

MAWLAWI KURDISH CULTURAL CENTRE

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

Jan 2023

REVISION RECORD

Revision	Date	Changes	Prepared By
For Approval	20/1/2023	Original	T Zaman

Glide Construction Phase Plan Monthly Review Sheet

[illegible]

CONTENTS

1.	PROJECT SPECIFIC INTRODUCTION
2.	SCOPE OF WORKS
3.	KEY PARTICIPANTS
4.	RESPONSIBILITIES
5.	DESIGN PHASE HAZARD IDENTIFICATION AND RISK ASSESSMENT
6.	EXISTING ENVIRONMENT
7.	CONSTRUCTION PHASE HAZARD IDENTIFICATION AND RISK ASSESSMENT
8.	EMERGENCY PROCEDURES
9.	FIRST AID
10.	PERMITS TO WORK
11.	SITE LAYOUT, WORKING TIMES, ACCESS/EGRESS, SIGNAGE AND SECURITY
12.	WELFARE & WORKING ENVIRONMENT
13.	TRADE CONTRACTOR SELECTION, ASSESSMENT & APPOINTMENT
14.	TRADE CONTRACT RISK ASSESSMENTS METHOD STATEMENTS
15.	SITE SAFETY INSPECTIONS
16.	SAFETY INSPECTIONS AND AUDITS
17.	INDUCTION BRIEFING
18.	COSHH/ASBESTOS
19.	PERSONAL PROTECTION EQUIPMENT
20.	ELECTRICITY
21.	PLANT AND EQUIPMENT
22.	NOISE/VIBRATION
23.	ENVIRONMENTAL
24.	COMMUNICATIONS AND CO-OPERATION
25.	TOOLBOX TALKS
26.	LIFTING EQUIPMENT / LIFTING OPERATIONS
27.	WORKING AT HEIGHTS
28.	MUD TRACKING
29.	TRAFFIC MANAGEMENT PLAN
30.	CONSTRUCTION VEHICLE FREQUENCY
31.	LIAISON WITH THE HSE
32.	TRAINING
33.	HEALTH AND SAFETY FILE
34.	APPENDICES/ATTACHMENTS
Appendix 1	List of Hazardous Operations/Risk Assessments/Method Statements required
Appendix 2	List of Hazardous Substances/COSHH Assessments required.
Appendix 3	Specific Site Safety Rules and Conditions.
Appendix 4	Fire Prevention on Construction Sites.
Appendix 5	Activities/Machinery requiring noise/vibration assessments
Appendix 6	Accident Reporting Procedure
Appendix 7	Traffic Management Plan
Appendix 8	Health and Safety Risk assessments

Health and Safety Goals for the Project

The Health and Safety objectives are to complete the contract works on time and to the specified quality standards without prejudicing peoples' health and safety.

The Client's policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all employees and others affected by the Client's work.

The Principal Contractor and all Contractors and Sub-Contractors will be required to demonstrate that they have health and safety policies which reflect the objectives of the Employer.

The list of design and material hazards identified within this document are not intended as a complete list of all hazards but are included to draw to the Principal Contractor's attention the significant hazards involved in this project.

Notwithstanding the above it will be incumbent to Glide Construction as the Principal Contractor to consider all matters/risks related to the Health and Safety arising out of this project as required by current legislation; these will be fully addressed and incorporated in the Principal Contractor's Health and Safety plans.

1. PROJECT SPECIFIC INTRODUCTION

- 1.1 This project Construction Phase Plan describes the specific arrangements, which shall be implemented throughout the duration of the contract. The purpose is to provide a place of work that is safe and without risk to the health and welfare of all its employees, independent contractors, members of associated companies and the general public, so far as it is reasonably practicable.
- 1.2 The following additional documentation is issued to site staff for reference.
- **Risk assessments and method statements for demolition - These will be kept on site by the Site Manager to accompany the CPP.**
- 1.4 This plan shall be treated as a working document and will be appropriately reviewed and updated following any changes that may occur as the construction work progresses, by the Contracts Manager and Site Manager, in order that it remains fit for purpose and adequately addresses the site risks.
- 1.5 Contents and management of specific items contained within this plan will be based on the pre-construction information provided by the Client/Principal Designer.
- 1.6 Glide Construction staff will liaise with all CDM duty holders (client, designers, principal designer and contractors), as per the requirements of the Construction (Design and Management) Regulations 2015.

2. SCOPE OF THE WORKS

- The proposed demolition works are to be carried out Mawlawi Kurdish Cultural Centre in Hulme, Manchester.
- Any existing drainage and external services that are situated on and around the site, the Contractor shall take all necessary precautions not to disturb these.

3 Key Participants

Site Address	Mawlawi Kurdish Cultural Centre Parsonage Street, Hulme, Manchester M15 5WD
Client	Kamiran Dizayee Mawlawi Kurdish Cultural Centre Parsonage Street, Hulme, Manchester M15 5WD
Architect	BARCX Architects 48 Overlea Drive, Manchester M19 1QU Contact: Soreen Billbas Tel. No: 07533142213
Principal Designer	Bernard Sims Associates 3 Hardman Square, Spinningfields Manchester M3 3EB Contact: Dale Kearson Tel. No: 07703809608
Principal Contractor	Glide Construction Ltd 46 Viscount Street Manchester M14 5UH Contact: Tausif Zaman Tel. No: 01274 714400
Structural Engineer	MDNI Consultants Ltd 679 Crompton Way, Bolton, Greater Manchester, BL1 8TL Contact: Affan Nagori Tel. No: 0776366431

Details of the key parties to the project and register of Sub-contractors selected to carry out these works will be maintained.

4. RESPONSIBILITIES (SITE SPECIFIC)

RESPONSIBILITIES – GENERAL	ROLE
Read and comply with the Company Health & Safety Policy.	All
RESPONSIBILITIES – POST TENDER	ROLE
Using the pre-construction information provided by the Client, known information regarding the site together with the Design risk Assessments, prepare the Construction Phase Plan including project risk assessments.	CM (Contracts Manager)
Issue the Construction Phase Plan to the Principal Designer for review/comment/client approval.	CM
RESPONSIBILITIES – SAFETY PLANNING	ROLE
Obtain design stage risk assessments.	SM (Site Manager)
Identify hazards and maintain a register of risk assessments and method statements required.	
RESPONSIBILITIES – SAFETY PLANNING (CONT)	ROLE
Prepare suitable & sufficient Risk Assessments (RA) and Method Statements (MS) and ensure that the operatives are fully briefed regarding the RAMS requirements & control measures. A signed record of receipt and briefing will be required.	CM, SM & Sub-contractors
Complete/obtain COSHH Assessments. Maintain an up to date COSHH register. Ensure that findings of COSHH assessments are communicated to relevant employees	CM, SM & Sub-contractors
Ensure lifting operations are planned by a suitably competent “Appointed Person”, that a suitably competent “Lift Supervisor” is in control of site lifting operations and ensure the pre-lift and lift checklists are completed.	CM, SM & Sub-contractors
RESPONSIBILITIES - PROCUREMENT	ROLE
Require Sub-contractors to identify hazardous operations and prepare suitable & sufficient risk assessments.	CM & SM
Ensure Sub-contractors prepare and submit a suitable & sufficient site-specific safety method statement and risk assessment for review prior to the start of any work or hazardous operation.	CM & SM
Ensure a Demolition Plan is prepared and submitted for review prior to any demolition work commencing	CM & SM

Provide the appointed Trade Contractor with a copy of the project Construction Health & Safety Plan.	CM & SM
RESPONSIBILITIES – SUPERVISION	ROLE
Display a copy of the current Employer's Liability Certificate of Insurance	CM & SM
Display the Emergency Telephone Numbers on the site notice board and next to all site telephones.	CM & SM
Ensure adequate safety signage is displayed to warn sub-contractors, staff, visitors, and members of the public of the hazards involved in the project.	CM & SM
Ensure all personnel entering the site are made aware of the relevant significant hazards on site as well as the site safety rules, control measures in force and emergency procedures.	SM
Issue appropriate PPE to all employees AND ESCORTED VISITORS where necessary. Record all such issues and obtain written acknowledgement of receipt.	SM & Sub-contractors
RESPONSIBILITIES – SUPERVISION (CONT)	ROLE
Carry out fire and safety inspections on a regular basis and record the results of such inspections. When working in an occupied building, any current emergency action plans should be complied with, and appropriate fire evacuation plans agreed with the building management.	SM
Where necessary issue Safety Warning or Prohibition Notices to Sub-contractors.	SM
Carry out all duties specified in section 6.2 of the HSE guidance booklet HSG168 "Fire Safety in Construction 2 nd Edition"	SM
Where necessary, notify any third parties e.g., neighbouring houses, schools, businesses, of any significant risks and construction operations, which may affect others, to be undertaken on the site.	CM & SM
Check that any temporary site building(s) complies with section 6.3 of the requirements of the HSE guidance booklet HSG168 "Fire Safety in Construction" and CDM Regulations 2015	CM & SM
RESPONSIBILITIES – STATUTORY INSPECTIONS/RECORDS	ROLE
Ensure suitable Welfare Facilities, sufficient for the number of persons on site, are provided and maintained to the required standards (as per CDM Regulations 2015 Schedule 2).	SM
Maintain an up-to-date accident book (BI 510 or similar) and ensure ALL accidents, however minor, are recorded	SM
Maintain a register of persons appointed to change/mount abrasive wheels.	SM

For all lifting appliances ensure that the following certificates are current: • 4 yearly test certificates of the lifting appliance. • 12-month thorough inspection & examination (as per LOLER). • 6-month thorough inspection & examination (as per LOLER) for all appliances used for working at height (i.e., lifting of persons) • Weekly inspection of the appliance and record in the LOLER Register. • Test certificates (6-month thorough inspection & examination as per LOLER) for all ancillary lifting gear (slings, chains, hooks, shackles, block grabs etc).	SM
Undertake checks on hand-tools, electrical/pneumatic operated tools and battery powered tools for damage and/or suitability for the work.	SM & Sub-Contractor
Agree with the Principal Designer, the contents/records required for the Health & Safety File.	CM
RESPONSIBILITIES – STATUTORY INSPECTIONS/RECORDS (cont.)	ROLE
Maintain an up-to-date register of licences of plant operators and their plant.	SM
Obtain COSHH assessments for all substances that are potentially hazardous to health from Sub-contractors prior to their intended use on site.	SM
Maintain an up-to-date COSHH register. Ensure separate COSHH risk assessments are provided in addition to the Safety Data Sheets	SM
Maintain a register of all operatives working on the site and visitors to the site.	SM
Maintain a file of all risk assessments and method statements covering all works undertaken on the site.	SM
Maintain a register of drawings and documents issued covering site work on the project.	CM, SM
Maintain a list of Sub-contractors carrying out work on the project.	CM & SM
Maintain and keep up to date the project Construction Phase Plan and all appendices.	CM & SM
Retain the accident book and all statutory registers at project completion and ensure all other records are archived and copied to the Health and Safety Manager and the Clients Representative.	CM & SM

RESPONSIBILITIES – ACCIDENT REPORTING / SAFETY REVIEWS	ROLE
Complete the company accident report form(s) in the event of a reportable incident.	SM
Thoroughly investigate reportable accidents/incidents and implement any preventative measures	CM & SM
Ensure a F2508/F2508A is completed online for all reportable accidents/incidents and additionally phone the Incident Contact Register (0845 300 9923) in the case of fatalities or “specified” injuries	CM & SM
Carry out safety inspection/systems check on at least a weekly basis together with ongoing daily site inspections.	CM & SM
Contact the Health & Safety Consultants where necessary to discuss overall H&S performance and trends.	Independent H&S Consultants

5. DESIGN PHASE HAZARD IDENTIFICATION AND RISK ASSESSMENT

- 5.1 External design consultants or subcontractors undertaking design should highlight any hazards identified in the design process. Residual hazards should be marked on drawings (preferable) or otherwise drawn to the Principal Contractor’s attention.
- 5.2 A register of drawings prepared by design consultants or sub-contractors will be maintained on site.
- 5.3 A copy of the contract specification will be maintained on site.
- 5.4 Arrangements will be made for the preparation of as-built drawings and operation manuals, as required by the contract conditions or the Principal Designer.
- 5.5 On being appointed as Principal Contractor, Glide Construction will attend any design meetings to discuss design and construction issues.

5.6 Exchange of Health & Safety Information between Contractors

Health & Safety information to be communicated between different contractors are co-ordinated by the site manager and Contract Manager. This information may be in the form of Risk Assessments, Method Statements or Health & Safety briefs or toolbox talks. Communications at site level are undertaken on an informal basis and all meetings are recorded and signatures of operatives are taken as acceptance of the information given.

6. EXISTING ENVIRONMENT

6.1 The following items concerning the existing site were identified as potential hazards at the pre-tender stage in the pack prepared by the Principal Designer.

HAZARDS	NOTES
Boundaries & Access	The site is located within the grounds of Mawlawi Kurdish Cultural Centre. Access is off Parsonage Street. The site already has secure perimeter rails; however, the demolition area will be enclosed in a heras fence.
Existing Services	Existing services will be identified and isolated prior to commencement of demolition works. A pre demolition sign off will be sought from the Mechanical and Electrical contractor.
Existing Structures	The proposed demolition extension is connected to the building which is to be retained. Discussions have taken place with Structural Engineer to agreed best method of demolishing the extension without causing damage to the retained section.
Asbestos	Asbestos demolition survey undertaken by Elite Asbestos Solutions Ltd on 20/12/2022. Copy of asbestos survey and findings part of Appendix. All areas were accessible, and a fully comprehensive survey has taken place. No asbestos was found in any part of the building fabric; therefore, demolition can proceed without asbestos precautionary measures.

HAZARDS	NOTES
Environmental Issues	Dust Systems are to be employed to ensure that the production of dust is minimal, e.g., wet cutting, dampening down work, extraction systems where practical. PPE and face fit test of FFP masks are to be utilised as and when deemed necessary. Toolbox talks and information on dust will be undertaken and COSHH assessments to be held for dust arising from construction works. Noise It is anticipated that some works will generate noise levels where controls are required. In the first instance engineering controls must be considered above the use of PPE which may be used to minimise the level of noise to the operatives and others close by in the vicinity. Vibration Where vibratory equipment is being used as far as possible low magnitude vibratory equipment will be used and appropriate risk assessments undertaken Controls should consider. Equipment kept in good condition Short duration of use Job rotation HAVS logs for trigger times kept Use of anti-vibration gloves
Site Security	Glide Construction will have responsibility to ensure the site construction boundary is secured throughout the duration of the works. MKCC are in control of the security gates and will lock and open gates at the agreed times. Non construction areas will remain under the control of MKCC site security.
Waste	Waste removed from this site as defined in the Waste Regulations 2005, must be recorded on the site waste register. Only approved waste removers will be used.
Traffic Management	A traffic management plan will be developed with the co-operation of the client. See plan in appendix 7.
Manual Handling	All Manual Handling operations will be risk assessed, and where possible, mechanical lifting and transportation of materials will be employed in preference to handling materials. Where not possible, loads & distances will be reduced as far as practicable, giving due regard to individual lifting capacities. We recommend the HSE MAC-tool is utilised for assessing manual handling operations.

7.0 CONSTRUCTION PHASE HAZARD IDENTIFICATION AND RISK ASSESSMENT

- 7.1 The working programme(s) for the project shall be reviewed and a list of hazardous operations will be identified (a register of method statements/risk assessments will be maintained).
- 7.2 For each hazardous operation identified Hazard/Risk Assessments will be obtained. The risk assessment will identify all risks associated with the tasks defined in the method statement and what control measures are needed to achieve an acceptable residual risk.
- 7.3 Copies of method statements and risk assessments will be maintained on site and reviewed as necessary, and specifically where a change to the scope of work or safe system of work occurs.
- 7.4 Sub-contractors will be asked to provide suitable and sufficient risk assessments for all potentially hazardous operations they intend to undertake. This will be presented for review by the Site Manager at least 5 days prior to start of their work package. Copies of these assessments will be maintained on site.
- 7.5 The results of any risk assessment will be communicated to any affected personnel/visitors/public and a record of understanding will be maintained in the induction register.

8. EMERGENCY PROCEDURES

- 8.1 Emergency telephone numbers will be prominently displayed.
- 8.2 Where necessary, detailed procedures for different types of emergencies (fire, flooding, unintended release of loads, collapse, or partial collapse of structures, contact with live electrical services, release of explosive or toxic gases etc.) will be specified in a site emergency plan to be developed by the SM in conjunction with the Clients representative. Daily communication between our SM and occupied units will be necessary to ensure that any alterations to Fire and Emergency escape routes is passed on to all persons in occupation.
- 8.3 Security arrangements will be agreed and communicated as to authorised persons who will be designated to unlock gates or doors in the event of an alarm or emergency.

EMERGENCY TELEPHONE NUMBERS

Agency	Telephone number	Location
Fire	0161 608 5215 999 in emergencies	9 Denhill Road, Manchester, M15 5NR
Police	0161 872 5050 999 in emergencies 101 non-emergency	Charles Halle Rd, Manchester M15 6NU
Hospital	0161 276 1234 999 in emergencies	Manchester Royal Infirmary, Oxford Road, Manchester, M13 9WL
Gas		Private supply
Water		Private supply
Electricity Supply Company		Private supply
Environmental Health	0161 324 5005	8 Poundswick Lane, Wythenshawe, M22 9TA
HSE	0345 300 9923	Bootle Headquarters Redgrave Court, Merton Road Bootle Merseyside L20 7HS

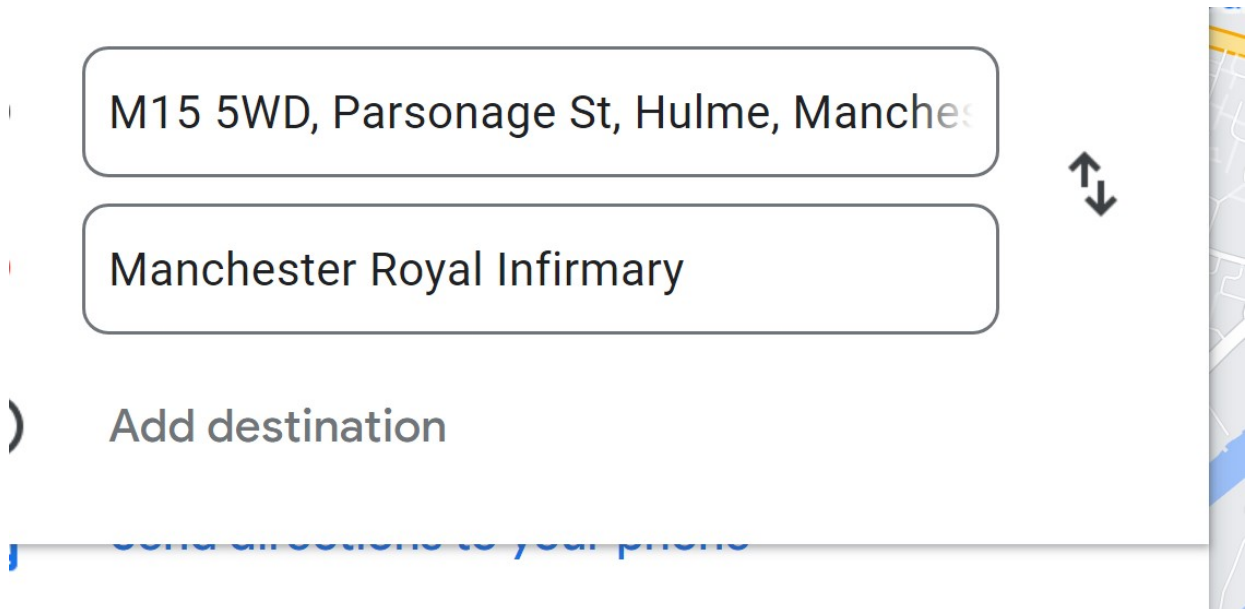
- 8.4 The following personnel can be contacted in event of an accident or emergency:

ROLE	CONTACT NAME	MOBILE TELEPHONE
Contracts Manager	Tausif Zaman	07757057870

8.5 In the event of accident, near miss or dangerous occurrence the procedures for Accident investigation and reporting must be followed. These are contained within the Site Compendium, which is available from the Site Manager.

Nearest Hospital is Manchester Royal Infirmary, Oxford Road, M13 9WL. Directions from site are as below.

Telephone: 0161 276 1234 – Hospital Number



9. FIRST AID

9.1 The following are qualified First Aid at Work (3- day) first aiders:

NAME	CERTIFICATE EXPIRY DATE
Tausif Zaman	6/10/2025

Note: First Aiders on site should wear a green cross sticker on their safety helmet

9.2 The first aid boxes and eye-wash stations are in the site office and are replenished when required. The Site Safety Plan identifies the arrangements for the fire fighting and first aid arrangements.

10. PERMITS TO WORK

10.1 The following permits to work are required on this site:

PERMIT/ACTIVITY	AUTHORISED SIGNATORY	NOTES
Permit to work (any operation creating dust)	Site Manager	To prevent activation of fire alarm causing evacuation of building.
Hot Works	Site Manager	
Roof Work	Site Manager	
Demolition Permit	Site Manager	
Permit to Dig	Site Manager	

10.2 Any other permits to work as required will be completed.

11. SITE LAYOUT, ACCESS/EGRESS, SIGNAGE AND SECURITY

11.1 Refer to the traffic management plan in Appendix 8

All persons will be required to sign in and out. Existing gates and doors to be maintained to ensure security and keep shut with locks to restrict access. There will be a heras hoardings erected to demolition area.

Prior to works method statements will be prepared to cover each operation including the employment of banksmen to assist with all vehicle movements.

11.2 Where reversing vehicles / plant is anticipated a trained banks-man will be provided. Vehicles will not be allowed to reverse around the site.

11.3 Warning/Mandatory Signage

All signage will conform to current British standards and will be prominently displayed. Signage will be displayed as follows:

Type of sign
Construction Site Sign
Fire point sign
Security/Induction Sign
Site Office/1 st Aid Point
Welfare

Other proprietary signage will indicate: No smoking areas, First Aid Posts, Fire Exit routes, mandatory PPE (hard hats, high vis clothing, safety boots etc.) signs etc.

12. WELFARE

12.1 The following welfare facilities will be provided:

FACILITY	PROVIDED BY GCL	PROVIDED BY CLIENT/OTHER	TO BE CLEANED /CHECKED
Canteen/Welfare		Yes	Daily
Shower Facilities	N/A	N/A	N/A
Toilets (sufficient for number on site) & separate female toilet		Yes	Daily
Washing facilities (Hot / Cold/Warm running Water, cleansing agent)		Yes	Daily
Changing & Drying rooms (including lockers)	Yes (Site Compound)		Daily
Drinking Water		Yes	

12.2 Glide Construction/MKCC will ensure that welfare facilities are provided and maintained to the Construction (Design and Management) Regulations 2015. All operatives using the facilities must ensure that they remove dirty or otherwise

contaminated overalls or work clothes prior to using the facilities. Any operative found to be persistently abusing the facilities will be asked to leave site.

- 12.3 Glide Construction will provide general lighting to all welfare facilities and places of work. Where necessary and required, subcontractors will be expected to provide additional task lighting in order that they can carry out their work safely. Such equipment must not cause a hazard to other trades or visitors to site.

13. TRADE CONTRACTOR SELECTION, ASSESSMENT & APPOINTMENT

- 13.1 Sub-contractors will not be used unless the Glide Construction supply chain manager and health & safety advisors, following competency assessment, have approved them.
- 13.2 Sub-contractors will be required to attend a meeting prior to the start of their work on site to review their procedures/arrangement for managing safety.
- 13.3 After appointment, sub-contractors will be assessed on a weekly basis that will consider safety and quality, which will continue for the duration of the periods the sub-contractor is working on the site.

14. TRADE CONTRACT RISK ASSESSMENTS/METHOD STATEMENTS

- 14.1 Sub-contractors shall be required to identify significant hazards and prepare risk assessments and method statements for all of their activities on site.
- 14.2 Lists of activities for which method statements will be required will be maintained.

15. SITE HEALTH & SAFETY INSPECTIONS

- 15.1 Weekly inspections will be undertaken by the Site Manager. Records will be maintained in the Site Safety file and will be reviewed by visiting GCL Managers
- 15.2 Where a trade contractor's or directly employed operatives works/working area/procedures are unsatisfactory a Safety Warning Notice or Prohibition Notice shall be issued and appropriate action taken.

16. SAFETY INSPECTIONS/AUDITS

- 16.1 The results of inspections/audits shall be recorded. Any resulting instructions will be passed in writing to the SM and where corrective action is required timescales for completion will be adhered to.
- 16.2 A file of all such reports will be maintained on site in the Site Safety File.

17. INDUCTION BRIEFING

- 17.1 Any personnel (including visitors or the Client's team members) shall attend a site safety induction briefing via a PowerPoint or pdf presentation, which will include:
- Key members of the site management team
 - Health and Safety Policy
 - Project description and scope
 - Site address and contact details
 - Site wide risks and hazards
 - Site layout, boundaries and security arrangements
 - Welfare arrangements
 - Methods of consultation and communication
 - Accident and near miss reporting procedure
 - Arrangements for reporting unsafe acts or conditions
 - First Aid arrangements
 - Fire precautions arrangements inc. smoking rules
 - PPE arrangements
 - Permit to Work arrangements
 - Safe use of plant and equipment
 - Safe use of scaffolding
 - Working Environment
 - Statutory inspections
 - Housekeeping and material storage
 - Environmental compliance inc. Waste disposal, water courses, noise, dust, de fueling
 - Personal responsibilities, conduct and disciplinary measures
 - Use of radios/mobile telephones
 - Other Safety rules (e.g. presence of Asbestos or other hazards peculiar to the project)

A sign off sheet is then signed by the subcontractor to acknowledge they have understood its contents and sought assistance from the site manager on any areas requiring further advice – see Appendix 4. A copy of the full site induction presentation can be obtained on request.

17.2 A log of all persons inducted will be maintained on site

18. COSHH/ASBESTOS

Hazardous Materials

- 18.1 Glide Construction as a managing contractor, other than providing a secure site compound, will normally, not provide materials, (including COSHH materials), or equipment for a project. Provision of labor, materials (including COSHH materials), tools, plant and equipment is the responsibility of sub-contractors.
- 18.2 Sub-contractors will provide a list of, and assessments for, all hazardous substances that may be used in the process of their works. Copies of these assessments will be reviewed and maintained on site.
- 18.3 A description of substances intended to be used on site MUST be communicated to the Site Manager with all supporting documentation, including risk assessments and method statements, for approval prior to the chemical being used.
- 18.4 The results of any such assessment shall be communicated to all affected personnel prior to work commencing.
- 18.5 Suitable means of dust suppression at source must be provided so that any Work Exposure Limits(WEL) (8hr TWA) or Short Term Exposure Limits(STEL) (15 mins) indicated by the relevant COSHH assessments are not exceeded.
- 18.6 Where it is not reasonably practicable or possible to achieve suppression at source of dusts, then adequate local exhaust ventilation(LEV) or general ventilation must be provided so that WEL/STEL limits are not exceeded
- 18.7 Suitable dust masks must be provided and worn where excessive levels of dust are being generated by a work activity.FFP2 dust masks should be worn where general dusts are being created. Correctly-fitted FFP3 dust masks must be worn at all times when powered cutting of materials containing respirable crystalline silica is undertaken. Water suppression at source or local exhaust ventilation must also be used.

19. PERSONAL PROTECTIVE EQUIPMENT

- 19.1 Safety helmets (hard hats) to EN 397 will be always worn. 'Bump' type caps are not allowed.
It should be noted that safety helmets are compulsory and must be worn at all times whilst on site.
- 19.2 Safety footwear will be always worn. The minimum requirements for safety footwear is reinforced toecaps with protective mid-soles to EN 345 S1 P. (200 joules)
- 19.3 Hi visibility vests/jackets that comply with EN471 Class 1 or 2 will be always worn whilst on site.
- 19.4 Suitable hand protection (protective gloves) must be worn on site as this can help minimise the risk. Also, a rotation system will be put in place to help minimise the following problems:
- Burn or scald
 - Irritation
 - Cuts and abrasions
 - Lack of grip
 - Skin disorder through handling materials/substances
 - Puncture or splinter
 - Absorption of hazardous substances through the skin
 - Hand Arm Vibration Syndrome
- 19.5 Eye protection, (e.g., safety goggles to BS EN 166) will be worn by all personnel when carrying out work involving reasonably foreseeable risk of eye injury (e.g., ejected particles or splashing of hazardous substances) and in areas designated eye protection areas.
- 19.6 Sub-contractors will wear respiratory protection where operations involve the generation of dust, fumes or other fines particles. These will conform to the requirements of:
- **EN149 for Disposable half mask respirators**
 - **EN405 for Half mask filter respirators**
- 19.7 Hearing protection(ear defenders or ear plugs) will comply with EN 352 1 or 2 and will be worn during operation identified through risk assessment as generating exposure levels exceeding the lower exposure action value of 80dB(A)

19.8 GCL will supply protective clothing and equipment to its employees. Sub-contractors will be responsible for provision to their own employees. GCL will not supply any PPE to any individuals other than its own employees and Client visitors

19.8 All protective clothing and equipment issued will be recorded.

19.9 All protective clothing will be kept in a clean and well-maintained condition by its owner.

20. ELECTRICITY

20.1 An installation inspection register will be maintained recording the 6 monthly checks of all fixed electrical circuits by a competent person.

20.2 All portable appliances supplied by SCL will be subject to regular PAT Testing at intervals recommended by current HSE guidance by a suitably qualified person.

20.3 All sub-contractor supplied portable tools and appliances will be subject to PAT testing by the sub-contractor. Evidence of testing should be visible on the appliance and recorded on the PUWER log.

20.4 All power tools will be 110v or battery powered.

- 20.5 240v (and above) will not be allowed to be used on site unless there is a specific requirement e.g. 415v for welding etc. Any 240V supply must have 30mA Residual Current Device(RCD) fitted at source to limit exposure time in event of a short circuit

21.0 PLANT AND EQUIPMENT

- 21.1 All operatives designated to drive mobile plant will be required to produce a current CTA, CPCs, IPAF etc. photo card. These will be copied or recorded and held in the Site file.
- 21.2 A record of all items of plant brought onto site, together with details of their operators and maintenance records will be maintained and evidence of periodic checks from plant hirers that the plant has been adequately maintained will be obtained.
- 21.3 All plant will be subject to daily visual inspections and a formal weekly inspection by the sub-contractor and/or GCL. Records of inspection will be retained in the Site Compendium. (PUWER or LOLER Registers)
- 21.4 All equipment will comply with the Provision and Use of Work Equipment Regulations (PUWER) and/or the Lifting Operations and Lifting Equipment Regulations (LOLER).

22. NOISE/VIBRATION

Noise

- 22.1 Noise will be kept to a minimum consistent with efficient working at all times and will be contained to comply with the Noise at Work Regulations 2005.
- 22.2 Personal radios, iPods etc. must not be used on site by operatives.
- 22.3 A list of operations/machinery for which specific noise assessments will be required (activities likely to expose a person to noise levels in excess of 80 dB (A) 135dB (C) peak) will be maintained on site.

- 22.4 If a person is likely to be exposed to a daily personal noise dose of 80 dB (A) or more during work, a suitable & sufficient noise assessment will be made by a competent person. Records of such assessments shall be maintained.
- 22.5 Where any person is likely to be exposed to a daily personal noise of more than 85 dB (A) (137dB(C) peak) suitable and sufficient hearing protection **must** be worn at all times.
- 22.6 If any person is likely to be exposed to a daily personal noise dose of 85 dB (A) or more, a "Hearing Protection Zone" will be created with signage and barriers located at appropriate locations.
- 22.7 Where noise levels exceed 87 dB (A) (140dB(C) peak), personal monitoring of operatives affected by that noise level will take place. Where possible, the source of the noise will be relocated away from the working area. If this is not possible, sound-proofing of the noise source will take place to reduce the noise to a tolerable level below 85dB (A). If it is not possible to reduce the noise level to below the 85dB (A) level, then exposure times by the operatives will be imposed as required by the Regulations.
- 22.8 Vibration (Hand/Arm and Whole Body)**
- 22.9 The control of Vibration at Work Regs 2005 should be referred to when assessing the potential risk to employees (suitable HSE advice covering vibration will be made available on site). Where sources of vibration are identified as part of this project the following hierarchy of control will be used:
- Assess the vibration risk to employees
 - Decide if they are likely to be exposed above the daily exposure action value (EAV – 4.5m/s for HAV – speak to H&S Manager for Whole Body)
 - Eliminate the hazard
 - Substitute an alternative low vibration process
 - Reduce the vibration generated e.g. use a breaker attachment on an excavating machine rather than a hand held breaker or mechanical breaker BROK.
 - Minimise the forces needed to apply and control tools
 - Minimise transmission of vibration to the hands – e.g. use anti-vibration gloves
 - Decrease exposure times
 - Provide tool box talks to make employees aware of the health risks

- Monitor employees to decipher if there are any warning signs of vibration risks
- Provide correct clothing when necessary to keep employees warm and dry, this encourages good blood circulation and reduces the risk from Vibration white finger.

22.10 Table of work packages, vibration sources and control measures

WORK PACKAGE	VIBRATION SOURCE	CONTROL MEASURE
Removing concrete structures, external finishes etc	Hammer action tools, hydraulic breakers	SM to review exposure limits with s/c
Concrete cutting	Rotary Action tools	SM to review exposure limits with s/c

23.0 ENVIRONMENTAL

Waste Management & Recycling

Waste management & Recycling must be controlled in line with the Hazardous Waste Regs 2005.

23.1 When waste is removed from site, a transfer note will be completed and signed by both parties. A transfer note, based on the Environmental Agency model form, should be used.

24.0 COMMUNICATIONS AND CO-OPERATION

25.1 Consultation methods to be used on this project will fall into the following categories:

CATEGORIES	METHOD	FREQUENCY
Project Level Consultation	Site Safety Induction	On arrival to site
Work-gang Level Consultation	Toolbox Talks Method statement briefings	As & when / work pattern changes.
Individual Level Consultation	Directly with each employee Open door policy	Daily As required

24.1 The following additional arrangements will be made to review safety on site/allow operatives to make suggestions for the improvement of site safety.

- The Project & Site Managers will attend planned project/client review meetings.

24.2 Notice boards displaying the H&S Law poster, F10 and general health and safety

information including emergency procedures and contacts, site rules, first aid arrangements, fire plans, traffic management plans etc. will be made available as appropriate

25.0 TOOLBOX TALKS

25.1 Arrangements will be made for Sub-contractors to attend toolbox talks on site at regular intervals. The Site Manager shall make an assessment of which Toolbox to select from current activities on site, or problems being encountered.

25.2 Toolbox talks are available from the toolbox talk register

26.0 LIFTING EQUIPMENT / LIFTING OPERATIONS

26.1 Before a piece of mechanical plant or machinery is used to lift an item, a "Lifting Plan" must be completed.

26.2 The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to all different types of lifting equipment but one of the most commonly type used on site is the mobile crane. Regulation 8 of LOLER places a strict requirement to appoint a competent person to plan all lifting operations, and a supervisor to ensure that the lift is carried out in accordance with the plan."

27.0 Working at Height

27.1 All working at height will be undertaken in compliance with the Work at Height Regulations 2005(as amended). The only exception from these regulations will be the restricted use of ladders and stepladders, which will be considered only when no other access equipment can be practically used, or for short duration work.

27.2 No ladders or step ladders will be allowed on site without the express permission of the site manager who will be responsible for ensuring that all alternative options have been considered that an effective risk assessment has been undertaken and briefed to the operatives using the ladders or step ladders, and that the equipment has been inspected for damage and an ongoing inspection and tagging system is to be employed. Any restrictions determined by the risk assessment, e.g., time spent on the ladder or stepladder, must be monitored.

27.3 In all instances requiring working at height to take place, the most appropriate access equipment will determine through a formal and recorded risk assessment.

28.0 MUD TRACKING

We do not anticipate mud arisings from the demolition. Access road around the site is all tarmac and in a good condition. The superstructure is the main element of the demolition. We are not expected to excavate the ground apart from breaking concrete footings.

29.0 TRAFFIC MANAGEMENT PLAN

See Appendix 7

The aim of the Traffic Management Plan is to provide sufficient information to prevent injury to operatives, the public and clients staff from traffic movements around site. Adequate segregation or other means will be provided to reduce the risk to the lowest practicable levels.

Site Traffic Management Plan includes, as a minimum, the following information:

- Existing road layouts
- Site access
- Parking arrangements
- Control of delivery vehicles
- Any one-way systems and turning circles
- Protection of pedestrians
- Designated crossing points

30.0 CONSTRUCTION VEHICLE FREQUENCY

Due to small size of the proposed demolition area, we only expect 4 visits of 20x8 grab wagon to collect and remove waste.

31.0 LIAISON WITH THE HSE

31.1 All visits from the HSE Inspectors must be notified to the Project Manager/Health & Safety Manager and the Principal Designer as soon as they have been completed. Co-operation must be given to HSE inspectors at all times and any instructions complied with.

31.2 All correspondence received from the HSE must be copied to the Project Manager/Health & Safety Manager and the Principal Designer.

32. TRAINING

32.1 The following tasks have been identified as requiring specific training:

TASK	TRAINING REQUIRED
Demolition	Certified Personnel, including Banksman

33.0 HEALTH AND SAFETY FILE

33.1 Information to be contained within the Health and Safety File should be collated as the project progresses and passed to the Principal Designer at the end of the construction phase or at agreed periods.

33.2 The contents of the Health and Safety File will agreed with the Principal Designer/Client and will generally include:

- Record or as built drawings and plans used and produced during the construction phase
- Design criteria
- General details of the construction methods and materials used
- Details of the equipment and maintenance facilities within the structure
- Maintenance procedures and requirements for the structure
- O&M Manuals and procedures supplied by specialist contractors

34. APPENDICES/ATTACHMENTS

- Appendix 1 List of Hazardous Operations/Risk Assessments/Method Statements required.
- Appendix 2 List of Hazardous Substances/COSHH Assessments required.
- Appendix 3 Specific Site Safety Rules and Conditions.
- Appendix 4 Fire Prevention on Construction Sites.
- Appendix 5 Activities/Machinery requiring noise/vibration assessments
- Appendix 6 Accident Reporting Procedure
- Appendix 7 Site layout, access egress, signage and security plan
- Appendix 8 Health and Safety Risk assessment

APPENDIX 1

List of Hazardous Operations / Risk Assessments & Method Statements Required

OPERATION	CONTRACTOR	RISK ASSESMENTS/ METHOD STATEMENT REQUIRED
Site Set-up	Glide Construction Ltd	Yes
Demolition	TBC	Yes

APPENDIX 2

List of Hazardous Substances / COSHH Assessments Required

SUBSTANCE	USE	ASSESSMENT REQUIRED
Dust	Demolition	Yes

APPENDIX 3

Site Specific Safety Rules

Project Scope: Demolition of extension

- Glide Construction management team consists of:
 - Contracts Manager: Tausif Zaman
 - Site Manager: TBC
- All visitors and contractors are to report to the Glide Construction site manager before entering or commencing works to any part of the building.
- **ALL** visitors and operatives are to **sign in and out** within site compound. Failure to do so could result in your removal from site.
- All personnel visiting or working on the site will receive this formal induction on the first visit to site premises.
- All visitors and contractors must wear the minimum PPE always required - steel toecap footwear, high visibility vest/coat and hard helmets. 'Bump' type caps are not allowed. PPE must be in good condition and not be time expired. Any other PPE must be worn where required by appropriate method statements (e.g., Gloves, Masks, Goggles). PPE will be worn in all areas, always until the project is handed over. No PPE – No Work. **NOTE GCL will NOT issue any PPE of any sort even for short time.**
- Site access is to be gained via the designated construction site entrances.
- Certain areas are strictly out-of-bounds unless access has been agreed with GCL and an access permit issued. These restricted areas will be clearly signed. Anyone breaking this rule will be immediately removed from site.

- Be aware that a '**Two-Strike Rule**' will be employed on this site for breaches of Health & Safety. The procedure for this action is attached.
- Contractors and visitors should be aware of the Health and Safety Procedures that are identified within the site induction.
- Contractors and visitors are to make themselves aware of the emergency plans for the safe evacuation of the building.
- Contractors are to use the temporary site welfare facilities during break times. No food is to be consumed within the construction areas. Keep these facilities clean and tidy at all times. Remove all waste to the waste bins provided.
- Prior to works method statements will be prepared to cover each operation including the employment of banksmen to assist with all vehicle movements.
- Limited parking is available in the site compound. Please agree parking requirements with the Site Manager before arrival.
- All contractors and visitors are to note that the entire site and the external site compound are **NO SMOKING** areas. Anyone found smoking will be dealt with under the Two Strike Rule.
- **Radios** of any kind are not allowed on site. This includes iPods and mobile phone radios. We reserve the right to remove any radios from site.
- Contractors are to be aware of their responsibilities regarding the Control of Substances Hazardous to Health (C.O.S.H.H) Regulations 2002(as amended)
- Risk Assessments and Method Statements will be required from contractors for all tasks. This information must be provided in advance and approved before carrying out the works. Method Statements and risk assessments relating to your work must have been read and fully understood as you may be questioned on their content.
- The First aid point is within in the Site Manager's office.
- All accidents, however minor, must be reported to a member of the site management team and the details entered the Site Accident Book, which is also situated in the Site Manager's office.
 - First Aiders on site are: The Site Manager (TBC)

- PERMITS TO WORK –GCL will raise these daily upon request.
 - **Any works creating dust will require a permit.**
 - Any Hot works will require a Hot Work Permit (Includes grinders, chop saws etc)
 - Roof work permits.
 - Work at height permits.
 - Access to restricted areas
 - Other permits will be issued for other works as required.
- Any dangerous situation with equipment or plant must be reported to the Site Manager immediately upon discovery.
- Anyone found to be under the influence of alcohol or non-prescribed drugs will be immediately escorted off site.
- We operate an open-door policy and as such the site management is available to deal with problems of a confidential or sensitive nature. All information will be kept in the strictest confidence.
- Any known medical conditions that may affect any first aid treatment required must be made known to the Site Manager prior to commencement on site.
- Examples are Asthma, allergies, heart problems, Diabetes etc.
- **The muster point in the event of a fire is the external gate at the site entry.**
- Please be aware of the following hazards that exist on or around site:
 - Traffic – The site (main building) is in a busy location with traffic, cycling and pedestrian routes.

INDUCTION TRAINING LOG RECORD

Date & Time of Induction	Name of Inductee	Company Name	Induction Log No	Name Of Person Carrying Out Induction

Attach any relevant copies of safety training certificates, including relevant CITB record cards.

Note any comments below regarding medication or disabilities:

APPENDIX 4

Fire Prevention on Construction Sites

Fire Precautions Arrangements

Introduction

Prompt effective response to emergency situations is paramount in reducing accidental losses and the consequences of natural or man-made disasters.

The aim is to set out clear guidance on when GCL employees and their sub-contractors should stop work; how they should move to a place of safety and the arrangements in place to deal with and mitigate an emergency.

By having a plan, the full potential of emergencies can be managed and controlled.

Reference Documents

Fire Prevention on Construction Sites – The Joint Code of Practice

Responsibilities

The Site Manager – shall ensure that plans are prepared to manage foreseeable fire emergency situations

Sub-contractors/Employees – shall ensure that they understand and co-operate with plans prepared to deal with foreseeable fire emergency situations

Duties of the Individual in an Emergency

- ❖ If an individual discovers a fire or an emergency, they shall raise the alarm immediately.
- ❖ If the individual discovers a fire and having raised the alarm feels that they are able to attempt to extinguish the fire, they must do so only if:
 - 1) They feel it is safe to do so
 - 2) They have received proper training
 - 3) They do not place themselves in danger by putting the fire between themselves and the nearest exit.
 - 4) If an individual hears the fire alarm, they must leave the building by the nearest available exit and assemble at the assembly point indicated on the site plans.
- ❖ Once assembled employees should wait for instructions from the senior person on site. Once the emergency services have arrived the senior person on site should report immediately to the Fire Officer in charge detailing:
 - 1) Persons not accounted for and their last known whereabouts
 - 2) Details of Highly flammable/flammable substances on site
 - 3) Concise details of processes

(This information will assist the emergency services in taking the most appropriate course of action)

Visitors

All Sub-contractors/employees must ensure that any visitors that they are responsible for are escorted from the premises to the fire assembly point and report to the senior person on site.

Evacuation Drills

Site Managers will co-operate with drills arranged by the Client on the host site if applicable.

Any employee who is attempting to extinguish a fire will relinquish that responsibility to the emergency services when they arrive.

Fire extinguishers must not be used to prop open fire exit doors or used other than to fight a fire.

If an extinguisher has been partially or fully discharged or has the pin or anti tamper seal missing it will need to be checked and refilled by a competent fire appliance service company

Fire Assembly Point

The fire assembly point must be brought to the attention of all Sub-contractor and employees at the induction.

Note: Access to the assembly point must be always kept clear

Fire Precautions

IN THE EVENT OF A FIRE

Raise the alarm; dial 999 to summon the emergency services remembering to give clear address details, which are:

Mawlawi Kurdish Cultural Centre, Parsonage Street, M15 5WD

Only use a portable fire appliance if you are competent to do so.

ON HEARING THE FIRE ALARM

1. Leave the area by the nearest available exit immediately.
2. Proceed to the assembly point.
3. Do NOT stop to collect personal belongings.

All reasonable attempts should be made to move all company/delivery vehicles/mobile plant etc to prevent escalation of the situation or obstruction for the emergency services.

ONLY ATTEMPT THIS IF IT SAFE TO DO SO

Fire Action Notices/Fire Plans

Notices and plans will be drawn up and placed adjacent to all nominated fire exit doors and in the Site Office and Welfare facility. Notices will contain all relevant information as stipulated in section 13.2 of the Construction Phase Plan.

GCL will ensure that welfare facilities are provided and maintained to the Construction (Design and Management) Regulations 2015. All operatives using the facilities must ensure that they remove dirty or otherwise contaminated overalls or work clothes prior to using the facilities. Any operative found to be persistently abusing the facilities will be asked to leave site. Glide Construction propose to utilize the existing services to facilitate the site welfare establishment.

EMERGENCY & FIRE PLAN

1. Fire Safety Coordinator and First Aider

The Site Manager - TBC

2. Fire Extinguishers

These are a mixture of water, CO₂, foam or powder dependant on location and type of fire risk and are in the Site Managers office. A fire extinguisher will be positioned close to any works where there may be a risk of fire. These will be checked and maintained or replaced on a regular basis.

3. First Aid Box

Is in the Site Manager's office with the Accident Book.

4. Fire and Emergency Escape Routes

In the event of a fire or similar emergency within the new building or site accommodation, the site is to be evacuated through the nearest doors and all personnel are to proceed to a muster point in the car park. This is within close vicinity to the site compound area. A fire / site set up plan will be in the site accommodation.

In the event of an Emergency or Fire.

The signal to evacuate will be identified by the pressing of an air horns. All personnel will immediately access the building and proceed to the fire muster point.

5. Fire Brigade/Ambulance

A telephone is located in the site office for emergency use.

The site location is: Mawlawi Kurdish Cultural Centre, Hulme, Manchester, M15 9WD

6. Fire Prevention on Site

HSE guidance document HSG 168 "Fire Safety in Construction" (2nd Edition) is to be always consulted. A copy is included within the Health & Safety file.

7. Nearest Hospital

Manchester Royal Infirmary
Oxford Road
M3 9WL

APPENDIX 5

Activities / Machinery Requiring Noise / Vibration Assessments

WORK PACKAGE	VIBRATION SOURCE	CONTROL MEASURE
Removing concrete structures, external finishes etc	Hammer action tools, hydraulic breakers	SM to review exposure limits with s/c
Concrete cutting	Rotary Action tools	SM to review exposure limits with s/c

APPENDIX 6

Accident Reporting Procedure

Accident/near miss/hazard/damage Reporting and Investigation Procedure

Purpose

To establish an investigation and reporting procedure, in the event of accidents or incidents occurring. This procedure shall provide measures to assist with ascertaining how and why the accident or incident occurred and to identify corrective measures necessary to prevent recurrence.

Definitions

Accident – An undesired event that results in harm to people, damage to equipment, property, loss of process or harm to the environment. The definition of accident also includes an act of non-consensual physical violence done to a person at work.

Near Miss – An undesired event which under slightly different circumstances, could have resulted in harm to people, damage to equipment, property, loss of process or harm to the environment. Examples might be:

- Dumper narrowly misses operative
- Member of public enters work area
- Unearthing unknown services etc

Major Accident – Any accident which is of a serious or unusual nature resulting in death, ill health, injury, damage to property, business interruption or any combination of these.

High Potential Accident – Any accident that has resulted in minor injury or property damage which has the potential under slightly different circumstances to become a major accident.

High Potential Near Miss – An undesired event which under slightly different circumstances would have resulted in a major accident, adverse publicity, or potential loss of customer confidence.

Major Property Damage – Damage that causes or is likely to cause threat to the structural integrity of a building or property.

High Potential Property Damage – Damage which resulted in minor damage to a building or structure which could have, under slightly different circumstances, caused major property damage.

Responsible Person – Refer to Regulation 2 RIDDOR 2013.

Notifiable Occurrences – An occurrence that is reportable to the enforcing authority (Refer to RIDDOR 2013)

References

RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

INDG453-Reporting accidents and incidents at work

Accident/Incident Reporting & Sequence of Notification

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by Site Manager (or Office Manager as appropriate) on the Accident Report Form & sent to the office with a copy to the Company's Safety office. This applies to injuries received by members of the public, visitors, etc. as well as Company employees. Reportable injuries and dangerous occurrences as defined by RIDDOR 2013 are listed below:

Deaths - from a work accident, occupational injury or from an act of physical violence

Specified injuries- fracture (other than to fingers, thumbs toes).

- amputation of an arm, hand, finger, leg, foot, or toe.
- permanent loss of sight or reduction of site.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system, or other vital organs).
- scalping (separation of skin from the head) which require hospital treatment.
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over seven-day injuries – where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident but including weekends)

Injuries to people not at work – any injury to members of the public or persons not at work that arises because of the work activity and results in the person being taken from the scene of the accident to a hospital for treatment. Examinations and diagnostic tests do not constitute "treatment" in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Reportable occupational diseases

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer; and
- disease attributed to an occupational exposure to a biological agent.

If a doctor notifies the Company that an employee suffers from any of the above reportable work-related diseases, then the Company will ensure it is reported to the enforcing authority by completing the appropriate online form.

Reportable dangerous occurrences

- Lifting machinery - Failure, overturning
- Pressure systems - Failure of components/the whole system
- Overhead electric lines - Contact or discharge from lines over 200V
- Any electric short circuit - Fire, explosion, 24 hr. shutdown, potential for death

- Demolition failure boundary - Material projection beyond site
- Biological agents - Release/ severe human illness
- Breathing agents use - Failure immediately before/during use
- Diving apparatus - Failure, diver at risk
- Collapse of scaffold - Over 5 meters high/adjacent to water
- Collapse of building/structure - Unintended collapse/partial collapse
- Explosion or fire more - Stopping normal work for 24 hrs. or more
- Escape of flammable substances - Various from 10kg
- Accidental release of substances - which could cause injury to any person

- In the event of a fatal or a specified injury to any person, reportable disease, or dangerous occurrence as defined by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013: -
 1. The HSE must be notified by telephone immediately by the Site Manager (or Office Manager) for fatal & specified injuries (by telephoning the Incident Contact Centre on 0845 3009923 or visiting their website for out of hours contact numbers at: www.hse.gov.uk/riddor/ouofhours). Safety Manager should also be notified as soon as possible.
 2. Form 2508 should then be completed & sent to the HSE within 15 days. Preference should be given to completing the form on-line (www.hse.gov.uk/riddor)

- Accident Book B1510 will be available at each site & office to ensure any injured employee can record details of his/her accident. Any claim made for Industrial Injuries Benefit by an employee will result in Form B176 being received by the Company. This will be completed by the Company Secretary as required.
- All fatalities, major injuries, dangerous occurrences & other notifiable accidents will be recorded in Register F2509, or similar record as required. These records will be kept permanently by the Company.
- Safety Manager will investigate all reportable accidents & forward a copy of the Investigation Report to the Company with any photographs, statements, or other relevant material for use by Company insurers or legal advisors. This investigation report is privileged information & must not be issued to any other person without permission of Company insurers or legal advisors. All accidents resulting in damage to premises or plant & machinery on site must be investigated by the Site Manager.

Where necessary the investigation will adopt the following investigation techniques.

Interview witnesses separately and as soon after the Accident/ Near miss as possible.

Examine the scene of the accident or near miss noting conditions and positions of relevant equipment.

Produce sketches or photographs and complete an investigation report.

Collate all the information (involve the Health and Safety Manager as required)

Records:

The following documentation must be completed promptly.

Accident book BI 510 (Checked monthly)

Report of Injury, Near Miss, Damage or Hazard form

Statutory Report Forms

These following forms shall be used where the occurrence is notifiable under RIDDOR 2013

F2508 Report of an Injury or Dangerous Occurrence.

F2508A Report of a Case of Disease

Or alternatively

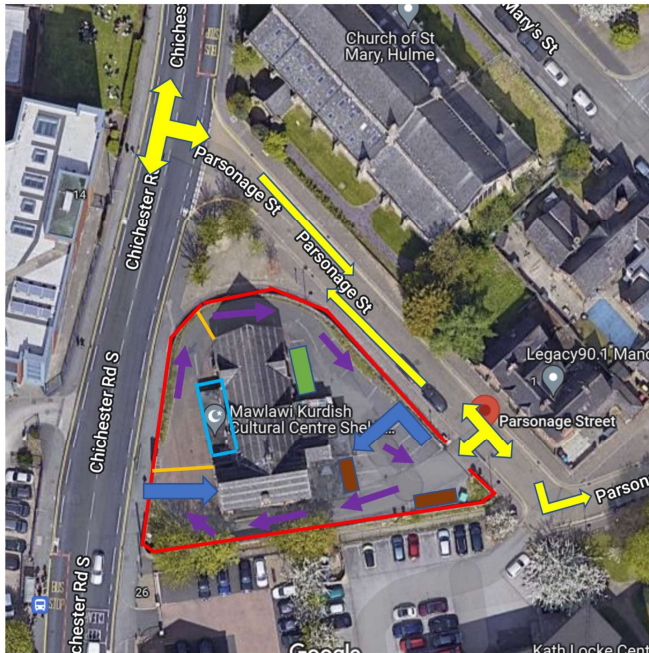
Report the incident to the Incident Contact Centre by calling 0845 3009923 (fatal & major "specified "injuries only; M&F 8-30am to 5pm) or online at:

www.hse.gov.uk/riddor and completing the appropriate form

All records of investigations shall be retained for 3 years. These records shall include all Accident/ Witness/ Manager reports, sketches, photographs etc.

APPENDIX 7

Traffic Management Plan



KEY:

-  Construction vehicle route access from public road (Parsonage St) into the site.
-  Indicates one way system around the site for construction vehicles. Only grab wagons require access to collect waste material from demolition
-  Indicates safe public pedestrian access will be provided into the building during demolition phase.
-  Extension to be demolished
-  Safe working exclusion zone only accessible by construction operatives, demolition within this area
-  Contractor's parking space - Contractor transport vehicles will not number more than two due to small scale of demolition.
-  Contractor's cabin – welfare facilities will be provided inside the existing building
-  Existing site boundary

1/ Vehicles will not be tracking mud off site as the entire site is tarmacked to a good standard, and works is demolition of superstructure and potential footings only.

2/ Building users/worshippers will be able to park on Parsonage St with sufficient parking space available.

APPENDIX 8

Health and Safety Risk Assessments

See next page



Risk Rating Methodology

Likelihood (L)

5	Frequent and Regular	4	Occasional	3	Infrequent	2	Remotely possible but known to occur	5	Highly improbable
----------	----------------------	----------	------------	----------	------------	----------	--------------------------------------	----------	-------------------

Consequence (C)

5	(Multi) Fatality	4	Major disabling injury	3	Over 3-day injury LTA	2	Under 3-day injury LTA	1	Injury (no lost time)
5	Full collapse of structure	4	Partial collapse of structure	3	Major damage/repair to structure	2	Minor damage/repair to fabric	1	Superficial damage

Initial risk - Likelihood x consequence with no control measures in place

Residual risk – Likelihood x consequence with control measures in place

Risk ranking (R)	Range
Critical	15 to 25 inc
Significant	8 to 14 inc
Minor	1 to 7 inc



Glide Construction Risk Assessment: Mawlawi Kurdish Cultural Centre

No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
1	Site set up	Potential theft/vandalism Disruption/injury to public/visitors/tenants	3	3	9	Supervised Cabin Delivery (Banksman etc). Defined site boundary. Warning signage. Provide safe access.	CM/SM	Presence of public/visitors/tenants prior to completion of set up	2	3	6
2	Interface with the public	Being struck by plant and equipment Accidental entry to site Language problems	3	3	9	Control plant operations Barrier segregation Supervised operations Warning signage	CM/SM	Controls being ignored Determined individuals Working starting before precautions are in place	2	3	6
3	Access to site	Slips/trips/falls when not using authorised routes	3	3	9	Site Safety Induction Provide site access/egress plans Warning signage	CM/SM	Instruction being ignored Poor housekeeping	2	2	4



No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
4	Work in the hours of darkness	Slips, trips, and falls	4	3	12	Provide task lighting	CM/Sub-contractor	Sub-contractor does not use the equipment Task lighting fails and does not get repaired	2	3	6
5	Lifting operations	Falling of loads Failure of lifting equipment	3	5	15	Appointed person designated/ Trained Lifting plan/assessment equipment certified Operators trained Trained Slinger/Banksman LOLER complied with	CM/Sub-contractor	Lifting plan/assessments are not adhered to Use of untrained personnel	2	3	6



No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
6	Work on fragile roofs	Falls through roof/skylights	4	4	16	Permit to work Fall arrest systems Use of crawl boards Segregation of work	CM/Sub-contractor/	Non-compliance by sub-contractor Work starts before controls in place	2	4	8

No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
7	Working at height	Falls Falling Objects	4	4	16	Ladders footed/secured MS/RA Netting/screens/b rick guards	CM/Sub-contractor/ Specialist contractors/	Non-compliance by sub-contractor Work starts before controls in place	2	4	8



No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
8	Use of hazardous substances	Acute and chronic effects to health Damage to property Environmental Impacts	4	3	12	COSHH Assessments Limit amount stored on site Emergency procedures/spill kits PPE Trained operatives	SM/Sub-contractors/	Accidental spillages Unsuitable assessments No assessment available	3	2	6
9	Work adjacent to footpaths/roadways	Interface with the public Dust/fumes Plant operations Vandalism/trespass Traffic	3	4	12	Local authority authorisation MS/RA Use of barriers/Segregation Warning signage Dust/fume suppression Compliance with RASWA CoP Trained Supervision and operatives	SM/Sub-contractor/	MS/RA not being adhered to Not working to RASWA guidelines	3	2	6



No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
10	Hot work	Fire Explosion Damage to property	4	5	20	MS/RA Permit to Work Local Firefighting equip. Emergency Plan/Procedures Trained operatives	SM/CM Sub-contractor	Non-compliance by sub-contractor Work starts before controls in place	2	3	6
11	Waste disposal	Environmental impacts including contamination of Land/Air or Water	2	3	6	Only use Registered Waste Carriers licensed to handle the types of waste produced Obtain WTN's Spill kits for liquid waste Spill procedures Safe location of skips	SM/Waste Carrier	Use of non-registered carrier resulting in fly tipping Non-compliance with Duty of Care	2	2	4



No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
12	Handling blocks, awkward and bulky materials	Injuries causing musculoskeletal disorders affecting the back	5	4	20	MS/RA Avoid manual handling Risk Assessment Reduce manual handling Mechanise/use mechanical aids Use trained personnel	SM/Sub-contractors/ Designer/	Failure to operate within Manual Handling Operations Regulations 1992	4	3	12



No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
13	Working excessive hours	Lapses of concentration Fatigue	4	4	16	Work within Working Time Regulations Provide adequate resources	CM/SM	Individuals exceeding maximum hours	3	2	6
14	Work activity creating noise	Hearing damage to operatives, local staff, and the public	4	2	8	Noise Assessment MS/RA Reduce noise levels as far as possible (selection of equipment, enclosure, segregation etc) Provide ear protection	SM/CM/Sub-contractor	Non-compliance by sub-contractor Work starts before controls in place	4	2	8
15	Work activity creating dust	Eye Injuries/ Dust Inhalation to operatives, local staff, and the public	4	2	8	MS/RA Plant/equipment supplied with dust suppression Segregate works Provide respiratory protection	SM/CM/Sub-contractor	Non-compliance by sub-contractor Work starts before controls in place	3	2	6



No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
16	Work activity creating vibration	Frequent exposure to high levels of vibration causing HAVS	3	3	9	MS/RA Eliminate the task Provide alternative less harmful equipment Job rotation Provide HAV Chart Toolbox talks	SM/CM/Sub-contractor	Non-compliance by sub-contractor Work starts before controls in place	3	3	9



No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
18	Use of portable electrical tools	Electrocution Burns Fire Entanglement Eye injuries Dust	5	3	15	All equipment to be 110V or Battery All equipment to be PA Tested Guards to be fitted and secure Eye and Respiratory protection to be worn Loose clothing/ Jewellery to be avoided Regular Site Inspection to maintain compliance	SM/Sub-contractor	No compliance by Sub-contractor and their operatives	2	3	6

No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
17	Emergency evacuation	Fire Explosion Flood Panic	3	5	15	Assessment of local environment and potential for emergency Emergency Procedures	SM/CM/Client/ Sub-contractor	Personnel not following procedures	2	4	8



No	Activity/task	Hazard	Degree of risk			Control Measures required	Person Responsible	Residual Risk	Degree of Risk		
			L	C	R				L	C	R
18	Removal of lighting and ancillary equipment	Falls from height Being struck by falling objects Electrocution	5	4	20	MS/RA Use of mobile tower/MEWP (or Combi ladders) Cordon area around works Hard hats mandatory	SM/Sub-contractor	Non-compliance by sub-contractor Work starts before controls in place	2	3	6
19	Working with Hardwood, Softwood and MDF	Dusts created during fine sanding/cutting (carcinogenic)	4	5	20	COSHH Assessment (All are subject to an WEL) Work in open air where possible Use eye protection and respiratory protection Use MDF which does not contain Formaldehyde	CM/SM/Sub-contractor	Noncompliance by Sub-contractor and their operatives	2	2	4

Environmental Aspect/Impact Register

Register of Environmental Legislation applicable to Construction Sites

TOPIC	Act	Main Requirements
GENERAL	The Environmental Protection Act (EPA) 1990.	• Part 1-pollution control • Part II-waste on land • Part IIA-contaminated land • Part III-statutory nuisance & clean or • Part VII-nature conservation
WASTE	The Hazardous Waste (England & Wales) (Amendment) Regulations 2016	• Requirement to notify the Environment Agency if the site produces hazardous waste • Requirement to keep records of quantity, type, origin etc and, where relevant, mode of transport & treatment method of the waste through consignment notes
WASTE	The Controlled Waste (England & Wales) Regulations 2012	• . List of wastes that are to be controlled for the purposes of EPA III
WASTE	The Site Waste Management Plan Regulations 2013	• Aims to increase amount of waste recovered/recycled/re-used & improve material resource efficiency • Requires site waste to be disposed of appropriately
WASTE	The Waste (England & Wales) Regulations 2011	• Requires all waste to be correctly stored & contained • Requires waste to be removed by registered carriers (unless producers own vehicles) • Collections covered by valid transfer note & records kept for 2 years • Waste only taken to authorised facility with management license •
WATER	The Flood Water Management Act 2010	• Restricts water use during shortages • Encourages use of SUD's rainwater harvesting system etc
POLLUTION	The Pollution Prevention & Control (England & Wales) Regulations (as amended)	• Sets out control regime for purposes of implementing the IPPC (Integrated Pollution & Prevention Control) EU directive
POLLUTION	The Noise Emission in the Environment by Equipment for	• Establishes maximum noise levels for equipment operated outdoors e.g.,

	use Outdoors (Amendment) Regulations 2015	generators, compactors, breakers
POLLUTION	The Control of Pollution (Oil Storage), (England) Regulations 2001	• Sets out design for containers of more than 200 litres used to store oil(diesel) above ground • Requires secondary containment (e.g., bunding) in place where such containers are used
POLLUTION	The Clean Neighbourhoods & Environment Act 2005	• Additional noise, litter & waste controls • Requirement for site waste management plans
LEGIONELLA	Legionnaires' Disease. The Control of legionella in water systems' Approved Code of Practice & Guidance 2013(4 th Edition)	• Sets out requirements for mains cold water supply, drinking water & air conditioning systems • Tank fed systems to be replaced with mains water supply • All new drinking water facilities to comply with regulations and guidelines • Existing pipework to systems to be cut back to source to avoid dead legs • Annual testing
HAZARDOUS SUBSTANCES	The Control of Substances Hazardous to Health (COSHH) Regulations 2002(amended)	• Requires employers to control exposure to hazardous substances to protect employees & others (e.g., public) who may be exposed from work activities
HAZARDOUS SUBSTANCES	CLP Regulations 2015	• Global system for classification, labelling and packaging of hazardous chemicals or materials
HAZARDOUS SUBSTANCES	The Control of Asbestos Regulations 2012	• Requires employers to assess risks & limit exposure when handling or removing asbestos-containing materials • Requires employers to have correct license before working with or removing asbestos & ensuring employees have suitable training
LAND QUALITY	The Contaminated Land (England)(amendment) Regulations 2012 & (Wales) Regulations 2006	• Requirement to identify land that, due to presence of contaminants, is a threat to health, property, or the environment • Requirement to define measures necessary to remediate the contaminated land
WATER QUALITY	The Water Resources Act (Amendment) (England & Wales) 1991	• Prohibits polluting matter (except rainwater) to enter controlled surface water drains (rivers, lakes, streams, or ditches) and ground waters
PLANNING	The Building Regulations and	• Requires all new buildings &

	Amendment Regulations 2015	refurbishments to comply with Building Regulations
PLANNING	The Town and Country Planning Act (as amended by the Planning & Compensation Act 1991)	Sets out requirements for the control of developments and planning processes in England & Wales
PLANNING	The Town and Country Planning (Environmental Impact Assessment) (England & Wales) Regulations 1999	Requires that certain projects undertake an assessment of the environmental effects as part of the planning application procedure

Aspects to be considered - Source of Aspect	Operating Procedures	Cross-reference to Register of Legislation
Site Investigation: - Contamination of land - Ground conditions – underground gas, methane, radon, etc. - Controlled & Special Wastes – Asbestos, disposal routes	01 – Site Investigation	- Environmental Protection Act 1990 - Flood & Water Management Act 2010
Planning Conditions: - New Developments – size, impact on surrounding areas - Neighbours – traffic, noise, sit appearance, reduction of night-time light pollution - Flood risk area - Drainage	02 - Planning	- Town & Country Planning (assessment of environmental effects) regulations 1988 and subsequent amendments - Environment Agency
Land Use & Ecology: - Water courses – surface water run-off, minimise water course pollution - Ecological value of site & protection of ecological features - Mitigating ecological impact - Enhancing site ecology	03 - Ecology	- Environmental Protection Act 1990 - Environmental Agency
Transport: - Cycle facilities - Pedestrian & Cycle Safety - Traffic management plan - Delivery of Materials	04 – Transport	
Design: - Location – use of natural daylight, view out & glare control - Internal & external lighting levels, zones & control - High frequency lighting - Acoustic performance - Natural ventilation - Indoor air quality - Volatile Organic Compounds (VOC)s - Thermal comfort & zoning - Internal & external space	05 - Design	- Building Regulations - British Standards & Approved Codes of Practice (ACOP)s - COSHH

Material Selection: • Material Specification • Re-use of building façade • Re-use of building structure • Responsible sourcing of materials • Insulation • Robustness • Hard landscaping & boundary protection	06 – Materials	- COSHH
Waste Management: • Construction site waste management • Recycled aggregates	07 – Waste Management	- Site Waste Management Plan Regulations 2008
Energy: • Reduction of CO₂ emissions • Sub-metering of substantial energy uses • External lighting • Low or zero carbon technologies • Building fabric performance & avoidance of air infiltration	08 – Energy	- Building Regulations 2010
Water: • Water consumption • Water meter • Major water leak detection system • Sanitary supply shut-off • Drinking water • Microbial contamination • Water recycling – rainwater harvesting • Irrigation systems	09 - Water	- Flood & Water Management Act 2010 - The Control of Legionella Bacteria in Water Systems – ACOP & guidance HSE (L8) 2000
Site Operations & Management: • Commissioning – ensure optimum performance from building services • Construction site impacts – encourage construction sites which are managed in an environmentally friendly manner in terms of resource use, energy consumption & pollution	10 – Site Operations and Management	

• Building user guide – guidance for non-technical users to operate the building efficiently • Shared community facilities • Traffic, parking, noise & site appearance		
--	--	--