any of your personal belongings Be familiar with the fire plan – your escape routes and assembly point!	+BOWMER KIRKLAND Project Name: Project Name Project No/Region: 001 B+K Region Address: Address Line 1 Address Line 2 Address Line 3 Address Line 4 Post Code: Postcode Local Authority: Local Authority inc postcode Contact Working Hours: Contact name - telephone number Out of Hours: Contact name - telephone number Work Wallet: To send us a comment about this site, either scan the QR code (left) and send us your message, or text the site ID number xxxxx plus your message to 07400 334 880 In the event of an emergency, dial 999 Registered No. 701182 England Head Office 01773 853131 bandk.co.uk
--	---	---

IF A B&K SITE MANAGER IS UNAVAILABLE THEN CONTACT A SENIOR MEMBER IN AN EMERGENCY:		
Senior Project Manager:	Paul Holt	07501090845
Regional Construction Director	Malcolm Robertson	07825920011
Regional Director:	Paul Skyes	07766775124
B&K H&S Manager	Rebecca Williams	07721244484

Nearest hospital - Manchester Royal Infirmary. Oxford Rd, Manchester M13 9WL

Accident and Incident Procedure



Action in the event of a fatal/major incident

Site Management will control incident scene and if safe to do so:

- Contact Emergency Services
- Take steps to prevent escalation of incident including further injury or environmental or property damage and separation from client / public
- Stop the work activity; e-mail subcontractor(s) involved to confirm this;
- Secure the area with fencing or hazard tape; Display signs to prohibit unauthorised access.
- Ensure all personnel are accounted
- Exclude **ALL** unauthorised persons – Do not allow spectators / unauthorised photography
- Assist and co-operate with emergency services
- Provide equipment / assistance for rescue / recovery / making safe including environmental protection
- Hire specialist expertise / equipment if necessary / instructed
- Ensure scene is controlled / recorded – take photographs – complete form SPF 702
- Record any witnesses and where they were working – if possible take statements SPF 703
- Where there is any suspicion of any person being impaired by drugs / alcohol – they are to remain on site until a post incident test has been completed. If they leave site a test will be required prior to their return.

Do not speak to the media – refer all enquiries to Sarah Millington at Bowmer and Kirkland Group.

**Site Management immediately contact:
Business Unit Director
AND
Mark Blundy
Group Director Health & Safety
07825 527121**

Safety Advisors

Michael Brandwood	07901 517472
John Cregan	07747 444433
David Reilly	07788 367749
Stewart Ness	07584 641915
Rebecca Williams	07721 244484

Director will:

- Notify H&S Dept / D Scorer
- Liaise with Client / Insurance Department
- Attend scene
- Coordinate information for any press statement

Group Director of Health & Safety will:

- Attend / contact Safety Advisor to attend scene
- Coordinate any specialist technical / legal / environmental advice / counselling
- Attend scene / allocate Safety Advisor
- Lead / coordinate / close out investigation
- Report / Notify to HSE / EA (or NRW/SEPA)
- Liaise with Insurance Department
- Advise - forensic support / disaster recovery / Drone
- Liaise with Business Development re media interest

B+K

Emergency Contacts - Bowmer and Kirkland Group

Group Health & Safety Department	01773 853131 ext 4662
David Scorer, Director	07831 566666
Mark Blundy, Director of Health & Safety	07825 527121
Dave Shooter, Group Crane Manager	07824 413103
Craig Head, Group Quality Assurance Manager	07920 546633
Paul Smith, Group Systems & Compliance Manager	07917 424592
Emily Rainbow, Environmental Advisor	07766 510567
Phil Mason, Insurance	01773 857509 / 07825 242657
Sarah Millington, PR/Media	01773 857514 / 07786 337363
R G Wilbrey, Darrol Palmer	07802 179887 / 01902 420920
RG Wilbrey, Dave Woodward	07973 228935
Site Services - Power, Lighting, Accommodation, Barriers etc	
Ian Haigh	07831 199907
Darren Mosley	07733 124261
Leanne Hackney	07831 530544

Risks identified through the planning and construction phases should be recorded in the Project Risk Register **MPF 5.27** and subject to regular review and update.

Part 2 Arrangements for Controlling Significant Site Risks

(Site Establishment / existing information):

This section requires a review of the site prior to works commencing, the pre-construction information including design risks, supplied by the PD, and requirements to establish the site and then make an assessment of risk (**without controls**) as High / Medium / Low / N/A.

Standard risk controls are detailed in the Bowmer and Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.

Client Requirements – phasing, working hours, programme

HIGH

MEDIUM

LOW

N/A

Comments

B&K have planned the programme for this project to work within the permitted Planning application. Operational working hours are not considered to be an issue and are deemed LOW RISK as works on the site's location doesn't impact on the operation of our client's.

The intended construction period is 72 weeks. Plus a 26 week PCSA period. Final construction programme to be planned out during PCSA stage

Main construction vehicle access will be via site formed entrance off Enterprise Way.

B&K contact details will be posted on main site entrance to provide details of site management in the event of out of hours issues or an emergency.

Contact details

PP O'Connors

Email: Daniel.Mackinlay@ppoconnor.co.uk

Phone: 07379 445013

Bowmer and Kirkland

Email M.bolton@bandk.co.uk

Mob: 07717 272137

Public Protection / Surrounding activities

HIGH

MEDIUM

LOW

N/A

Comments

The full perimeter is secured with a 2.4m high hoarding, existing pallasade fence and controlled access gates. A designated gateman/ security guard will control and monitor deliveries/ usage of the gates ensuring that the gate always remain locked to prevent unauthorised access. A second gate will be located 30-40m along the hoarding which aids within the site haul road to provide a vehicle pull in zone (See site logistic Plan)

The site will have monitoring camera located around the perimeter creating a REDLINE boundary which will be remotely monitored 24hrs a day and with camera monitoring being viewed by our designated guard

The site boundary 2.4m high Timber hoarding has been erected by the employer with the design/ installation being checked by B&K Temporary works Engineer. Site hoarding will be subjected to a daily inspection to ensure it is safe and secure. Both vehicle and pedestrian access is gained from Enterprise Way located North of the site.

Site safety signage will be displayed on the hoarding at relevant locations, stating the site requirements for safe access and warning of site hazards and no unauthorised access permitted.

Roads will be kept clean from mud by cleaning delivery vehicles wheels prior to leaving site, this will be further supported using Road sweepers.

The movement of Construction traffic will be under the supervision of trained / competent traffic marshals

Only Authorised pedestrians will be able to gain access to the site via a designated turnstile.

Any works required outside the site boundary (IE incoming services) will be planned with the relevant approval authorities, permits and RAMs being submitted and approved in advance to maintain public protection.

?

Manchester City Council (MCC) are communicating direct with all neighbouring businesses and landowners. Any communication by B&K or PPOC must be communicated back to the project manager at MCC and the website below.

Manchester.gov.uk/ancoatestransformation

Vehicle and Pedestrian Management including deliveries

HIGH

MEDIUM

LOW

N/A

Comments

There will be a designated vehicle access gate and a pedestrian access gate. Access to these gates will be controlled via our guard and turnstile. Deliveries will be controlled through a designated booking procedure. All deliveries will be booked in at least 48hrs prior to arrival to site with an allocated time slot to prevent congestion on the surrounding roads. Deliveries will be met at the site gates by B+K trained gatemen / traffic marshals. Offloading of deliveries will be undertaken from within the confines of the site (within designated areas) while maintaining clear segregation between site operatives and the public.

All B+K delivery vehicles are registered with Fleet Operator Recognition Scheme (FORS) and Construction Logistics and Community Safety (CLOCS). These schemes are national industry standards which ensure best practice for safe deliveries to site. all wagons will have appropriate sheeting when leaving site.

B&K will establish designated pedestrian access routes around / through the site to ensure that pedestrian / vehicles are segregated and always controlled. Access signs / routes are inspected daily via a Good Order inspection.

Material storage will be undertaken with the bounds of the site boundary. A Safe, suitable hard standings to be provided by B&K for storage of cladding materials. A designated area to dispose of the spoil generated on site will be designated and removed as spoil is generated.

Fire / Emergency including diversions

HIGH

MEDIUM

LOW

N/A

Is the site occupied / live?

Y / N / N/A

Finished Building FRA completed?*

Y / N / N/A

Information on Client requirements?

Y / N / N/A

Diversions / Signs / Lighting required?

Y / N / N/A

Existing fire risk assessment? *

Y / N / N/A

FPA training required?

Y / N / N/A

Is there fire engineering protection?

Y / N / N/A

Are the public affected by works?

Y / N / N/A

Will works disturb any fire breaks?	Y / N / N/A	Any vulnerable groups?	Y / N / N/A
Any high-risk process / activity?	Y / N / N/A	Existing fire / escape plan obtained?	Y / N / N/A
Is there a history of arson / theft?	Y / N / N/A	Is a full Fire RA required?	Y / N / N/A

***Complete *SPF 115* in all cases and review with your Safety Advisor**

Comments	A detailed site fire plan / risk assessment will be reviewed and updated monthly to reflex the changing / developing construction activities. Trained / competent Fire marshal's will be appointed to manage the evacuation process. Regular fire drills/ planned evacuations will be undertaken and recorded so that everyone on site is familiar with the fire excavation procedures and how to raise a concern in a fire situation. During the initial demolition phase Matthew Bolton will be the on site fire marshal. The site is occupied within the confines of a secure site hoarding which will prevent unauthorised access. The storage of flammable liquids such as diesel oil and gases will need to be considered. These are generally stored in lockable vented units pending use on site and in agreed locations on site and in compliance with B+K procedures. All temporary electrical supplies will be powered by site generators which means high storage of fuels will be required during the initial phase, and the safe storage of bunded fuel tanks will be in operation. All flammable materials and skips must be stored away from the perimeter to negate the potential for arson etc. Any materials used for protecting finished works will be fire retardant. All hot works will require a daily B&K hot works permit via our online Work Wallet system, with site housekeeping always maintained to reduce the potential for fire spread caused by excess combustible materials stored in the building. Fire escape routes and (Temporary/ permanent fire exit doors) will be kept clear at all times, with suitable signage displayed on site. The site will operate a wireless fire call point system i.e. WES system, these call points will be deployed across site as part of the initial ground works phase and then as works progress into the building. Each call point will have the agreed fire routes clearly defined along with agreed site muster points, each of the call points will including water and CO2 extinguisher. The site welfare cabin set up has a hard-wired fire and smoke detection system. Weekly inspections of the above will be undertaken and recorded via Work Wallet. Please see separate Construction Project Fire Risk Assessment SPF115 documentation for fire station locations across site. Site is equipped with several Defibrillators (1 in offices, 2 on site) . B+K 1st aiders are trained to operate the Defib in the event it is required.
----------	--

*If no refer to Client/ PD / Architect for action

Site Accommodation including Welfare Facilities / offices etc.	HIGH	MEDIUM	LOW	N/A
Existing Toilets?	Y / N	Existing Canteen		Y / N

Comments	The site accommodation will be established will comprise of 4 cabins 10.3x 3m each in size with 2 units occupying the ground tier (1x WC Unit, 1x Canteen and Drying/ changing/ shower room units. The top tier with comprise of 2 x open plan offices with a meeting room facility.) welfare facilities will have drinking water and hot water for washing facilities. Initially the site will have a part time cleaner to service the above facilities and ensure that they are maintained to a high standard. This will be under regular review and hours increased as the setup increases and numbers on site increase. Operatives will be encouraged to wash their hands prior to dining. Site parking has been established for client meetings and B+K site team. Weekly inspections of the above will be undertaken via Work Wallet. Initially site first aider will be Matthew Bolton. As the projects expands into the construction phase and more management staff are required this will mean their will be more first aiders. Compulsory training for all B&K management staff is to have there first aid course. Accident book will be located in the site office, near misses and accidents will all be reported and stored on work wallet.  Reviewed Annually  Muster Point
----------	--

Services – underground / overhead		HIGH	MEDIUM	LOW	N/A
Comments	Location of Live services identified from previous TOPO surveys and issued as a part of the clients Pre-construction H&S information will be identified and highlighted on site ahead of works being carried out. All services will be disconnected at the site boundary Any ground-breaking works either inside the site or outside the footprint of the project will require B&K permits to be issued including copies of all statutory services. Hand dig trial holes will be undertaken and recorded as required to establish location and depth of services. Vacuum excavation to be utilised as per B+K procedures where required. Prior to any excavations, permit to dig must be obtained. These will be generated by the sub-contractor via Work Wallet and permitted by our site engineer or site manager. A copy of the Topo survey and historical service/constraint drawings will be attached to the permit. Where required additional trial holes may be asked for. As per B+K procedure, correct Cable Avoidance Tool (CAT) to be used by trained and competent operative completing the checks under the permit.				

	As per B+K procedure, equipment calibration certificates and training competency to be provided under the Permit to dig permission to proceed				
Highways / Roads – S278 / S50 Works		HIGH	MEDIUM	LOW	N/A
Comments	S278 works / Section 50 works to be undertaken as programmed with the necessary permits/ permissions having been obtained first. RAMS and street work licenses for trained operatives will be presented ahead of works being carried out.				
Surrounding property / land use (Schools, hospitals, shops etc.)		HIGH	MEDIUM	LOW	N/A
Comments	There is commercial property to the north and south of the site that abuts the boundary. To the east of the site is a local recreational space. To the west is the access road down Poland st with neighbouring waste land used as carparking.				
Landlord / party wall issues		HIGH	MEDIUM	LOW	N/A
Comments	Boundary wall conditions are poor and unstable, decision to remove them during demolition is being considered by MCC				
Planning or other restrictions e.g. TPO, BAPA etc.		HIGH	MEDIUM	LOW	N/A
Comments	MCC Enforced local authority planning hours are to be adhered to. Mon-Fri: 07.30 - 18.00 Sat: 08.00 – 14.00 No work to be completed outside of these hours unless approval is gained from the Local authority.				
Lighting and temporary lighting		HIGH	MEDIUM	LOW	N/A
Comments	Temporary lighting around the site will be established around the perimeter hoard, along designated access routes, welfare areas and within the building as works progress and are undertaken which will be in line with our temporary services installation. Initially diesel-powered lighting towers will be utilised to provide adequate safety lighting to illuminate the site walkways and site accommodation areas. The lighting will be directly downwards as to not cause a nuisance. Once full site setup is established, permanent flood lights will be suitably positioned will be fixed to provide safe access lighting. As the building is formed, safety light with emergency fittings will be installed in the areas to provide adequate safety / access lighting to escape routes will be maintained. Specific Task lighting will be provided by subcontractors for their planned works.				

	Site lighting will be turned off daily when the site is closed with security lighting remaining in place around our site set up for the night guard				
Security including fencing and hoarding		HIGH	MEDIUM	LOW	N/A
Comments	The site is to be enclosed by a temporary hoarding and existing pallasade fencing A condition survey will be undertaken, and temporary work design check will be concluded prior to site occupation. Any necessary upgrades/ improvements to meet a TWD will be carried out when the site is occupied. Regular daily/ weekly site hoarding inspections will be carried out as a part our management checks This will be inspected at site handover to ensure it is installed as per a design and is fit for purpose and will then be subject to daily inspection recorded on Work wallet. During normal working hours, vehicle gates will be locked when not in use and will be controlled by B+K competent and trained traffic marshal. Pedestrian access will be restricted using turnstile / authorised access only. Security risk will be reviewed daily to ensure if any additional measures need implementing as required during the construction phase.				
Structural Surveys and Dilapidations (inc. Wells, Tunnels or Underground Structures)		HIGH	MEDIUM	LOW	N/A
Comments	A detailed condition survey will be completed at the beginning of the project of the surround roads, footpaths, lampposts, fences and signage. Existing drainage will be CCTV inspected and recorded prior to works commencing				
Asbestos		HIGH	MEDIUM	LOW	N/A
Asbestos Survey available?	Y / N	Asbestos Identified?			Y / N
Further / additional survey required?*	Y / N	Is the working area affected?			Y / N
Specialist Removals or treatment required?	Y / N	Highlighted on Risk Board / Induction?			Y / N
* If further survey required who is responsible?	B + K / Client / Principal Designer / Managing Agent				
Comments	The site has asbestos within the existing structures, a full R&D survey is to be undertaken prior to demolition				
Other Hazardous Materials e.g. fragile rooflights		HIGH	MEDIUM	LOW	N/A
Comments	Existing roofs are asbestos sheets, therefore very fragile, no access permitted on these roofs, full permit and RAMS to be issued in advance with director / B&K's H&S approval required				
Environmental – water, flora, fauna		HIGH	MEDIUM	LOW	N/A
Refer to Environmental Impact Assessment (MPF 6.3)					
Comments					

	The site has undergone numerous ecological surveys includes badger sets and bat nests. These all came back with no results that the site had any environmental activity on. The suite is 100% tarmac with no possibility of badger sets. During the demolition phase we have another ecology survey to be present during the demo to check for further bat nests.				
Client Approval / Permit to Work Requirements e.g. roof access		HIGH	MEDIUM	LOW	N/A
Comments	Existing roofs are asbestos sheets, therefore very fragile, no access permitted on these roofs, full permit and RAMS to be issued in advance with director / B&K`s H&S approval required				
Other		HIGH	MEDIUM	LOW	N/A
Comments					

Part 3 Management of the Work						
Significant Construction Process Risks - Safety risks / Health risks						
This section requires a review of the site works including the trades, methods of construction and operations to enable the project to be constructed and then make an assessment of risk (without controls) as High / Medium / Low / n/a.						
Standard risk controls are detailed in the Bowmer and Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.						
Phasing / Programme / Handover			HIGH	MEDIUM	LOW	N/A
Comments	The construction programme for this scheme is 72 weeks. A detail build sequence will be interrogated during the PCSA stage with input from our supply chain					
Design – Significant Residual Risks			HIGH	MEDIUM	LOW	N/A
Comments	Other residual risks identified will be communicated on design drawings and risk mitigated through safe system of works and during monthly client report meetings					
Construction Materials, Methodology and Sequence			HIGH	MEDIUM	LOW	N/A
Comments	The project has been modelled in BIM to show a sequence of build methodology with information being provided by numerous subcontractors on activity sequence. B&K have shared this model with 3rd party subcontractors, and it will form part of their sublet order. Construction materials will be sourced to meet the performance specification requirements of the NBS. Structurally stability and construction methodology will be is sequenced by B&K's specialist subcontractors with input and approval being sort from the design team. Work platform / hardstanding to be implemented and tested to prove ground conditions are adequate for plant loadings/ crane loads etc.					

	Sequence of build considers temporary stability requirements of the structure, and the programme reflects this sequence.				
Ground Remediation / Contamination		HIGH	MEDIUM	LOW	N/A
Comments	The site has ground condition issues, remediation is needed to improve the ground prior to piling commencing . Remediation contractors H&S File is to be forwarded to B&K asap.				
Roads / Drainage / Foundations		HIGH	MEDIUM	LOW	N/A
Comments	All excavation works to be properly planned with safe access / egress to be maintained, together with approved temporary works – where required. B+K procedures to be followed.				
Services / Utilities		HIGH	MEDIUM	LOW	N/A
Comments	Incoming services / Utilities will be installed by specialist contractors under statutory permits. When the building becomes 'live', all associated electrical cupboards will be locked and under a permit to work. A going 'live' presentation will be presented to the team and contents included within the site induction. Warning signs will be displayed to warn operatives of the areas that are live.				
Fire Strategy		HIGH	MEDIUM	LOW	N/A
Comments	Fire plan will be reviewed and updated monthly. A wireless fire alarm system will be installed with call points and appropriate fire extinguishers. Escape routes and muster point will be displayed as per the agreed plan. Weekly inspections will be completed and recorded on work wallet.				
Water Management Plan		HIGH	MEDIUM	LOW	N/A
Comments	A water management plan will be developed and implemented on site in line with CEMP				
Work at Height e.g. Perimeter Climbing Shield		HIGH	MEDIUM	LOW	N/A
Comments	.				

Work at Height: Riser Protection – Use of GRP Grid?		HIGH	MEDIUM	LOW	N/A
Comments	Riser are infilled with a riser solution; details are still be reviewed and alterations to the design are being made to consider the M&E services which pass through them. No void will be left exposed without a suitable solution having been considered or temporary scaffolding being used as guarding				
Fall of Materials / Falling Objects		HIGH	MEDIUM	LOW	N/A
Comments	Material handling/ storage and installation will be considered throughout the project with controlled segregation zones/ storage areas being implemented and set up. Operative training and communication will be given to control this risk. B+K are to ensure that all operations with a risk of falling materials or falling objects have a suitable exclusion zone set-up with barriers and signage as required to ensure the safety of all site personnel that is working near these operations. In line with B+K company procedures, operatives operating powered accesses are to have all tools tethered to mitigate the potential for falling objects during the undertaking of any work at height. This procedure will be written into all relevant sub-contractors RAMS documentation, which is subject to review and approval from B&K site management team in advance of works commencing on site. All Items to be lifted will be identified on the schedule of common lifts within the lifting plan documentation and in advance of any lift, with any addendums to the documentation carried out by the listed Appointed Person. Loads will be suitably secured and checked by the crane lift supervisor. Exclusion zones by way of physical barriers will be used to stop any unauthorised access to work areas. Operatives are required to ensure tool’s used at height are tethered at all time. These items will be reinforced within the site specific safety induction.				
Scaffolding		HIGH	MEDIUM	LOW	N/A
Will a scaffolding design be required?		Y / N/ N/A			
Comments	Numerous scaffolding platforms, working decks, scaffold edge protection and void coverings will be needed for the project. These will be reviewed throughout the project and will be installed by an approved scaffolding contractor who will be working to an approved scaffolding design or in line with NASC TG:20 21 / SG4;15 When a design is required this will also be carried out by a competent designer who has the relevant credentials to complete such works. A CDM competency check is carried out by B+K prior to appointment and a TWC SPF:420 will be issued. No scaffold shall be amended or adjusted unless by a competent and qualified scaffolder				
Fragile Materials		HIGH	MEDIUM	LOW	N/A
Comments	None being used during the build sequence				
Plant and Vehicle Movements		HIGH	MEDIUM	LOW	N/A

Comments	Vehicle control, movement and direction is deemed a risk and will be undertaken by designed trained and competent bankman/ operators. Designated pedestrian routes around the site will be established to keep unauthorised personnel out of these plant zones will be established, monitored and periodically changed to suite site activities All delivery vehicles will be CLOCS and FORS registered and must be compliant. All vehicles entering or leaving the site will have a banksman present. Stop and go boards will be utilised to control traffic via the B+K gate traffic marshals. The site team are to ensure that NO construction related vehicles are parked outside the confines of the site at all times. A Logistics Coordinator will be employed on the scheme full time to manage the delivery management online system to enforce the just in time deliveries. All deliveries must be booked in with a minimum 48hrs notice this will help avoid traffic building up outside the site boundary. Site access routes within the site will be demarked with white pedestrian barriers and red hooped access gates at vehicle cross over points, these will be periodically changed as the building progresses and revised access routes will be implemented when required. Refer to 9.1 SPF 116 for traffic management plan. Due to the size of the site a swept analysis will not be required, Site is big enough to allow vehicles to gain access on to site and then leave site without causing any issues externally or internally. All vehicles leaving site with material will have sheeting over. This will include skips/ 8 wheeler wagons.				
Footpath / Road / Car Park Works		HIGH	MEDIUM	LOW	N/A
Comments	Alterations to the existing boundary footpath/ road to form site access/ S278 works is deemed low risk. Site personnel and Members of the public will be segregated at all times with suitable hoarding and signage. The carpark area will be fenced off for separating with the Carpark contractor				
Manual Handling		HIGH	MEDIUM	LOW	N/A
Comments	Mechanical lifting aids (Forklift/ Spider crane/ glass manipulator/ cranes/ Hiab) will be utilised to minimise the need for manual handling. Specific RA detail manual handling will be prepared and issued for review by our specialist subcontractors detailing the size, weight, shape and location where the lift is to be carried out. The majority of materials and equipment on site will be off loaded and distributed via the use of mechanical handling equipment ie telehandler or mobile cranes. All efforts will be made to eliminate manual handling; however certain trades need to handle equipment to complete their works. As part of the B&K site induction, manual handling reduction techniques are discussed, and regular toolbox training sessions are held with sub-contractor management to ensure their knowledge in this subject is kept up to date				
Cranes / Mechanical lifting		HIGH	MEDIUM	LOW	N/A

Comments	Prior to any craneage or mechanical lifting operations being undertaken on site a review is undertaken by B+K to ensure the ground conditions are suitable and the equipment is appropriate for the task, all Hiab's will require a Lorry loader assessment to be undertaken via our Work Wallet system There is a need for several cranes on this project. Operational control on site set up, size of crane, supervision, ground conditions, lifting equipment and communication is deemed high risk and needs to be managed specifically with designated lift supervisor / manager taking daily responsibility for the co-ordination of activities that are planned and forthcoming Mobile cranes will be utilised required during the project. Prior to any of these works being carried out, all works will be suitably planned, using the following B&K safety procedures. Crane operators and Slinger Signallers are to be CPCS Blue card. .				
Tower Crane / Crawler Crane / Hoist / MCWP*		HIGH	MEDIUM	LOW	N/A
Comments					
* Refer to Dave Shooter Group Crane Manager					
Materials (COSHH / special hazards)		HIGH	MEDIUM	LOW	N/A
Comments	Generally, chemicals and substances used by the supply chain will be stored in suitable fire resistant COSHH cabinets or containers on site or stored in designated cages or hoarded areas within the site boundary. COSHH bins will be provided and all COSHH waste disposed of appropriately. Spill kits and trained operatives will be on site to deal with an unlikely spillage.				
Power / Lighting		HIGH	MEDIUM	LOW	N/A
Comments	A project power and lighting scheme will be developed to ensure adequate lighting and power provisions are provided to undertake the works and minimise the use of trailing cables and flood lighting All temporary lighting and power will be installed by our trained and competent electrical contractor, modifications and adaptations will be required as the works progress to each of the phases. All associated testing certification will be issued as required and all certificates are to be retained onsite for compliance. Site electrical supplies will be installed across all floor plates consisting of 110v transformers and power lines to minimise trailing cables. A generator will need to be used during the initial phase until the internal substation goes live.				
Temporary Works / Design		HIGH	MEDIUM	LOW	N/A

Comments	It is envisaged there will be elements of temporary works on site and these will all be subject to authorisation by B+K using safety procedure SP 3.5 & 3.5a. please refer to file 9.2 for our temporary works register. Temporary works will be co-ordinated by the temporary works supervisor, works will be supervised by relevant sub-contractors and subcontractor temporary works supervisors. B+K SPF 420 must be populated prior to temporary works being granted authority to proceed with all permits to load being completed by our specialist's subcontractors. All temporary works will have periodic in use inspections a minimum of every 7 days. B+K will employ an independent temporary works engineer for the main elements of the works ie hard standing work platforms these will be designed by an approved temporary works designer, with all design certificates being issued and contained with the B+K 9.2 folder. CAT 1,2,3 checks will be reviewed by B+K TWC in line with B+K procedures. Temporary work design briefs to be issued to ensure that the design meets the scope requirements.			
Item requiring Temporary Works design? ✓		Item requiring Temporary Works design? ✓		
Hoarding / Fencing	✓	Anchor Points	X	
Excavation / Ground support	✓	Falsework / Formwork	✓	
Piling Mat	✓	Floor loadings	✓	
Plant Platform – crane, MEWP, etc.	✓	Edge Protection	✓	
Structural Support – new build / existing	✓	Other? (Deep drainage)	✓	
Specific Competence Requirements - Specialist Training		HIGH	MEDIUM	LOW
		N/A		
Comments	Supervision of Crane lifting and MEWP management are deemed as medium risk as specific training for those who will be overseeing the daily co-ordination on site.			
Item requiring Specific Competence? ✓		Item requiring Specific Competence? ✓		
Temporary Works Co-ordinator	✓	MEWP management	✓	
Electricity – Authorised Person	✓	Underground services	✓	
Electricity – Competent Person	✓	First Aid	✓	
Crane Coordinator	✓	Biodiversity	✓	
FPA Fire Training	✓			
SPA PFA Petroleum Card	X			
Gas Safe Domestic Gas	X			
Temporary Works Inspection	✓			
Scaffolding Inspection	✓			
Dust / Fume		HIGH	MEDIUM	LOW
		N/A		
Comments	Dust may be generated through the removal of excavated material during dry weather, dampening and suppression will need to be considered to prevent dust from being carried/ blown which could hinder airport operations. Fumes from stud welding/ on site steel welding needs to be considered as treatment of steelwork may cause toxins.			

Diving / Works Under Water		HIGH	MEDIUM	LOW	N/A
Comments					
Work On, Over or within 10 m of Water		HIGH	MEDIUM	LOW	N/A
Comments					
Noise		HIGH	MEDIUM	LOW	N/A
Comments	As part of B&K's approach to managing noise levels on site it is normal for site management to carry out daily noise monitoring at various locations during noise related works. Nosie monitoring is being carried out daily; this is taken from a number of different positions please refer to file 9.6. if the reading goes above 85db mandatory ear protection zones are implemented. All powered items which are required to run through the night will be fed from a site generator and this will be eco-friendly and super silenced. It is imperative that the planning conditions are always adhered to and if any works are required outside of the normal working hours, then permission will be requested from the local Planning authority. We will provide regular newsletters to surrounding businesses providing them with a forum to reply with any concerns. The construction methodology with the materials being used and plant equipment will mean noise is generated and considerations for noise monitoring and the wearing of earing defenders is considered. Background noise from the airport planes needs to be considered as higher levels of noise may be experienced as a result.				
Specialist Plant / Scaffolding / Access Equipment		HIGH	MEDIUM	LOW	N/A
Comments	There will be a need for the use of numerous specialist items of plant to be used on this project a different time throughout the programme. Fully RAMS and plant certification will need to be provided along with evidence of training and competencies for the operators using it. Guidance may be needed to be sort from B&K H&S department to ensure management controls are in place It is envisaged that scaffolding will be required throughout the construction stage of the project and only authorised contractors who hold the "CISRS" Scaffolder competency qualifications will be permitted to erect the proposed structures. Temporary works will be reviewed and signed of prior to installation by Temporary Works co-ordinator.				

Specialist Trades		HIGH	MEDIUM	LOW	N/A
Comments	All subcontractors that are appointed by B+K are classed as specialist contractors in their field. There are no contractors appointed on this project that B&K anticipated that could be operating beyond their capabilities of other similar trades/ specialist There will be a need for the use of specialist trades on this project at different times throughout the programme. Detailed RAMS and training competencies for the operatives will need to be issued ahead of work commencing on site. Guidance may need to be sort from B&K H&S department to ensure management controls are in place				
Building Services		HIGH	MEDIUM	LOW	N/A
Comments	The MEP design and build contractor will be consulted early in the design process to ensure BWIC is accurately detailed and capturing the requirement of safe working platforms within proposed service risers				
Inspection Test Commissioning – 3 rd Party Quality Assurance		HIGH	MEDIUM	LOW	N/A
Comments	Robust QA management control is needed on all packages with ITP`s, Control check sheets and QMP being provided for all elements of work. B&K QA / compliance manager will be in attendance frequently throughout the project to ensure quality is achieved.				
Fire Protection		HIGH	MEDIUM	LOW	N/A
Comments	Fire protection QA and inspections will be as per B+K procedure. A third party will randomly inspect to validate the installation.				
Ongoing Maintenance Issues		HIGH	MEDIUM	LOW	N/A
Comments	All installations will provide details of maintenance requirements and be incorporated into the Operation and Maintenance manuals.				
Waste		HIGH	MEDIUM	LOW	N/A
Comments	Waste will be controlled and monitored utilising Smart Waste. Specific waste streams will be identified, and relevant control measures will be implemented for dealing with these specific wastes. General waste being removed from site, due diligence checks will be carried out by the B+K head office plant department to ensure the waste carriers, waste transfer stations are registered to handle or receive waste by the Environment agency. A specialist waste collector will be appointed at site to deal with all associated waste generated by site.				

	B+K operate a Site Waste Management Plan that encompasses this information, and it is held on site by the B+K management team. Refer to environmental file and SWMP. Sub-contractors removing their own waste from site are to provide the following information to B+K; • Waste carriers' licence. • Waste management licence. • Landfill (Tip) Exemption's. • Monthly waste recycling rates.				
Commissioning / Testing / Handover		HIGH	MEDIUM	LOW	N/A
Comments	This will be developed during the project An agreed Practical Completion check list to be worked to in producing the requirement documents. Create master will employed by B+K to produce the Operating and Maintenance Manuals and Health & Safety file. Templates to be agreed with the employer. Monthly reports will be issued periodically to track progress of each package to enable a full and complete handover of this file on completion of our works.				
Other		HIGH	MEDIUM	LOW	N/A
Comments	Additional considerations to be noted				

Part 4 CDM Principal Designer /Client

Has the Principal Designer Risk Schedule [MPF 4.9](#) been prepared by the Principal Designer

Y/N

If NO – what arrangements are in place to collate design risk assessments from designers and manage design risks during delivery of the project:

Has the PD reviewed the Design Risk Assessments for the initial design including buildability and fire strategy review?

Yes

The Health & Safety File

The format should be directed by the Principal Designer to satisfy the Client requirements for content and format.

(a) Layout and Format

The format for producing H&S file will be agreed in advance with the Principal Designer and client and based around the CDM requirements

(b) Arrangements for the collection and gathering of information

Time scales will be set on the various work packages for H&S information to be issued and reviewed by the Principal Designer/ Client team

The format will be agreed with the PD and Employer. B+K to propose Createmaster standard template.

Createmaster are employed by B+K to collect data and provided structured information.

During the construction phase, review meetings will be held and a progress tracker issued to ensure information is being collected in a timely manner

(c) Storage of information

The H&S file information will be issued electronically and will contain the appropriate Information that is set out and agreed within H&S file format.

The information is collected and stored by Createmaster on a web portal. Access will be provided the relevant parties to ensure that the information is being reviewed.

Health & Safety Procedures / Forms / Systems Index

 Cloud Based Health and Safety App.	
Management Inspections:	Authority to Proceed:
Site Management Safety Inspection	Confined Space
Project leader Safety Tour	Electrical Work - Limitation of Access
Director safety Tour	Use of Leaning Ladders / Stepladders
B+K H&S Advisor Inspection	Lorry Loader
R G Wilbrey Inspection	Excavations / Ground Penetration
RG Wilbrey Development Visit	Tree Protection - Works within Root Protection Area
Sub-contractor Safety Tour	Truck Mounted Concrete Pump
Site Inspection Activity:	Wet Works
Site Activity Log (site diary) includes progress photographs and Good Order tour	Roof Access
Daily Activity Briefing	Behaviour / Discipline:
Toolbox Talk Register / Briefing Register	Red Card – Serious Non-compliance – Immediate Exclusion
Welfare Inspection Record	Yellow Card – Non-compliance – Record of Warning
Site Hoarding and Fencing Inspection Record	Green Card – Positive Behaviour / Good Compliance
Environmental Protection Inspection Record	Event Reports:
Fire Equipment Inspection Record	Incident / Accident Report – Injuries, Near-miss, Dangerous Occurrence, Ill Health, etc.
Permit to Work:	Official Visit – HSE, EHO, etc.
Hot Works	Consultation / Feedback:
Excavation / Ground Penetration Near 'Live' Services	Concern Report – QR Code link to Workforce / Public
General Permit to Work	Concern Report – QR Code link to Workforce / Public
Critical Tasks – Covid Relaxation of Social Distancing Requirements	

Inspection TAG system

Ladder / Stepladder / Podium Daily alternative to [SPF 316](#)

Cloud-based GDPR secure Workforce Management System

Workforce Registration (identity and competence), B+K induction, Supervisor Induction and Demographic anonymised data. Time and Attendance Recording.

Section	Procedure	Section	Procedure
0.0	Safety Procedures Overview	8.10	Mental Health & Wellbeing
0.1	Contents and link to Quality Management System	9.0	Site Arrangements
1.0	Training and Competence	9.1	First Aid
1.1	Training and Competence	9.2	Welfare
1.2	Toolbox Talks	9.3	Catering/Food Preparation
1.3	Young Persons	9.4	Traffic Management
1.4	Supervision	9.5	Public Protection
2.0	Consultation and Communication	9.6	Visitors
2.1	Worker Consultation	9.7	Good Order
2.2	Company Safety Induction	9.8	Site Establishment
2.3	Site Induction and Orientation Process	9.9	Electricity
2.4	Non-English-Speaking Workers	9.10	Gas Installations
2.5	Red/Yellow Card	9.11	Services
2.6	Agency Worker Induction	9.12	Fuel and Oil
3.0	Risk Assessment/Method Statements/Permits	9.13	Mortar Silos
3.1	Risk Assessment	9.14	Health & Safety Standard Notice Boards
3.2	Method Statements	9.15	Hoarding, Fencing and Barriers
3.3	Authority to Proceed & Permit to Work Procedures	9.16	Safety Signs
3.4	Hot Works Permit to Work Procedure	9.17	ADR Carriage of Dangerous Substances
3.5	Temporary Works	9.18	Lighting
4.0	Construction Design Management	9.19	Site Logistics
4.1	CDM Overview ISSUE	10.0	Environmental Protection
4.2	CDM Contractor & Designer Assessments	10.1	Archaeology
4.3	CDM Pre-Construction Information	10.2	Ecology and Wildlife
4.4	CDM Health & Safety Plan	10.3	Invasive Species
4.5	CDM Health & Safety File	10.4	Water Pollution Prevention
4.6	CDM Principal Designer	10.5	Vibration
5.0	Monitoring Audit and Review	10.7	Packaging Waste
5.1	Health & Safety Inspections	10.8	Waste Management (England and Wales)
5.2	Health & Safety Monitoring and Audits	10.9	Waste Management (Scotland)
5.3	Outside Agencies and Official Visits	10.10	Weather Conditions
5.4	Considerate Constructors Scheme	10.11	Working on or Near Water
5.5	Health & Safety Reporting	10.12	Trees and Hedgerows
6.0	Accidents and Incidents	10.13	Environmental Dust
6.1	Accidents and Incidents – Escalation Procedure	11.0	Health Risk Management
7.0	Fire and Emergency	11.1	Asbestos
7.1	Emergency Procedures	11.2	Confined Spaces

7.2	Fire Procedures – General Fire Precautions	11.3	CoSHH
7.3	Fire Procedures – Site Offices and Temporary Accommodation Units	11.4	Dermatitis
7.4	Fire Procedures – Timber Structures	11.5	Dust
7.5	Fire Procedures – Refurbishment & Works in Occupied Premises	11.6	Hand Arm Vibration Syndrome HAVS
7.6	Fire Procedures – Process Fire Controls	11.7	Wellbeing & Occupational Health
8.0	Personal Health & Safety	11.8	Lead
8.1	Display Screen Equipment Assessments	11.9	Legionella
8.2	Driving	11.10	Muscular Skeletal Disorders
8.3	Drugs and Alcohol	11.11	Noise
8.4	Lone Working	11.13	Sharps
8.5	Mobile Phones	11.14	Smoke, Fumes and Odours
8.6	New or Expectant Mothers	11.15	UV Exposure
8.7	Office / Premises Safety	11.16	Zoonoses
8.8	PPE	12.0	Lifting Equipment and Operations
8.9	Smoking / e-Cigarettes	12.1	Lifting Equipment

Section	Procedure	Section	Procedure
12.2	Lift Trucks and Telehandlers	14.13	WaH Equipment – Personal Fall Protection
12.3	Lifting Operations	14.14	WaH Equipment – Rope Access
12.4	Lifting Operations – Lorry Loader	14.15	WaH Equipment – Horizontal Mansafe Systems
12.5	Lifting Operations – Tower Crane A-F	14.16	WaH Equipment – Stilts
12.6	Lifting Operations – Crawler Cranes	14.17	WaH Equipment – Stairs and Landings
12.7	Lifting Operations – Hoists	14.18	WaH Equipment – Edge Protection
12.8	Lifting Operations – Self Erect Tower Cranes	14.19	WaH Equipment – Risers, Lift Shafts & Openings
12.9	Lifting Operations – Compact Cranes	14.20	WaH – Falls from Vehicles
13.0	Plant and Equipment	14.21	WaH – Temporary Accommodation Units
13.1	Work Equipment	14.22	WaH – Fragile Materials
13.2	Mobile Plant	14.23	WaH – Pitched Roofs / Slating & Tiling
13.3	Excavator Safety	14.24	WaH Plant – Suspended Access Units – BMU-Cradles
13.4	Site Dumpers	14.25	WaH – Tool Tethers
13.5	Compressors & Pneumatic Tools	15.0	Specific Risks
13.6	Deliveries and Tipping of Loads	15.1	Demolition
13.7	Road Sweepers	15.2	Refurbishment
13.8	Proprietary Shoring Equipment	15.3	Ground Remediation and Stabilisation
13.9	Mobile Crushers	15.4	Excavation Works
13.10	Non-road Mobile Machinery	15.5	Concrete Works
14.0	Work at Height	15.6	Piling, Drilling and Pile Caps
14.1	Work at Height	15.7	Road Works
14.2	WaH Safe Systems of Work	15.8	Paving Kerbs
14.3	WaH Plant – MEWPS	15.9	Welding
14.4	WaH Plant – Mast Climbing Work Platforms I	15.10	Structural Erection
14.5	WaH Equipment – Ladders and Stepladders	15.11	Structural Metal Decking
14.6	WaH Equipment – Low Level Access – Hop-Ups & Trestles	15.12	Precast Concrete
14.7	WaH Equipment – Low Level Working Platforms	15.13	UXO – Unexploded Ordnance
14.8	WaH Equipment – Mobile Access Towers	15.14	Network Rail Requirements
14.9	WaH Equipment – Fall Arrest Equipment	15.15	Plasterboard
14.10	WaH Equipment – Scaffolding	15.16	EMF - Electromagnetic Frequency
14.11	WaH Equipment – Loading Platforms	15.17	Fixings and Fixing Systems
14.12	WaH Equipment – Waste Chutes	15.18	Water Management

Section No	Safety Procedures Forms - Index	Section No	Safety Procedures Forms - Index
SPF 100	Planning Forms / Templates		
SPF 101	Project Safety Notification/Safety Pack Request	SPF 315	Hand Arm Vibration Exposure Record
SPF 106	Method Statement Evaluation Record	SPF 316	Ladder/Stepladder/Podium Daily Inspection Record
SPF 109	Tower Crane/SETC Project Lift Plan & Method Statement	SPF 318	Mobile Plant Checks Daily Inspection Record
SPF 110	Tower Crane/SETC Authorisation by Plant Manager	SPF 323	Mast Climbing Work Platform Daily / Weekly Inspection Record
SPF 114	Health & Safety (CDM) Plan Template	SPF 326	Day / Night Shift Handover
SPF 115	Fire Risk Assessment	SPF 333	Tower Crane – Daily Climbing Record
SPF 117	Risk Assessment Template	SPF 334	Radio Checks - Daily Record
SPF 118	Method Statement	SPF 337	Delivery Vehicle Log
SPF 119	Method Statement Amendment Record	SPF 400	Permit to Work / Authority to Proceed Forms
SPF 120	CoSHH Assessment	SPF 420	ATP - Temporary Works .XLS spread sheet
SPF 124	Small Contractor Competence Assessment Record	SPF 422	ATP - Tower Crane Erection + Appendix TC Erection Tracker
SPF 125	Direct Contractor Evaluation Record	SPF 500	Weekly Forms
SPF 126	HEC Contractor Authorisation	SPF 501	Harness & Lanyard Inspection Record .XLS spread sheet
SPF 127	FM Contractor Competence Evaluation Record	SPF 502	Lifting Equipment & Accessories Inspection Record
SPF 128	Small Works Health & Safety (CDM) Plan Template	SPF 503	Scaffolding/Temporary Works Equipment Inspection Record
SPF 132	Lifting Plan Evaluation Record	SPF 503a	Project Manager's Weekly Scaffolding Inspection Record
SPF 133	Tower Crane Enquiry	SPF 504	Excavation/Earthworks Inspection Record
SPF 134	Hoist Enquiry	SPF 505	Work Equipment Inspection Record
SPF 137	Design Brief - Temporary Works .XLS spread sheet	SPF 507	Fixed Premises Weekly / Monthly Fire Inspection Record
SPF 138	Tower Crane -SETC Information Request	SPF 508	Site Management Weekly Safety Report .XLS spread sheet
SPF 200	Project Commencement Forms	SPF 510	Workforce Safety Questionnaire
SPF 201	Site Safety Orientation Record	SPF 511	Lifting Plan Review Record
SPF 202	Site Safety Orientation Register	SPF 600	Management Report Forms
SPF 205	Young Persons Health & Safety Induction & Risk Assessment	SPF 602	Management Monthly Safety Report . XLS spread sheet
SPF 206	Plant Authorisation Register .XLS spread sheet	SPF 604	DSE User Assessment Record & Eye Test Request
SPF 207	Lifting Equipment & Accessory Authorisation Register.XLS	SPF 605	Contractor Health & Safety Inspection Register
SPF 208	Portable Appliance Test Register	SPF 607	Procedures Feedback Form
SPF 210	Telehandler Risk Assessment/Authorisation	SPF 610	Weekly Vehicle Inspection Record
SPF 211	RTFL Risk Assessment/Authorisation	SPF 611	Waste Transfer Note
SPF 212	Counterbalance FLT Risk Assessment/Authorisation	SPF 613	Sub-contractor Safety Tour
SPF 213	Site Attendance Register	SPF 615	Fixed Premises - Offices Monthly Inspection Record
SPF 214	Site Visitor Attendance Register	SPF 700	Investigation Forms
SPF 216	Site Safety 5 Minute Induction / Orientation	SPF 702	Incident Investigation Report
SPF 218	Agency Manager Orientation Record	SPF 703	Witness Statement
SPF 219	Tesco Trading Store - Fit-Out Induction Record	SPF 704	Witness Statement – continuation

SPF 221	MCWP Inspection Tracker	SPF 800	H&S Department Forms NOT FOR SITE USE
SPF 222	Temporary Works Register .XLS spread sheet	SPF 803	Health & Safety Incident Summary Report
SPF 300	Daily Forms	SPF 804	Investigation Report
SPF 303	MEWP Daily/Weekly Inspection Record	SPF 805	Health & Safety Management Briefing
SPF 304	Safety Net Inspection Record	SPF 806	Safety Alert Template
SPF 305	Telehandler/Forklift/RTFLT Daily/Weekly Inspection Record	SPF 807	Best Practice Note
SPF 307	Self-Erect Tower Crane Daily Inspection	SPF 809	FRA Review PAS 79.1 20 Annex D
SPF 308	Lifting Schedule	SPF 810	Management of Tower Cranes Audit
SPF 311	Hire and Manage Lifting Plan	SPF 811	Monthly Summary
SPF 312	Load Plan	SPF 813	Workshop Fixed Premises Audit Premises Report
SPF 313	Personal Protective Equipment Issue Register	SPF 814	Fixed Premises Audit Report
SPF 314	Personal Protective Equipment Inspection Record		