

Management System

Plan

Construction Phase Health and Safety Plan

CONSTRUCTION PHASE

Health and Safety

Morgan Sindall business unit / region:	Construction North		
Project name:	(MSCP & TCP05) North Manchester General Hospital		
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Customer:	Manchester University NHS Hospital Trust		
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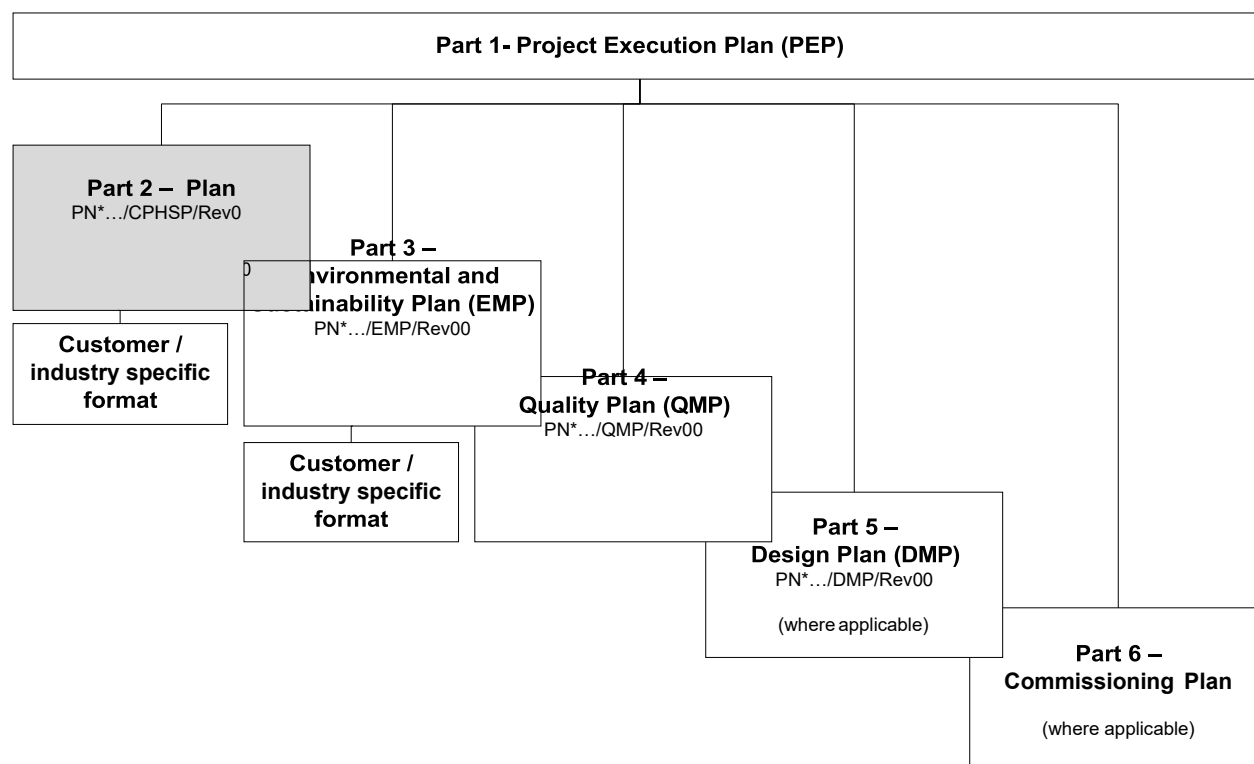
For full revision schedule see section one of Project Execution Plan (PEP) Part 1.

Construction Phase Health and Safety Plan - overview

This document will define how specific health and safety management elements of the contract will be delivered.

Each box represents the parts of the whole PEP. Only in exceptional circumstances will a PEP consist of less than four documents.

* PN = Contract or project no.
(Update revision nos. as required)



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Appendices

Appendix A	Project specific health and safety objectives and targets
Appendix B	Project risk assessment summary
Appendix C	SHE RAMS schedule / evaluation template
Appendix D	Construction programme
Appendix E	Fire and emergency plan
Appendix F	Traffic Management Plan (TMP).....
Appendix G	Site service plan.....
Appendix H	Project safety and security site rules
Appendix I	Covid-19 Addendum

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1. Introduction

1.1. Pre-amble – the following information is contained within PEP Part 1

- Pre-construction information
- Project directory
- Contract organisation and staff responsibilities
- Communications
- Risk management
- Knowledge transfer – good practice / lessons learnt.

1.2. Purpose of this plan

This CPHP when read with the core module (PEP Part 1) meets the requirements of the Construction Design and Management (CDM) Regulations 2015 with regard to the construction phase health and safety plan. This plan describes how safety aspects of the contract will be managed. It is a live document that will be reviewed at regular intervals by the contract manager to reflect progress of the works and changes in health and safety requirements.

The plan conforms to Morgan Sindall's health and safety policy objectives which will be clearly displayed in site offices.

The plan is concerned with the overall management control of all health and safety aspects in the execution of the contract. Subcontract works are also subject to this plan.

Morgan Sindall is certified to BS ISO 45001 and its company Integrated Management System (IMS) complies with that standard.

This plan is a 'live document' to be supplemented and/or revised as the project develops, by the introduction of supporting documents such as subcontractor method statements, risk assessments or any documentation relevant to the safety, health and environment of the project, which may include:

- Appropriate legislation
- Corporate governance
- Morgan Sindall and/or Morgan Sindall Professional Services policies
- Customer requirements (to include stakeholders)
- Company processes and procedures (amend as necessary)
- Methodologies and programmes
- Organisational structures
- Supply chain requirements.

1.3. Authorisation

This plan is authorised when the preparation, approval, authorisation and distribution section on page 1 of the PEP (Part 1) is completed.

Legal and other requirements

The project will meet its legal requirements through compliance with any planning, local authority, enforcement agency conditions and to all relevant legislation. Updates will be made available to the project team by Morgan Sindall intranet.

Specific requirements as detailed in pre-construction information pack shall be incorporated into this plan.

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1.4. Integrated Management System (IMS)

The company's IMS is designed to meet the contract objectives in the core module (PEP Part 1).

An explanation of the Morgan Sindall IMS is on the Morgan Sindall intranet.

This plan sets out the SHE standards to be achieved and the means of continuous improvement by the process of review and where appropriate revision.

1.5. Contract details

These are described in [PEP Part 1](#)

2. Health and safety management

The key high-level objective of the contract, as stated in core module (PEP Part 1), is to deliver the customer's contract on time, to budget and without incident or complaint.

The key health and safety objective is to complete the contract having achieved the objectives of the company's health and safety policy, the primary message of which is '100% Safe'.

2.1. Roles and responsibilities

All members of the contract team have responsibility for elements of health and safety appropriate to their function, experience and seniority. The contract manager has overall responsibility for delivering the contract objectives.

2.2. Risk assessments and method statement (RAMS)

No activity will be permitted without an approved RAMS.

Each sub-contractor will complete a daily Point of work risk assessments and hand a copy to the Morgan Sindall team no later than 1030 am.

The project management team shall produce risk assessments where significant risks are identified.

2.3. Site specific RAMS

Site specific RAMS will be carried out by appointed and competent personnel on site. A register of method statements and associated risk assessments will be kept on site and reviewed.

Method statements shall be task specific, identify tasks, responsible personnel, control measures and monitoring arrangements in line with Morgan Sindall method statement tracking and content sheet. Method statements will be assessed, tracked and accepted by Morgan Sindall prior to commencement of work. The contents of the method statement will be communicated to all those undertaking and associated with the work activity.

Contractors shall hold a signed copy at the work face while the works are taking place ensuring all operatives have read, understood and signed stating they will comply with the method statement.

A schedule of work activities and their current status is maintained via the RAMS schedule which is updated and retained within the project / site management filing system. The schedule template is included at [Appendix C. Subcontractor Rams Tracker](#)

Change control for systems of work

A change control will have significant repercussions with respect to the prevention or control of accidents and may require changes in the measures taken to ensure that those risks remain as low as reasonably practicable.

Whether a change has significant repercussions will depend on the degree to which it:

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- Introduces a new hazard
- Changes the risk from an existing hazard
- Affects control or mitigation measures (including off-site emergency plans).

Changes that have a positive impact on the risk profile are also important.

Morgan Sindall has in place systems for the communication of changes and any changes to approved systems of work shall be agreed in writing.

3. Safety and occupational health controls

Morgan Sindall has in place within the IMS. The 'Creating a Safe and Sustainable Environment' document that set the minimum standards that must be applied.

3.1. Accident and incident reporting (including learning event and near miss reporting)

In the event of an accident or incident occurring and depending on its nature, the process detailed in [SH PRO2](#) should be followed.

All accidents and significant incidents, including those involving contractors, must be recorded in the site accident book and entered on SHEQ Tracker within 24 hours. All incidents MUST be reported to the SHEQ department.

Records of accidents or incidents reportable under the Reporting of Incidents Diseases and Dangerous Occurrences Regulations (RIDDOR) are confidential and must be stored securely on site.

Should the public or a utility be involved in an accident or incident, ensure that public liability claim forms are completed if necessary. All near misses and learning events MUST be reported to the SHEQ department.

Reports

The SHE advisor shall maintain records of all accidents, incidents and investigations and compile a monthly report for the management team.

Asbestos

Prior to any work, maintenance or demolition on existing buildings, the project manager will check that a survey has been carried out to identify any Asbestos Containing Materials (ACM's). In accordance with the [SH PRO5](#). The remaining section of Infectious Diseases building within Phase 1 of the works still contains asbestos and access is to be provided to the basement area to survey & then remove any ACM's found before excavation works can progress.

Excavated/cut & fill material within the footprint of Limbert will need to be carried out with a watching brief with our asbestos subcontractor as there have been some ACM's identified with in the soils.

A separate SHE Pre-Start is to be carried out with the chosen removal contractor, A separate company with UKAS accreditation will be appointed to carry out 4 stage clearances and air monitoring.

If required, an ASB5 notification was submitted to the HSE.

Key details of asbestos survey reports or asbestos management plan will be communicated to all personnel to include where any asbestos is located, that it has been clearly labelled, or has been removed by a licensed contractor prior to the commencement of the construction / demolition works.

All persons on any project where ACM's have been identified, will attend recognised asbestos awareness training.

Morgan Sindall only use licensed contractors when dealing with notifiable asbestos in line with company standards. Morgan Sindall will ensure that they obtain relevant information, including appropriate

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Asbestos survey reports, and carry out checks before beginning work where asbestos is or may be present.

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3.2. Certification of plant operators

Before being allowed to work, operators of plant must present proof of competence, e.g. CPCS, IPAF, NPORS cards for entry into site file records. Periodic checks of competencies will be carried out by contract supervisors. If the competence card syllabus does not cover items which feature on plant, for example, Quick Hitch, independent training should have been given. All operatives should be given familiarisation training before using an item of plant.

3.3. Confined spaces

Work in a confined space can be a high-risk activity. Therefore, entry to an identified confined space will be avoided whenever feasible. When this cannot be avoided, no work will be started until a RAMS is approved. In addition, no work will start until the relevant permit to work has been issued. Emergency and rescue personnel and equipment must be in place before work starts.

The calibration of equipment to test the atmosphere of confined spaces must be regularly checked in accordance with manufacturers' instructions.

3.4. Control of Substances Hazardous to Health (COSHH) and Asbestos

Morgan Sindall utilises industry leading company Sygol for the generation of specific COSHH assessments. Assessments will be administered by an appointed Sygol coordinator for the contract.

Site supervisors will ensure that assessments for all substances are available to those who may come into contact with them and that they have been made aware of those assessments. If no assessment exists, then one must be obtained using the Sygol form in line with the company standards.

Design works shall only be assigned to competent and resourced designers who shall be assessed to confirm their ability to comply with the principles set out in the CDM regulations and in accordance with Morgan Sindall supply chain procedures.

Further information on management control of design can be found in the DMP Part 5 of this PEP.

3.5. Demolition

Generally considered a high risk activity, demolition will be conducted strictly in accordance with the Morgan Sindall creating a safe and sustainable environment document and industry Codes of Practice for Demolition BS6187:2011 and the Health and Safety Executive (HSE) CDM guidance note and comply with the Creating a safe and sustainable environment document. A structural survey/ RAMS will be produced prior to work being undertaken, with full deconstruction methodology.

The demolition works to enable the construction of the new MSCP scheme will have already been carried out during the enabling works and therefore the techniques & safety procedures during this period have been catered for in the Enabling works CPHP.

3.6. Electrical supplies and equipment

The design, installation, use and maintenance of electrical systems and equipment will be in accordance with company standards [SH PRO4](#).

An electrical duty holder will be appointed for the project and identified on notice boards, distribution boards and sub-stations.

In every case where work must be carried out on electrically isolated equipment it will be carried out under a permit to work procedure. This procedure is mandatory to all Morgan Sindall employees and designated subcontractors.

Contractors should only use 110v electrical tools or battery powered devices.

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No 240v tools are to be used unless no other alternative exists, and only then with suitable electrical protection. All extension leads must be properly terminated with the appropriate plugs / sockets and be otherwise un-jointed.

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Contractors must demonstrate that they meet all of the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and have a means of indicating, (e.g. by labelling), that where appropriate equipment has been Portable Appliance Testing (PAT) tested / examined.

3.7. Excavations and services

No works will commence until details of overhead and buried services likely to affect those works are either obtained from service providers or by direct investigation. Details will be available as plans, drawings, cross sections and other information.

All excavations will be dug following the relevant Morgan Sindall process SH PR06 and SH06 standards and guidance. Service identification and cable avoidance will be carried out according to HSG47 and PAS 128, Morgan Sindall standards [SH PRO7](#) and [SH6 STD1](#).

A permit to break ground will be used before beginning any excavation including trial holes and investigation.

If suspect material is discovered in an excavation, the supervisor will stop work, record and investigate the occurrence and agree actions before continuing.

The use of specialist equipment and explosives for excavations must be the subject of specific risk assessment and controls and consultation with the relevant SHE team.

3.8. Emergency arrangements

Morgan Sindall will appoint an emergency co-ordinator, this will normally be the project manager and will be identified within the site induction along with deputising arrangements.

The emergency co-ordinator will be responsible for:

- Production of the fire and emergency plan ([Appendix E](#))
- Ensuring that suitable individuals are appointed to fill key positions under the emergency plan
- Arrange drills and exercises to ensure the effectiveness of the plan
- Review and update the plan as conditions change
- Ensure any equipment essential to the operation of the plan is tested and maintained.

3.9. Fire precautions

The project will adhere to the JCOP 9th Edition and HSG 168 and the MS fire process SHE Pro 08.

A specific fire risk assessment will be completed by the Fire Manager quarterly.

The contract project / site manager will appoint a fire co-ordinator who will ensure that a fire risk assessment is made, that emergency preparedness against fire is adequate and that a fire safety plan is in place ([Appendix E](#)).

The fire co-ordinator will complete the emergency arrangements and review this on a regular basis referring deficiencies to the site / project manager for action.

Site inspections of emergency arrangements against fire will be carried out not less than WEEKLY.

Where fire escape routes are long, involve stairs, buildings have multiple occupancy, or may be used by the disabled or the general public, fire drills will be carried out no less than 6 MONTHS.

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3.10. Hand Arm Vibration Syndrome (HAVS)

Morgan Sindall has adopted a HAVS strategy, guidance is given in the IMS. This strategy will be taken into consideration when using equipment that could potentially cause HAVS.

Where prolonged use of vibrating tools or where vibration exposure is likely to regularly exceed the action level for a tool / activity, the items listed below should be considered and implemented:

- Tool selection
- Vibration control
- Maintain blood circulation
- Selection of operatives
- Training and awareness
- Health surveillance.

3.11. Health and safety rules

Site health and safety rules shall be included in the site start up pack and developed for the project by the contract manager in conjunction with the SHE advisers. Rules will be posted on site notice boards and explained at induction.

Site rules will cover as a minimum:

- Policies including substance abuse
- Access and egress
- Personal Protective Equipment (PPE)
- Mandatory instructions
- Site boundaries
- Training and competence
- Authorised persons
- Safe methods of work
- Traffic management
- Waste
- Visitors
- Mobile phones prohibited onsite

Minimum rules are contained in the Morgan Sindall [‘Creating a Safe and Sustainable Environment’](#) document.

3.12. Health surveillance

Risk assessment will identify circumstances when health surveillance is required (unless already identified by existing legislation) and should it be deemed necessary; an occupational health surveillance programme will be undertaken. Occupational health surveillance for individuals undertaking high risk activities will include screening for any or all of the following:

- HAVS
- Noise induced hearing loss
- Manual handling
- Dermatitis from onsite operations
- Repetitive strain injuries.

Additional health issues may arise as a result of COSHH assessments and or individual situations. Such surveillance will be conducted as identified by risk assessment.

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3.13. Health and safety file

In compliance with CDM Regulations, the health and safety file will be developed throughout the contract in a format agreed by relevant parties early in the contract.

The contents of the health and safety file may include:

- A brief description of the work carried out
- Residual hazards and how they have been dealt with
- Key structural principles incorporated in the design of the structure
- Any hazards associated with the materials used
- Information regarding the removal or dismantling of installed plant and equipment
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including firefighting services
- Information and as-built drawings of the structure, its plant and equipment.

3.14. Hot works

Works that generate heat or sparks that could create risk of fire require issue of a hot works permit and the provision of fire extinguishers and emergency arrangements. Hot works must comply with the JCOP fire safety in construction.

3.15. Housekeeping

All site personnel will be responsible for maintaining a clean and tidy site that poses no unnecessary slip, trip and fall hazards and presents an acceptable visual impression to the workforce, visitors and the general public.

Material and equipment will only be delivered to site as required to reduce the required storage space.

Failure of contractors to maintain standards may result in work being undertaken on their behalf and those contractors being recharged accordingly.

Time will be allowed within the detailed programme of works to ensure that housekeeping is afforded high priority and each section of the works is left clean, neat and tidy at the end of each work shift. An end of shift inspection regime will be implemented.

3.16. Site induction

Morgan Sindall will prepare a site-specific induction for this project. All personnel involved in the project are required to complete the MSite pre-enrolment, this forms part of the induction. Refer to appendix for further guidance

The purpose of this induction is to:

- Familiarise individuals with the health and safety requirements of the project
- Establish procedural controls specific to the project
- Specify any permits to work
- Identify emergency arrangements
- Instruct on accident reporting
- Identify site specific safety rules
- Identify significant hazards at the worksite.

This induction will be delivered to all Morgan Sindall employees, subcontractors and visitors on site. Records of this induction will be maintained within the M-site system.

All visitors to site whether invited or not, must identify themselves to the project manager attending site prior to entering the worksite. The project manager must ensure that all such visitors are in possession of the relevant certification, site equipment (including PPE) and are fully inducted and briefed before accessing the work location.

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If at any point during the construction MSite is not available (e.g. during early works) then Morgan Sindall SH FRM13 shall be used to collect required information from personnel working on or attending site.

3.17. Interfaces with visitors, the public and others

Interfaces between site activities, visitors and the public will be considered when developing the site plan, planning points of site ingress / egress and works outside the site boundaries to ensure that site operations do not endanger visitors and the public. Such consideration will apply to others such as the customer's personnel who may need access to or through the site.

The following measures to protect the public from site activities will be taken:

MSCP Works -

- Traffic management plan diverting construction traffic to site via. Crescent Drive to avoid busy main route to hospital off Delaunay's Roads
- Creation of temporary pedestrian walkways during construction along roads joining Crescent Drive to the Diabetes and Endocrinology Centre
- Designed hoardings around work sites and welfare areas
- Considerate Contractors Registration

TCP05 Works -

- Traffic Management Plan with construction traffic entering the Estate of Delauneys Road controlled by our banksmen as the delivery enters the Estate and managed through radios to another banksmen to the entrance to TCP05.
- Additional red & white water filled barriers installed to internal road areas to both stop vehicles parking inappropriately and to ensure the public/staff do not cross roads without utilising specific crossing points.
- Wagons will be covered on accessing & egressing the work area.

There will be regular engagement with the surrounding residents and local businesses through;

- Regular communication/meetings with the NHS trust to keep them of all works
- Contact details displayed on the hoarding for any issues to be raised
- Open door policy
- Letter drops to inform residents local to the site of any impact
- Morgan Sindall have organised off site parking for staff & subcontractor operatives to ensure we are not impacting on the Estate parking.

Should any issues be reported:

- A log of these will be kept on site and available for inspection upon request
- The complaint will be fully investigated, and measures put in place to avoid any reoccurrence.
- The complainant will be advised of the measures taken.

3.18. Lifting operations

All lifting operations will be planned and authorised in accordance with company processes, standards and guidance [SH PRO9](#). The Operations/Contracts manager must appoint a Responsible Person (Lifting) and record this appointment on the relevant appointment form.

Where applicable the contract manager will appoint a competent appointed person for cranes and a crane supervisor.

All lifting machinery, equipment and gear must be checked prior to use and on arrival to site. This will include the use of piling rigs.

Checks and inspections of lifting plant and equipment will be recorded in the site register.

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3.19. Lone working

Lone working must be avoided whenever feasible. If it cannot be avoided, a specific risk assessment and method statement for the activity is required, to include the arrangements for lone working.

3.20. Manual handling

Manual handling risk assessments must be carried out prior to manually lifting a load and must include load weights and dimensions. Methods of assessing the risks of manual handling and consideration to alternative methods will be considered where practical.

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3.21. Material storage and distribution

The storage of materials will be planned before the site is established to meet logistical and safety requirements and to ensure that wastage of materials through poor storage, damage or theft is minimised.

Suitable and adequate means of distributing materials about the site when needed will be planned beforehand.

3.22. Mechanical plant

Site plant and equipment operated by Morgan Sindall will be subject to Planned Preventative Maintenance (PPM) scheme.

Records of plant inspections will be maintained on site and will be available for inspection.

Plant and equipment operated by contractors must be similarly maintained in line with legislation and Morgan Sindall minimum standards.

Details of plant and equipment operators shall be maintained and evidence of periodic checks from plant hirers that the plant has been adequately maintained shall be obtained.

3.23. Monitoring and inspection

Safety performance and compliance will be assessed regularly. Records of audits, inspections and visits undertaken will be available on site.

Project Monitoring Schedule				
Type of monitoring	Frequency			
	Daily	Weekly	Monthly	Annual
Senior Management SHE tours			X (to be arranged by senior managers)	
SHE meetings		X		
Liaison / stakeholder meetings			X	
Contractors (safety / co-ordination) meetings	X			
Project progress meetings			X	
SHE Cross regional audit				X
SHE Inspections – (SHE team)			X	
SHE Inspections – contractors (self-audit)		X	X	
SHE Inspections – client			X	
SHE Inspections – (site team)		X		
SHE Monthly return			X	
Safety committee (VOICE)			X	
Emergency procedure drills			X	
Safety awareness talks	X	X		
100% Safe toolbox talks / briefings		X		

3.24. Noise

If work environments are likely to exceed occupational action levels specific noise assessments will be carried out prior to commencement of works.

Potential sources of noise on this project include: (MSCP & TCP05)

- Reduced Level dig Works
- Piling Works
- Reversing alarms and general noise from plant
- Erection of precast units.

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- Earthworks involving vibratory rollers

It must be noted that other than the TCP05 works, the actual works are being carried out away from the most essential areas of the hospital and therefore the works are less likely to affect ongoing hospital functions.

MSCP -

The earthworks are to be accessed to the rear of the hospital therefore site traffic will have little impact on main routes. This will be managed by our supply chain partners & monitored by MS Staff to ensure it is controlled. We recognise the fact that public interface is the major H&S concern whilst working in a Hospital environment and MS will do everything to ensure this is managed including offsite holding points for vehicles ensuring roads are cleaned daily. It would be our preference to create clean areas for wagons to turn to ensure the roads are kept clean with this being supplemented by Road Sweepers & wheel wash facilities (Jet wash). Water canons will be utilised during these works to ensure the dust is kept down as much as possible.

The chosen method of piling is CFA ensuring that the noise levels are kept to a minimum.

The frame choice is now Precast therefore reducing the amount of vehicle movement (Concrete Wagons). Cranes will be utilised to lift in precast sections.

TCP05 –

With the site traffic having to enter the main entrance area to complete these works, the control of vehicle movements will be managed by two number banksmen and all deliveries will be pre-booked. The use of road sweepers during the earthworks will be required to keep the roads clean & tidy. Once again the safety of public & staff is the number one priority whilst carrying out these works.

3.25. Occupational health monitoring and surveillance

Requirements for occupational health monitoring will be assessed on a task specific basis and in line with the Morgan Sindall company policies process, standards and guidance. Risk assessments may identify circumstances when additional health surveillance is required (unless already identified by existing legislation).

3.26. Permits to work

The use and issue of permits shall be in accordance with Morgan Sindall permit to work systems and contract specific requirements.

Risk assessments will identify operations or areas where permits to work are required as part of the control procedure. Only qualified and competent persons are to operate and be employed on 'permit to work' systems. These include for this project:

- Permit to break ground
- Permit to lift
- Hot works operations
- Entry into confined space
- Work on non-isolated electrical equipment
- Work on isolated electrical equipment
- Out of hours supervision
- General permit (e.g. roof access / work in occupied premises)
- Use of ladders and step ladders.

3.27. Personal Protective Equipment (PPE)

Morgan Sindall will supply to and ensure the use of PPE by all employees and visitors. Contractors will

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be required to supply PPE to their own personnel to the minimum requirement noted:

- Safety helmet
- Light eye protection (LEP)
- Gloves
- Safety footwear
- Hi vis coat, jacket or vest (where there are plant movements or as directed by the project manager)

The issue of PPE will be recorded.

Other PPE required will be specified in activity RAMS.

3.28. Piling operations

Oiling operations will commence 6 weeks into the scheme. CFA piles are the current chosen design.

3.29. Pressurised systems

Pressurised system can contain potential energy that may be released under certain conditions. When working on pressurised systems specific risk assessments and precautions will be taken.

3.30. Road works

All road works will be carried out in line with current legislation and where applicable "The Traffic Signs Manual Chapter 8".

3.31. Safety training

Specific health and safety training will be identified in the contract specific training and competence plan.

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Where required, site supervision will arrange for safety training associated with specific tasks such as abrasive wheel training. Records of all task specific training whether delivered on or off site will be recorded.

The project manager will ensure that United Kingdom Contractors Group (UKCG) standards of competence for persons employed on Morgan Sindall projects are achieved, i.e. working towards 100% CSCS or equivalent.

3.32. Scaffolding

The project team will ensure that scaffold is erected in accordance with BS EN 12811, the CDM regulations 2015, National Access and Scaffolding Confederation (NASC) Guidance SG4:10, company standards and temporary works requirements.

3.33. Site office safety

A contract specific risk assessment for the site office and welfare facilities will be carried out. This will identify any specific hazards and controls to be adopted at that location. The [PM STD8](#) site establishment and welfare will be in accordance with the Morgan Sindall minimum standards document in the IMS.

3.34. Site security

Security arrangements which require consideration, include but not limited to:

- Site boundary
- Compound
- Offices
- Plant / equipment
- Building under construction
- Children / public
- Trespassers

3.35. Smoking

Morgan Sindall does not allow smoking in any building or vehicle. Dedicated smoking areas on this project include:

- No smoking permitted on the site within the hospital grounds

3.36. Statutory notices

Morgan Sindall will obtain the F10 notification from the client.

The contract manager will arrange for a copy of the following to be posted on site notice boards.

- F10 notification to HSE
- Health and safety law - what you should know poster
- Employers liability insurance certificate
- Fire action notice
- First aid notice
- Site specific safety rules.

3.37. Precast erection

Precast erection will be carried out by a specialist contractor approved via our contractor approval process and will be subject to an acceptable RAMS and to proper supervision and control. Access to site will be pre-planned with the Trust & regular dialogue to keep informed of larger deliveries to ensure the disruption is kept to a minimum.

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3.38. Temporary works

Temporary works will be co-ordinated by an appointed Temporary Works Co-ordinator (TWC) who will be responsible for ensuring that the planning, erection, use, maintenance and dismantling of temporary works is undertaken in line with Morgan Sindall temporary works process and as agreed with the relevant Temporary Works Manager (TWM). A temporary works schedule produced at tender stage will be reviewed and updated at regular intervals.

Details shall be listed in the appropriate risk assessments and method statements.

A detailed RAMS including calculations and designs, and pre and post loading checks will form the control measures for all defined temporary works which are required for the execution of permanent works or temporary structures i.e. not directly connected with the permanent works.

3.39. Traffic management

All areas of work that involve vehicle movements and the interface with personnel will have a Traffic Management Plan (TMP) ([Appendix F](#)). The TMP will be managed by an appointed person who will act as the Traffic Management Co-ordinator (TMC).

The site layout will be planned to provide safe segregation between plant, vehicles and pedestrians wherever practical. The reversing of site plant, vans and lorries will be avoided if possible but where this is necessary will be under the supervision of a vehicle banksman / controller.

Car parking arrangements and access routes will be clearly identified in the plan. Consideration will be given to the delivery, loading and offloading of materials.

Visitors, public protection and interface with others

Measures will be developed as required to ensure the protection of the public / client staff which will be continually reviewed as work progresses. Security and public protection will be achieved as follows:

- Hoarding and signage in accordance with client / Morgan Sindall standard requirements
- Traffic management 'best practice'
- Security arrangements.
- Road vehicle and pedestrian diversion signage

Traffic Management Proposal:



Morgan Sindall
Proposed Traffic Man:



Logistics January 23
TCP05.pptx

3.40. Welfare and first aid

Morgan Sindall will provide welfare and first aid that exceed the minimum standards of welfare set by legislation in line with IMS [standards and guidance](#).

Welfare facility –	Quantity	Type / comments					
Offices	1	Doctors House to be converted.					
Drying room	1	Within Doctors House					
Lockers	10						
Toilets – male	4	Toilets	2	Sinks	2	Urinals	2

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Toilets – female	1	Toilets	1	Sinks	1	Sanitary disposal	1
Showers	1	(please refer to SH GUID1 Occupational Health Hazards and Risk Guidance and SH REG FRM19)					
Canteen unit	1						
Hot water for washing hands	1	(hot running water from day one)					
Drinking water supply	1						
Means of boiling water	1						
Facilities for warming food	1						
LEP cleaning station	1	(Light Eye Protection - LEP)					
Hand care station	1	(including sun screen)					

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Other		
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Morgan Sindall will ensure that adequate numbers of first aid trained personnel and first aid kits are available at:

- All site locations
- In vehicles where this has been identified as necessary or good practice
- In strategic locations within office setups.

Facility	Size / quantity	Facility	Size / quality
First aid boxes	2	Eye washes	1
First aiders	1	Dowsing shower	1
Appointed persons	1	Stretcher	0
First aid room	1	Other - state	1 AED

Posters are displayed stating location of first aid boxes, first aiders, appointed persons and action to be taken in case of an incident.

First aiders	
Name	Certificate expiry date
Tim Spencer	Dec 2022
Shawn Ricketts	Sep 2022

3.41. Working at height

Morgan Sindall will ensure that all areas that can be deemed as working at height has a suitable risk assessment and method statement in place. Working at height may include working from platforms, structures and or above excavations, shafts, manholes and voids.

3.42. Working near railways

When working near or in the vicinity of railways Morgan Sindall will adopt the processes and guidance within the [rail section of the IMS](#).

3.43. Working over or adjacent to water

There are no planned works near water.

3.44. Work station (computer) assessments

Individuals working regularly with computers will be required to carry out an on-line assessment to ensure that posture and vision are not impaired by long-term use. This assessment will not be available for site audit. Contact the SHEQ department for further information.

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Appendix A Project specific health and safety objectives and targets

Objectives / targets	Control	Action / responsibility
PROTECTING PEOPLE North West – Responsible Business Objectives Q1 2021 Everyone has the right to be 100% Safe		
Supervisors/Workforce Engagement Construction Review and establish an improvement plan based around engagement with our supply chain, inclusive of a focus around supervisors on our projects. North West Complete Supervisor onboarding sessions with all preferred and most commonly used contractors. Project Supervisors to be in attendance during the quality and SHE pre starts SHE inspection to be carried out once a month with the supply chain supervisors. Supervisors H&S meeting quarterly	100% Safe / Behaviour Construction Develop/refresh the 100% Safe approach within our business North West Encourage the reporting of Positive Intervention from the supply chain and create a quarterly award scheme for the best safety performing contractors. Project Incentive scheme launched for PI scheme Subcontractor KPIs to be published monthly Single out best practice and recognise with posters/feed back to their managers	
EAP & MHFA training Construction Extension of our EAP and MHFA training to our supply chain free of charge. North West Provide building MH workshops each quarter for supply chain operatives and prominently display EAP posters on site. Project Promote EAP to supply chain Toolbox talk once a month on Mental Health topics Open door afternoon for a private discussion with MHFA	Lifting Operations Construction Update and development of a common set of standards around lifting operations and associated tasks. North West Develop an exclusion zone standard and a Mast climber standard document and enforce the requirements across the region. Project Detail exclusion zones in BB, separate board for lifting operations Appointed person to be used for the fork lift lift plans as these are comprehensive Ensure exclusion zones are signed and robust, minimum pad barriers zip tied.	
Occupational Health Construction Develop a detailed and strategic approach towards the improvement of occupational health during 2022 and onwards on our projects. North West Relaunch the Wellbeing group and set quarterly campaigns. Project Suppliers to be brought in to carry out toolbox talks on the latest equipment Hampton Knight visits to be promoted in Summer (hopefully Covid restrictions allow) Fruit bowl to be placed and maintained in the canteen, MS managers to contribute fruit	People/Plant Interface – Plant Standard Construction Review, development and amalgamation of the current IMS based around plant based tasks. North West Develop a standard for barriers used for segregation of people and plant and roll out across the region. Project Enforce minimum plant standards Thumbs up campaign Exclusion zones to be displayed on lifting board and discussed in BB Look at implementing barriers exclusion zones to MEWP access around the perimeter.	
Human Performance Programme Construction Review of our current approach, development of a HPP programme which fits our regional structure. North West Complete HPP training for all MS staff, develop a course to roll out to the supply chain. Project	SIMS (SHE) Development Construction Development of a strategy for SHE aspects of SIMS and improvement for the operational teams. North West Roll out training to staff who use SIMS for SHE observations and permits to work Monitor use of SHE observations and report on findings quarterly. Project Continue to utilise the electronic permit system after trial Positives to be issued as well as negative observations Step by step guide to Subcontractors use of SIMS	
Continuous Improvement Construction • Performance • Integrated management system • Audit schedule • Visualisation North West • Report the regional performance on a monthly basis utilising Power BI and produce a quarterly Newsletter • Provide IMS training to all staff and include updates in the cascade • Develop an audit schedule including RM, TW & Electrical and monitor compliance • Display & encourage use of Visual standards by MS & supply chain Project Sample fixing boards in briefing cabin PD area to be set up Promote visual standards by producing quality signage at appropriate locations around site	Driver Safety Construction Development of a driver safety policy and strategy. North West Driver safety training to be rolled out for all staff, Prohibition on the use of phones while driving Project Driver rules to be issued by gatemen to delivery drivers Awareness talks on driver safety to be carried out as a toolbox talk Wagon on campus to raise student awareness on what drivers can see	
V.1 Responsible Business Plan Action Group Business Improvement Plan Action Group Continuous Improvement Actions On target Progressing Off-target MORGAN SINDALL CONSTRUCTION		

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Appendix B Project risk assessment summary

Prepared in conjunction with the pre-construction information pack, risk register and other relevant information. The RAMS identified below may be prepared during the contract period.				Hazards			Risk assessment required			Method statement required		
				Safety	Health	Environment						
							Ref	Trade / activity	Y	N	N/A	Y
1	Site establishment	x			x			x				
2	Temporary hoarding / fencing	x	x	x	x			x				
3	Demolition (general)	x	x	x	x			x				
4	Demolition (asbestos removal)	x	x	x	x			x				
5	Existing buildings adjacent to works	x	x	x								
6	Overhead services / obstructions											
7	Underground services	x	x	x	x			x				
8	Piling	X	x	x	x			X				
9	Excavations	x	x	x	x			x				
10	Haul road crossings on site	x	x	x	x			x				
11	Bulk earthwork	x	x	x	x			x				
12	Reduced level dig / imported fill	x	x	x	x			x				
13	Contaminated ground	x	x	x	x			x				
14	Environmental issues	x	x	x	x			x				
15	Working on public roads	x	x	x	x			x				
16	Working over / adjacent to water											
17	Working over / adjacent to railways											
18	Concrete works and reinforcement	x	x	x	x			x				
19	Concrete repairs and finishings											
20	Pre-cast concrete construction	x	x	x	x			x				
21	Scaffolding	x	x	x	x			x				
22	Erection of structures	x	x	x	x			x				
23	Steel erection											
24	Welding and burning of steelwork											
25	Roofwork and working near openings in floors											
26	Infilling floor openings											
27	Roofwork (flat roofs)											
28	Roof structures (plates, trusses, timber)											
29	Roof coverings (felt / baten / tile)											
30	External cladding (including glazing)	x	x	x	x			x				
31	Rain water goods	x	x	x	x			x				
32	Lifting operations	x	x	x	x			x				
33	Manual handling	x	x		x			x				
34	Site plant movements	x	x	x	x			x				
35	Tools (electric / pneumatic / cartridge)	x	x	x	x			x				
36	Confined spaces	x	x		x			x				
37	Night working											
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38	Bitumen waterproofing								
39	Highly flammable materials								
40	Installation of fire protection coatings (board)								
41	Installation of fire protection coatings (spray)								
42	Lift installation								
43	Electrical / mechanical services	x	x	x	x			x	
44	Plumbing works	x	x	x	x			x	
45	Carpentry / joinery	x	x	x	x			x	
46	Plastering/ rendering	x	x	x	x			x	
47	Ceiling fixing	x	x	x	x			x	
48	Floor and wall tiling	x	x	x	x			x	
49	Painting and decorating	x	x	x	x			x	
50	Nuclear densometers, thermal welders and lancers, high pressure (HP) water jetting								
51	Use of lasers								
52	Arc welding								
53	Radiography								
54	Commissioning plant	x	x	x	x			x	
55	Paving slabs, block paving, kerbs, edgings	x	x	x	x			x	
56	Roads / paths surfacing	x		x	x			x	
57	Fencing (permanent)								
58	Landscaping	x	x	x	x			x	
59	Tree surgery / use of chainsaws	x	x	x	x			x	
60	Fire prevention on site	x	x	x	x			x	
61	Fire prevention in offices	x	x	x	x			x	
62	Work in offices								
63	Young persons								
64	Cable pulling								
65	Working in chemical / radioactive situations								
66	Brickwork and blockwork								
67	Cleaning / builders clean								
68	Use of ladders								
69	Lead burning / plumbing								
70	Use of mobile elevating working platforms	x	x	x	x			x	
71	Unloading of vehicles								
72	Use of stepladders								
73	Traffic management	x	x	x	x			x	

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Please note Subcontractor Pre-start tracker can be found in section 14.06 under Risk Management.

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Appendix D Construction programme – MSCP

Programme to be inserted once Accepted



2022-MSC-INZ-EX-P Rev 19- TCP05
R-W-0016- WP04- CcContract Programme.

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Appendix E Fire and emergency plan

Contents

1. Organisation
2. Fire arrangements
3. General fire precautions
4. Emergency arrangements

Appendices

- App1. Emergency contacts and telephone numbers
 App2. Fire plan drawing(s)
 App3. Project team emergency procedure
 App4. Phasing Schedule

1. Organisation

- 1.1. Prior to work commencing, the project manager should nominate a fire safety co-ordinator who will liaise with the emergency services, providing contact names and a location plan of access points to the site.
- 1.2. The project manager should develop fire and emergency procedures and ensure that all personnel are aware of them.
- 1.3. The project manager should complete the emergency telephone numbers in appendix 1 and in case of fire posters and display both in prominent positions in offices and canteens.
- 1.4. The project manager should arrange for regular inspections and maintenance of all emergency equipment, and to record the findings on the appropriate form.
- 1.5. Key appointments
 Fire Safety Co-ordinator: T Spencer

Deputy: Shawn Ricketts

Fire Marshall's (if required): Shawn Ricketts

Project manager to ensure those appointed have received appropriate training and that fire safety co-ordinator has access to copies of Fire Safety in Construction Work (HSG168) and Joint Code of Practice for Fire Prevention and Construction Sites.

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2. Fire arrangements

- 2.1. Information extracted from pre-construction information pack; particularly relating to client requirements:
-

What arrangements are there for the project management to liaise with the Principal Designer with regards to the following issues: - (All Q&A's to be deleted following the answers being completed)

Q Early construction of firefighting shafts and fire escape stairs including compartment walls?

A

Q Early application of fire protection materials to structural steelwork?

A

Q Early installation of firefighting, detection, alarm and fire quench systems?

A

Q Provision of adequate water supplies for firefighting during the construction phase?

A

2.2. Combustible waste

Q How will combustible rubbish be cleared, who will do it and at what frequency?

A Waste will be disposed of daily into segregated skips by subcontract labour ensuring a final clearance at the end of each shift

Q In what and where will rubbish be stored and who will provide?

A Segregated skips will be provided by Kenny waste management. All skips containing combustible waste will be enclosed skips.

2.3. Flammable substances / liquids and Liquid Petroleum Gas (LPG)

Q What flammable substances will be brought onto site in significant quantity?

A Diesel will be the most common flammable substance onsite, along with other products that will be outlined in the relevant RAMS and COSHH assessments.

Q Which trades will bring them onto site and when?

A The flammable substances will be brought on by subcontractors for fuel for heavy plant. Gas bottles will be brought on for works on the roof and for welding handrails.

Q How and where will they be stored?

A The diesel will be stored in self-bunded fuel tanks with spill kits and fire extinguishers available in designated refuelling areas.

Fuel for small plant and tools will be stored in approved petrol cannisters within a steel box again with spill kits and fire extinguishers available.

As the project progresses the decorators will require paints and solvents on site, these will be stored in a lockable COSHH store located near fire extinguishers and spill kits.

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2.4. Temporary protective coverings

All protection will be flame retardant and supplied by the subcontractor after installation of the material that requires protecting – this will be removed for final snagging. Items that require protection will be floors, kitchen units, doors and balconies.

2.5. Ignition sources

Q In which areas of the project is smoking permitted?

A Two number external smoking shelters will be provided, one cigarettes, one e-cigarettes

Q How will the use of halogen lights be managed?

A Halogen lights are not permitted on site unless for site lighting, positioned at high level and securely fixed.

Q What limitations are placed on the use of naked flame equipment and tools e.g. spaceheaters and blow torches?

A Naked flame equipment such as blow torches will be controlled by the contents of the hot works permit

Q What limitations are placed on the use of spark producing equipment and tools or other hot work e.g. grinders, cartridge hammers etc.?

A Hot works permits will be issued for any work activities that produces sparks.

Q What security arrangements are to be put into place to prevent arson?

A In order to prevent arson, the site will have a fully hoarded perimeter with CCTV surveillance and security guards monitoring.

2.6. Hot works procedures

Q Will the project require the use of hot work permits?

A Yes

Q Who will produce, implement and monitor?

A Hot works permits will be issued by the designated site manager. The contents of the permit include a fire watch 30 minutes after the hot works have ceased.

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3. General fire precautions

3.1. Information extracted from the pre-construction information pack

This will be developed during pre-construction

3.2. Fire points

Q Where are the fire points?

A During demolition these will be placed adjacent to the exits. During construction the fire points will be located adjacent to the stairwell.

Q What do fire points consist of?

A The fire points will consist of break glass, sounder, fire plan and 2 extinguishers (CO2 and water).

Q When are they to be installed / removed?

A These will be removed from the project upon completion.

Include positions of fire points on drawing in appendix 2.

3.3. Inspection and maintenance of firefighting equipment

Q Who will inspect and at what frequency?

A These will be checked by the site manager monthly. Records of these checks will be kept in the site register.

Q Who will service and at what frequency?

A These will be services as recommended by the manufacturer.

3.4. Means of raising alarm

Q What type of alarms will be installed?

A The alarms that will be installed will be part of the EN54 system, which is a standalone approved system with call points which also includes smoke and heat detectors.

Q When will they be installed / removed?

A They will be installed for the demolition soft strip works and cabin set up, then removed as the building is demolished and moved to the new cabins and building as works progress. They will be removed at the end of the project.

Q How will checks on effectiveness be made and by whom?

A The alarms will be checked weekly by the site manager.

3.5. Emergency power and lighting

Q How will emergency power and lighting be provided?

A There will be a generator for temporary lighting and power installed.

Q When will it be available from and to?

A The demolition contractor will provide these during the demolition. Our temporary electrics subcontractor will provide for the main construction works.

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Q Who will provide, install, adapt and remove? How will checks on effectiveness be made and by whom?

A It will be installed, adapted, checked and removed by our chosen temporary electric's subcontractor.

3.6. Escape routes

Q Where are they?

A Escape routes will be the corridors and staircases. During the demo we will initially use the building signage as currently installed. We will then adapt these as the demolition progresses. During the construction works fire plans will be drawn and displayed.

Q How is the integrity of any protected routes to be maintained? How will escape routes be kept clear?

A Corridors will be monitored and cleaned daily by operatives

Q How will escape routes be revised to suit construction operations?

A Any revisions to the fire plan will be made and communicated at the daily breakfast meetings.

Q How will correct signage of escape routes be provided?

A The corridors will clearly display the standard safety signage on the walls.

Q Is it appropriate to designate any scaffolds as escape routes?

A

3.7. Temporary accommodation

Restrictions extracted from the pre-construction information pack:-

Making use of the existing Doctors House for our Welfare/Office space.

3.8. Facilities

Q What site accommodation facilities are planned?

The Doctors House will be converted into the new Welfare/Office area.

Q Where are they to be sited?

The north side of the site

Q What fire containment standards are required?

A Non required

Q Who is responsible for providing and maintaining?

A Morgan Sindall Construction will provide and maintain all welfare required for the duration of the project

Q What fire precautions are required?

A All welfare facilities to have linked fire alarm system to BS EN 54 (e.g. WES+ system)

Q What restrictions are applicable e.g. no smoking?

A No smoking in the facilities, additional welfare for smoking will be provided

Q What limits are placed on storage of materials e.g. petrol, paints, gases?

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A Wherever possible storage of flammable/COSHH materials in facilities will be avoided, however when storing these materials on site the procedure in the Morgan Sindall CASSE document will be followed.

Q How will the accumulation of combustible or flammable materials in or under the facilities be prevented?

A Combustible or flammable materials will always be kept outside the facilities in the proper storage required for that material (e.g. locked cages). To prevent the build-up of potentially combustible material, good housekeeping will be employed with 'skirtings' around facilities.

4. Emergency arrangements

4.1. Action in event of a fire

In the event of fire the person discovering the fire is to:

1. Shout for assistance and alert others nearby. Operate the nearest fire alarm to initiate the fire alarm sounders.
2. Call the fire service (from a telephone in a safe location) to give them details of the exact location and if known, the type and cause of the fire.
3. If the fire is still small (waste paper bin size), attempt to extinguish it using the appropriate type of fire fighting equipment and ONLY IF SAFE TO DO SO. If you find you cannot contain the fire, abandon fire fighting and:
 - a) If the fire is too big to tackle, leave the building by the safest route and await the arrival of the fire service
 - b) When the fire service arrive, direct them to the site of the fire and give any other assistance that they ask. You may have COSHH data sheets for any chemicals etc. that may be present in the building
 - c) Report information about the fire to the building management / security staff.

4.2. Action in the event of a fall from height

- **Rescue from any working area in height in relation to the building works.** The main access routes up and down the building will comprise staircases, either the permanent stairs or in the case of scaffold structures, proprietary staircases such as Layher and Haki. Stairs formed from scaffold components are also acceptable. Secondary means of access may comprise ladders at the correct angle and properly installed. However, a means of rescuing a stretcher bound casualty from any area or level using stairs will be the minimum standard.
- **Rescue from suspension in a safety harness.** There may be instances where the use of fall arrest safety harness systems will be employed. Whilst it is acknowledged that these are a last resort, second even to restraint systems, there is a likelihood of their use e.g. by scaffolders during scaffold erection / dismantling. Other suspension rescue means will be provided by Morgan Sindall in the form of Mobile Elevating Work Platforms (MEWP) and scaffold towers. The means of proposed rescue will change throughout the project according to activities ongoing at the time but a means of rescue will always be available, with the aim of providing the quickest means possible to eliminate the risk of suspension trauma.
- **Rescue from personnel at height from safety netting.** The rescue provision for safety net containment will be agreed in advance of relevant work at height activities. It will comprise either scaffold tower or MEWP depending on other work requirements and ground / floor surface conditions. In the event that a person in the safety net could not climb out, the net would be cut from

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beneath whilst avoiding injury to the person in the net, and the person lowered onto the platform beneath.

- **Rescue from personnel at height on the tower crane.** The rescue provision for erection and maintenance crews is the responsibility of the of the crane hire company and their proposed means of rescue for a suspended or non-suspended casualty will be agreed in advance of tower crane erection. The rescue of the tower crane operator in the event of injury or illness will be managed by Morgan Sindall. Initial action will always be attendance by a named first aider equipped with a first aid satchel. Discussions in advance with the local fire and rescue service will determine whether they can undertake any subsequent rescue dependent on the equipment resources and likely response times. In the event that they cannot, then the services of specialist subcontractor will be employed to provide the equipment and training to a nominated site 'crane team' selected from the Morgan Sindall site management team. The equipment used will depend on the exact circumstance, types of crane etc., but will normally include a controlled descent device to lower a casualty safely to the ground.

Confined space rescue

- Entry into confined spaces would require rescue procedures and equipment and this is a requirement of the Morgan Sindall confined space entry permit. No such permit is to be issued without prior knowledge and involvement of the Morgan Sindall SHE adviser
- All rescue provisions are to be practiced on a basis to be determined subject to SHE adviser guidance.

4.3. Action in the event of a service utility failure

If a service utility (gas, electricity and water) to the building and surrounding area fails, contact the local facilities management and/or service provider as listed at the back of this fire and emergency plan.

4.4. Action in event of a water leak

On discovering a water leak:

1. Discover where the water is coming from
2. If the leak is not serious, place a suitable container to temporarily contain the leak and move or cover any materials, equipment or furniture to minimise water damage. Switch off or otherwise protect any electrical equipment or lighting that may be in danger of getting wet and thus becoming potentially dangerous to life
3. If the leak is serious and there are not visible means of stopping it or turning off the source, take necessary steps to minimise further damage as in step 2
4. Locate and isolate the source of the leak and take such measures as are necessary to contain the leak, or divert it from areas where it might cause damage
5. For mains water leaks on deeds to wash basin taps and Water Closet's (WC's) etc., isolate the supply at the nearest upstream stopcock
6. For hot water leaks, switch off the water heater and isolate the water intake at the upstream isolating stop valve to the water heater
7. For Low Pressure Hot Water (LPHW) or chilled water leaks switch off the pumps and shut isolated valves to the circuit. This has the effect of slowing the rate of water loss.
8. For sprinkler system leaks isolate the nearest stop valve or the main sprinkler control panel

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9. CAUTION: LPHW and Chilled Water (ChW) contain chemical inhibitors which may cause skin irritation. If splashed in the eyes – it must be washed out immediately. It may cause inflammation of the eye membranes.
- 4.5. Action in event of an explosion
In the event of an explosion due to gas leak, volatile fuel leak, (or by a bomb), on site staff should proceed as follows:
1. The responsible person should contact the emergency services – dial 999 or local arrangement. Inform them of a major incident due to explosion within / outside the building
 2. Sound the alarm and evacuate the building / area as quickly as possible
 3. Be aware of additional explosions
 4. Ensure all access is freely available to emergency rescue services eg digital door lock codes
 5. Assess the need for any further action to make the area safe from damaged services
 6. Management staff is to inform the local HSE office of major incidents [SH PRO 2](#).
- 4.6. Action in event of a structural failure
The requirement for action in event of structural failure is dependent on the cause and degree of failure and its effects.
1. In a catastrophic situation, with major structural collapse and severe damage, injury to public, etc., the worst case needs will be similar to that for an explosion
 2. For a minor structural collapse however, the action may be restricted to cordoning off the area from the public until the structure is made safe
 3. Project management staff and security staff must assess the needs according to the arrangements and act accordingly
 4. Project management staff: inform the local HSE office of all incidents involving structural failure and accidents occurring within a public area, or when persons are injured.
- 4.7. Action in the event of a spill
Emergency spill response procedure is as follows:
- Stop work immediately and prevent any further spillage
 - Eliminate any sources of ignition
 - Assess the situation. Ensure that appropriate PPE is worn. Do not put yourself at risk
 - Contain the spill has not entered any drains, ditches or watercourses
 - Notify your line manager giving the following information:
 - Danger of entering drainage / water
 - Danger of environmental harm
 - Materials involved
 - Location of incident
 - Reason for pollution
 - Quantity involved

A SPILL RESPONSE KIT will be provided and located on your site and in the site compound, as appropriate.

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Emergency contacts and telephone numbers

Project:	New Park House - North Manchester general hospital				
Address:	Delaunays Rd, Crumpsall, Manchester			Post code:	M8 5RB
Telephone no.:		Fax no.:		GPS co-ordinates:	
Name		Role		Contact number	
Morgan Sindall					
Barry Roberts		Regional Managing Director		07813 056674	
Shaun Jones		Area Director		07900 136901	
Peter Millachip		Contracts Manager		07786 694430	
Tim Spencer		Site manager		07815 474419	
Paul Martin		SHE manager		07976 191924	
Client					
		Project manager			
Julia Hirlam		Project Manager (Hive)		07825 272414	
Enforcing authorities					
HSE		Redgrave Court Merton Road Merseyside L20 7HS		02075 562109 0151 9514000	
Environment Agency (EA)		Richard Fairclough House Knutsford Rd Warrington WA4 1HT		03708 506506	
Local authority		Manchester City Council, Daisy Works, 345 Stockport Rd, Longsight, Manchester M13 0LF		0161 234 5000	
Emergency Services					
Fire and rescue service		Fire Station, Rochdale Rd, Manchester M9 7EQ		0161 908 9503	
Hospital (A&E) North Manchester general hospital		North Dr, Crumpsall, Manchester M8 5RT			
Harpurhey police station		Upper Conran St, Manchester M9 4HR		0161 872 5050	
Other					
Gas		National Grid		0800 111 999	
Electricity		Electricity North West		0800 7 838 838	
Water / sewerage		United Utilities		0845 7 145 145	
Telecom		BT & Virgin		0800 9 173 993	
Cable		Vodafone		0800 052 0800	
Other (insert details as relevant)		N/A			

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Construction Phase Health and Safety Plan**Fire plan drawings – New MSCP****To Be developed with MS Fire Consultants**

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Hospital

North Manchester General Hospital, Delaunays Road, Crumpsall, Manchester M8 5RB

Key:

Red circle -site location

Green star – A&E



Project team emergency procedure

Link to [SH PRO2 Accident and incident investigation and reporting](#)

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Appendix F Traffic Management Plan (TMP)

1. Introduction

This plan describes the access / egress arrangements for vehicles and pedestrians onto the North Manchester General Hospital demolition site; the movement of vehicles in and around site and the off-loading of stores and materials.

The plan will be regularly reviewed and revised to allow for the development of the site and the environment. This will be done by the manager with the responsibility for logistics with assistance from the project manager and project safety advisor.

2. Site description

The Site is located within the grounds of the New Park House, North Manchester General Hospital, in Crumpsall. The site can be accessed via. multiple routes within the hospital grounds, namely from Crumpsall Way via. the main road in the area Delaunays Road and Crescent Drive leading from Crescent Road.

The roads named above for site access are also used by staff and visitors of the hospital to gain access to multiple car parks and various other buildings within the hospital site.

3. Safe workplaces

a. Pedestrians and vehicle separation

The site will have different coloured zones blue, yellow and orange zones. The different zones allow plant and pedestrians to be clearly segregated. Information on the different zones will be relayed as part of the site-specific induction.

The site logistics plan is attached in the appendix this outlines the pedestrian walkways and the plant movement zones.

b. Loading / off loading and storage areas

Deliveries will be appropriately planned to suit the construction sequence. Due to the limited space on site subcontractors will be encouraged to just in time deliveries to avoid double handling and slots booked on MSite. Deliveries will be unloaded/loaded by banksmen.

No materials must be placed on the highway or footpath without licences in place and must be taken within the building footprint or stored in the compound (although this will mean they are double handed and should be minimised.)

c. Public protection

All vehicles will be accompanied by at least one trained and competent banksmen due to the tight nature of the site and adjacent properties.

Delivery vehicles must not impede access for emergency vehicles or other businesses and residents.

Wheel washing and road sweeping to be implemented to prevent mud and construction debris impacting on road surfaces

d. Information

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All information regarding access/egress will be outlined in the site induction, displayed on the site noticeboards and appropriate signage will be in place around the job.

Any changes to access/egress arrangements will be communicated out at breakfast meetings and using signage.

4. Safe vehicles

a. Vehicle selection

Limited space onsite so timed deliveries are essential. A construction traffic route entering the site from Crescent drive onto Crescent Road is encouraged as to remove the need for construction traffic to avoid car park 1 due to the busy nature, high volume of pedestrians and tight spaces. All delivery vehicles will be FORS compliant.

b. Vehicle inspection and maintenance

All open tipper style construction vehicles are to be fitted with fully automatic sheeting which must be applied before leaving the site

5. Safe driving and working practices

a. Reversing

Any reversing vehicles will be accompanied by a banksman, otherwise reversing is not allowed.

b. Loads

Vehicles will be unloaded by Hiab or forklift.

c. Drivers / operator

Any operatives operating machinery will hold the appropriate CPCS competency cards.

d. Signallers

The site will incorporate different coloured zones in order identify untrained operatives in plant zones. Signallers will wear orange high viz jackets and use radios in order to communicate with the crane driver.

e. Safe working practices for specific vehicle

Any safe working practices required for specific vehicles to be added here.

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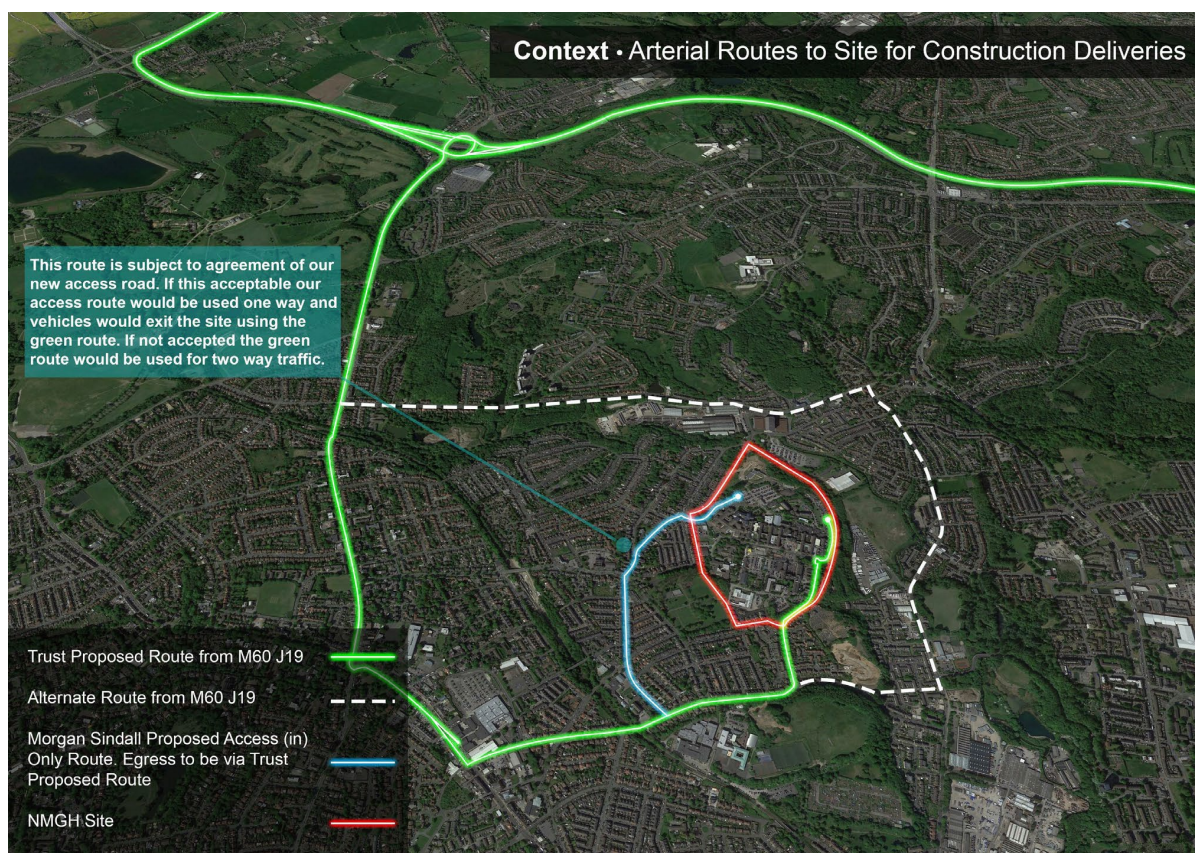
Site layout plan

A site layout plan marked up with traffic routes and key installations is produced and displayed. It is regularly reviewed and forms part of the induction process. The layout will be well presented and easily understood by any persons. If necessary, the information below maybe depicted on more than one layout.

Arrangements to consider:

1. Location of office, welfare facilities, etc.
2. Provide a plan / drawing showing access and egress to the site
3. Show local routes / road systems including one way schemes, car parking, etc.
4. Other local traffic characteristics: rail crossing, trams, vehicular and pedestrian flow
5. Drainage layout (possible pollutant receptor) drainage destination off site and other watercourses such as rivers, streams, dry ditches, aquifers
6. Fire assembly point / emergency access / egress routes (it may be necessary to complete separate fire layout plans depending upon size and complexity of the contract.

(for more information please see Transport / pedestrian management guidance)



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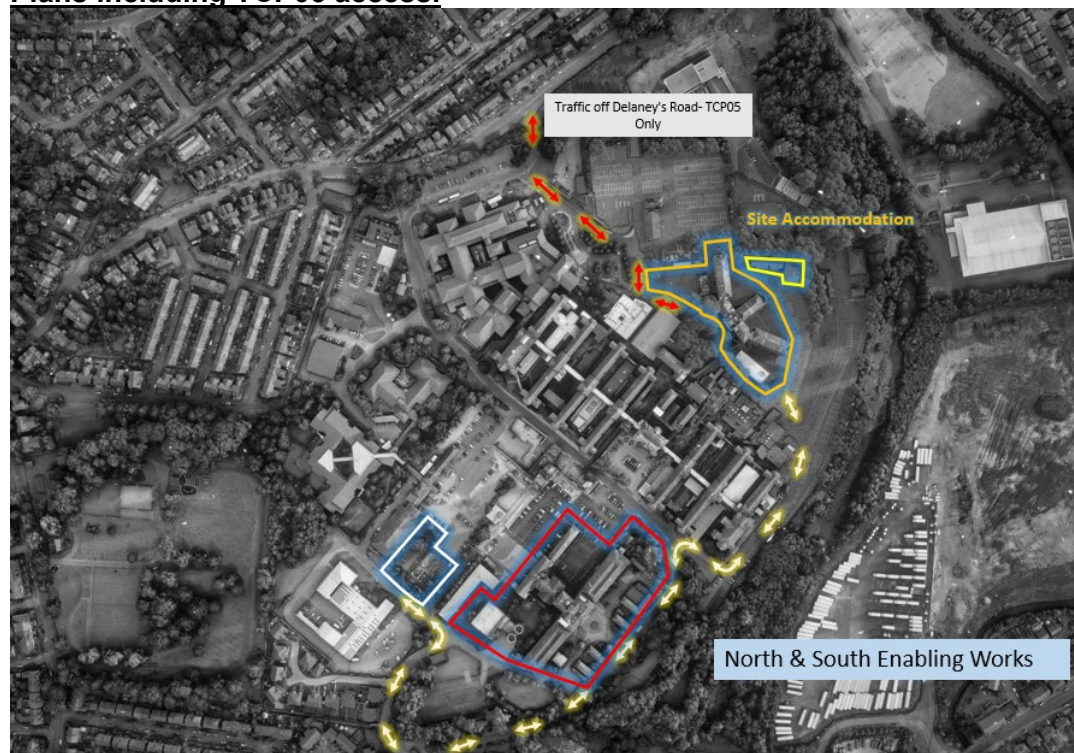
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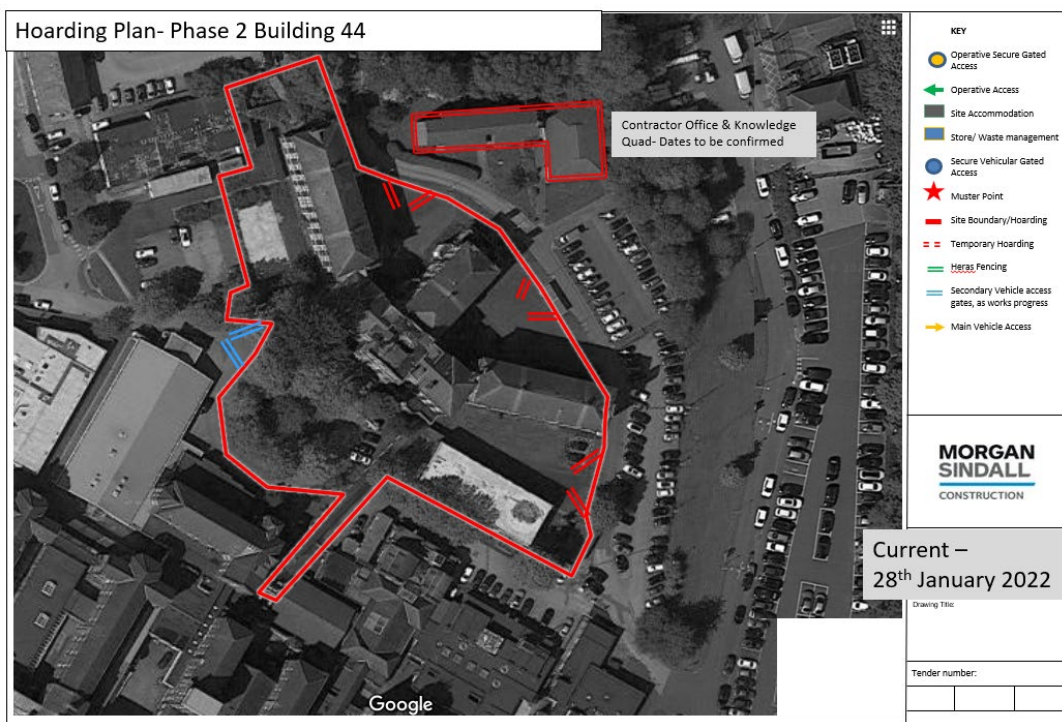
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Logistic Plans (Note : These will be updated once the programmes have been Accepted)

Plans including TCP05 access.



Hoarding Plan- Phase 2 Building 44

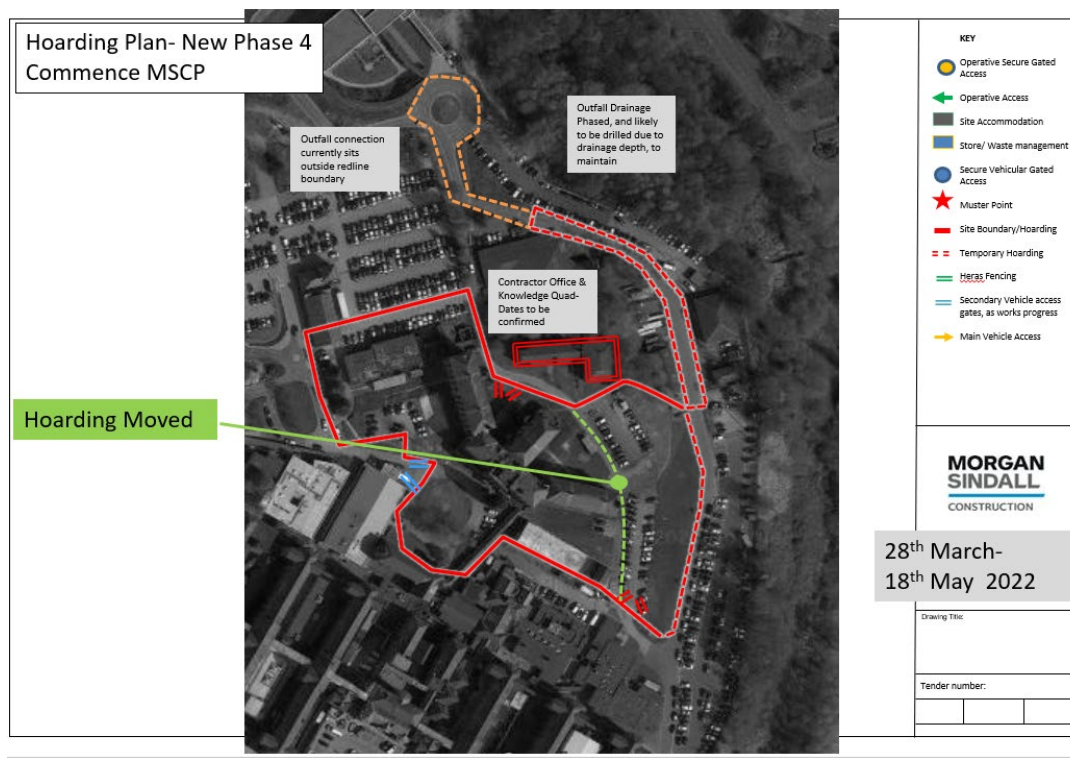


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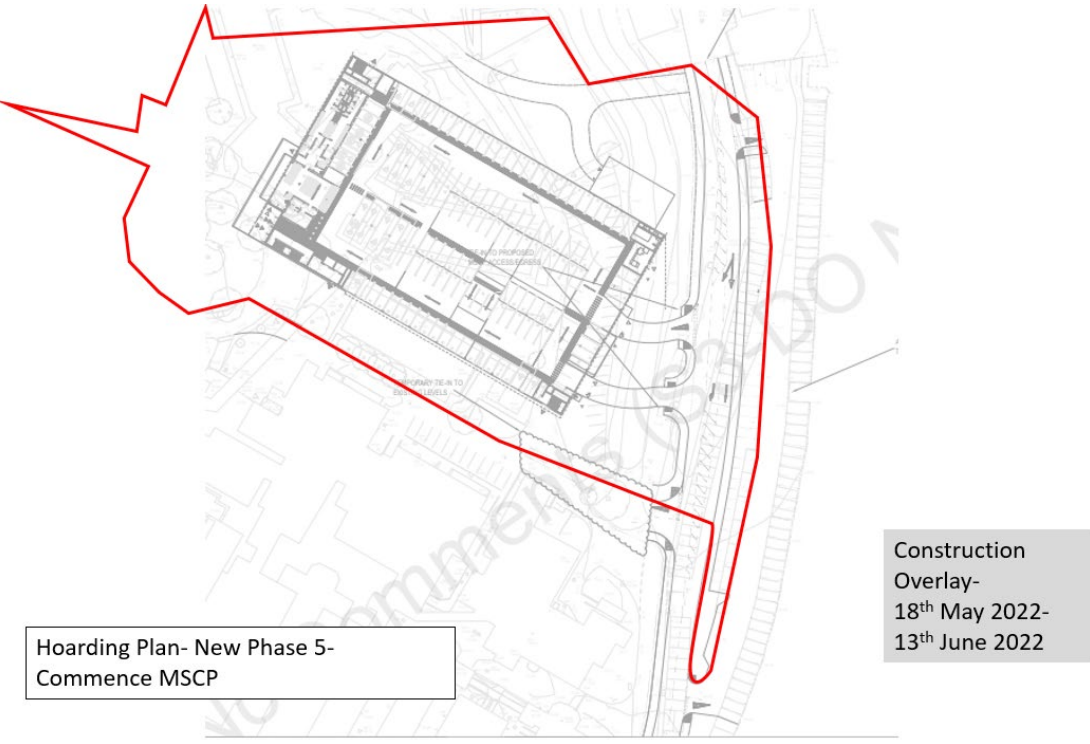


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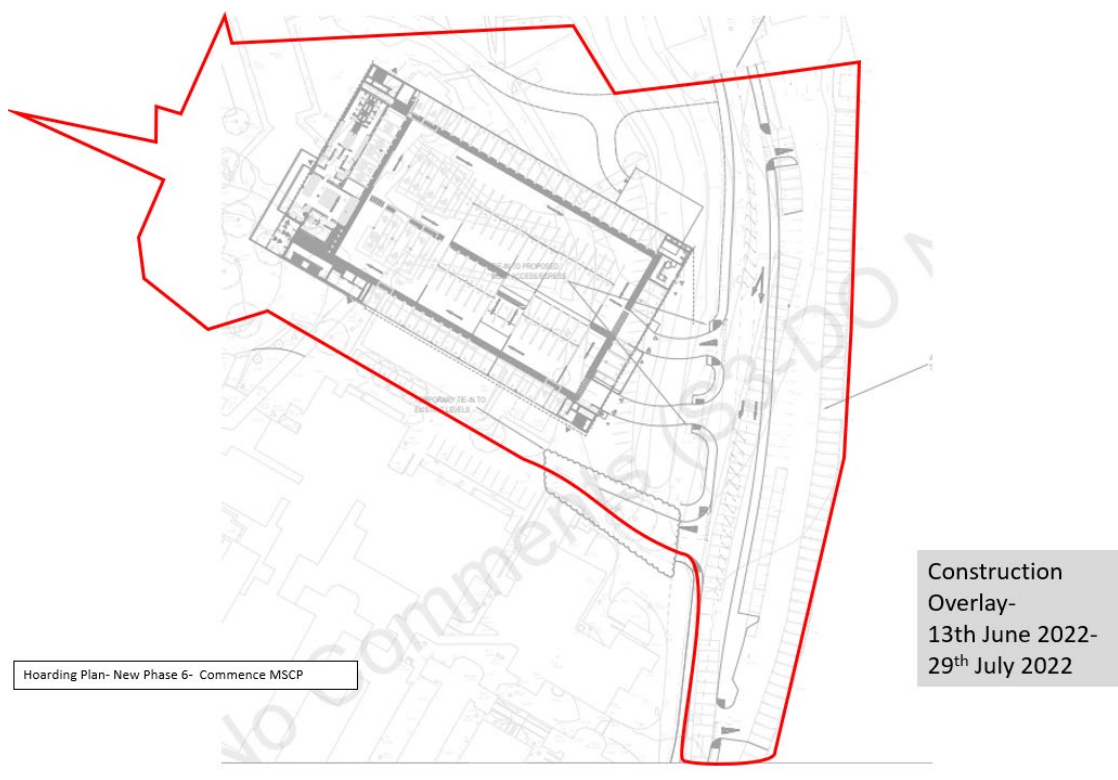
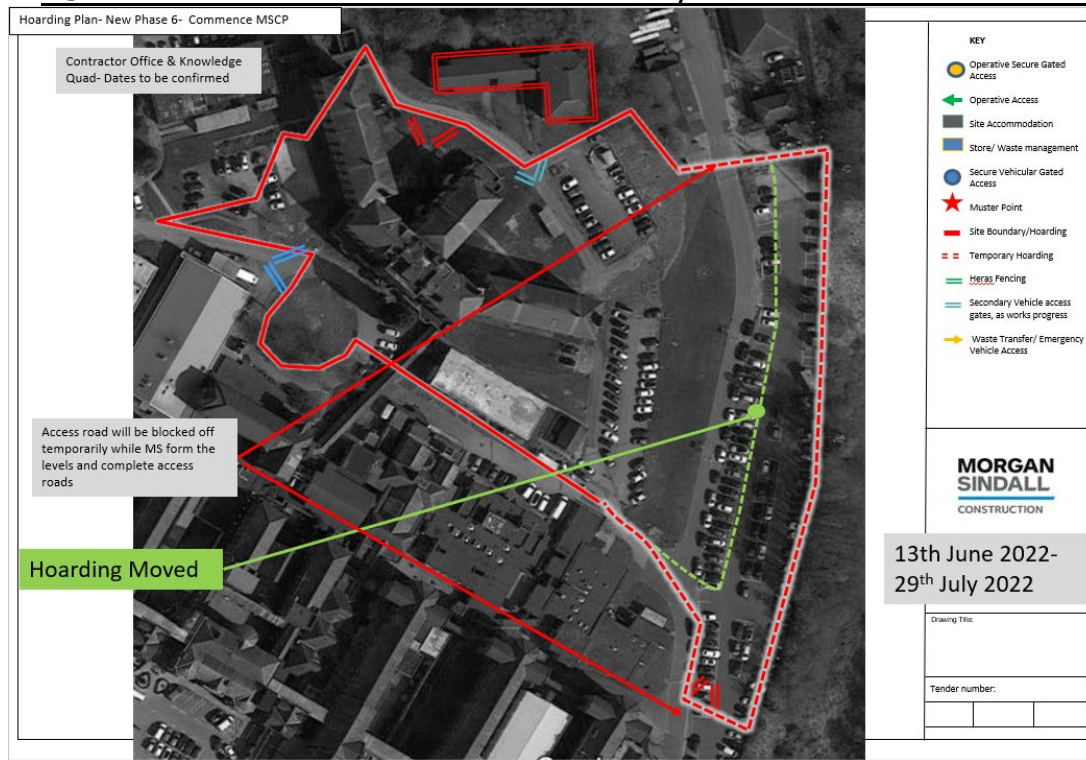


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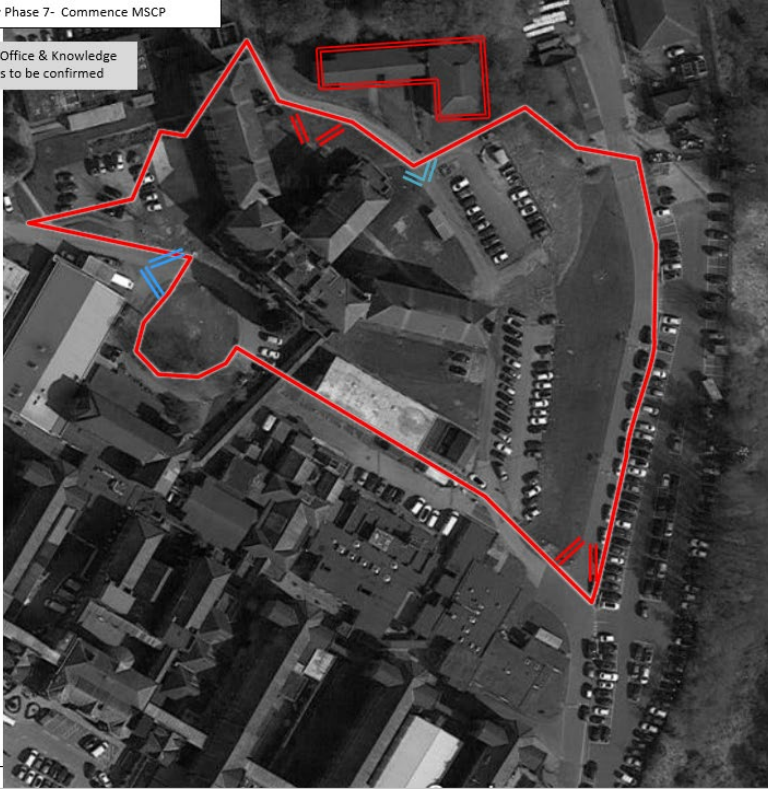
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Hoarding Plan- New Phase 7- Commence MSCP

Contractor Office & Knowledge
Quad- Dates to be confirmed

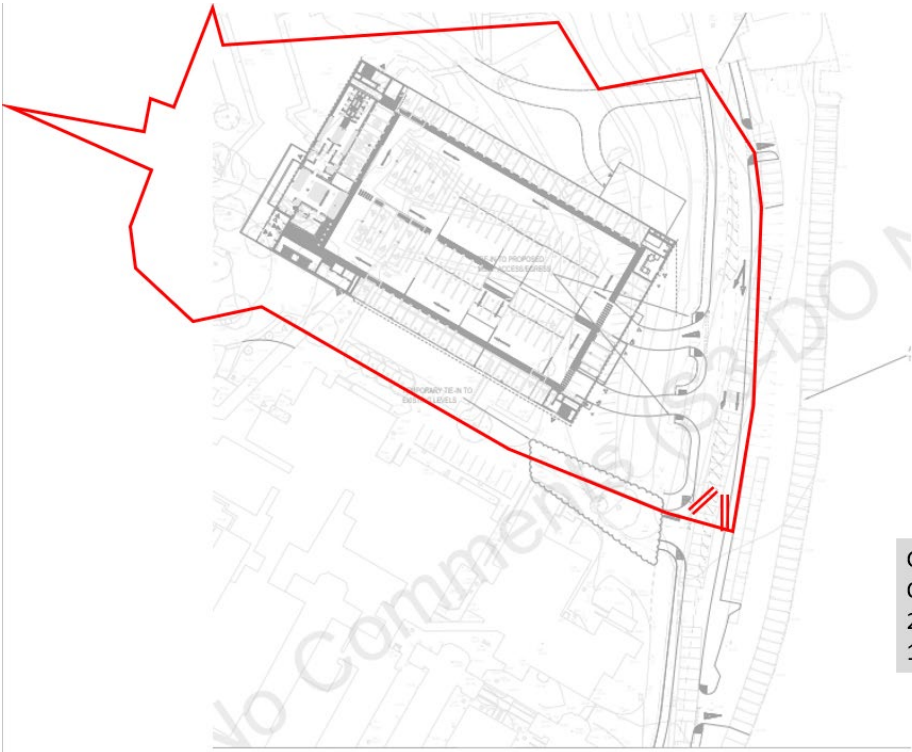


- KEY
- Operative Secure Gated Access
 - Operative Access
 - Site Accommodation
 - Store/ Waste management
 - Secure Vehicular Gated Access
 - Muster Point
 - Site Boundary/Hoarding
 - Temporary Hoarding
 - Heras Fencing
 - Secondary Vehicle access gates, as works progress
 - Waste Transfer/ Emergency Vehicle Access



29th July 2022-
15th February

Drawing Title:		
Tender number:		



Construction
Overlay-
29th July 2022-
15th February

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6. Managing construction transport – duty holders

Go Traffic Management to assist with the design for Highways / road and footpath closures.

7. Risk assessment

Summary of control measures to ensure safe site traffic routes should include:

	Vehicle routes	Pedestrian routes
Site entrance	Adequate sight lines, signs, maps, security and vehicle management procedures.	Separate entrance point, signs, and instructions.
Parking areas	Separate site vehicle, delivery and worker parking areas. Provide temporary lorry parking / holding area by the site entrance to manage deliveries and allow vehicles to turn away from site if not allowed to enter site.	Provide safe pedestrian routes from parking areas to offices, welfare facilities and workplaces. Provide clear signs and instructions to workers.
Office and welfare facilities	Locate offices and welfare facilities and other areas of frequent pedestrian activity away from primary site traffic routes. Provide signs and pedestrians and vehicle control measures where vehicle routes cross pedestrian routes.	Provide safe pedestrian routes from parking areas to workplaces. Provide clear signs and instructions to pedestrians.

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Primary traffic routes	Primary traffic routes should allow the safe passage of site and delivery vehicles away from pedestrian routes. Establish one-way systems where possible.	Establish primary pedestrian routes which provide safe access to work areas, away from main vehicle routes where reasonably practicable. Provide physical protection where pedestrians are at risk of being struck by vehicles or their loads. Establish crossing points and pedestrian control measures where necessary.
Secondary traffic routes	Define safe routes for all vehicle operations on site.	Provide protected pedestrian routes in areas where vehicles regularly pass.
Storage areas	Locate storage and loading areas away from areas of frequent pedestrian activity.	Provide separate pedestrian access, clear signs and instructions to workers.
Vehicle facilities	Locate vehicle washing areas, sheeting gantries and weigh bridges off primary vehicle routes.	Provide safe pedestrian access across vehicle routes to all places of work.

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Driver / operator rules

12 essential rules to safe use of vehicles

Zero tolerance – your licence to work

1. Used designated turning areas
2. Do not reverse unless absolutely necessary and then only with the assistance of a competent signaller
3. Use visibility devices when manoeuvring e.g. CCTV, mirrors
4. Ensure safe systems of work are followed
 - Use designated reversing areas
 - Fit and use radar proximity devices
 - Maintain communication and visibility with signallers during reversing operations
5. Use warning lights and alarms when reversing
6. Ensure site speed limit is maintained
7. Load and unload vehicles on level ground in areas away from passing traffic, pedestrians and overhead hazards
8. Only operate vehicles if you are competent and authorised to drive them
9. Carry out all daily checks on your vehicle and report defects immediately to your supervisor
10. Follow site procedures and comply with site rules
11. Do not allow passengers to ride on vehicles unless safe seating is provided
12. Ensure loads are safe and secure to transport.

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Hazard identification and control measures

Key hazard identified	Significant risk and who may be harmed	Control measures
Restricted site access	Striking pedestrians and operatives.	Establishment of segregated vehicle and pedestrian route onto and off the site. Refer to appendix A.
Restricted road and pedestrian access around the site	Striking site personnel and temporary / permanent structures.	Establishment of segregated vehicle and pedestrian routes around the site. Refer to appendix A Establish warning signs.
Site visitors	Being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Visitors must wear high visibility garments whilst out on site. All visitors must be accompanied at all times.
Steep gradients	Overturning vehicles – driver/personnel injury.	Select appropriate vehicles for site conditions. Keep gradients to a minimum.
Vehicles reversing in confined areas	Striking site personnel and other vehicles.	Where possible provide one-way route through the site to eliminate reversing. Vehicles must have visual warning light on at all times. Vehicles must have audible alarm warning when reversing. Trained banksman must be in attendance.
Vehicles being unloaded adjacent to the site gates	Injury to passing pedestrians.	Temporary road barriers must be erected when gates are left open. Banksman to be in attendance.
Site personnel	Site personnel being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Pedestrian routes must be identified by blue netting and signage etc. Operatives must wear high visibility garments whilst out on site. All site personnel must undergo a site safety induction before starting on site, which will cover vehicle segregation and site rules.
Vehicles entering and leaving site	Striking pedestrians, site personnel and other vehicles.	Security to control and monitor incoming and outgoing vehicles. All vehicles to be controlled by trained and competent banksmen. Vehicles cross over's to be constructed at all gates. Site hoarding erected around the exposed sections of the project to deny access to the general public.
Vehicles picking up mud on wheels	Leaving mud on the highways causing road traffic accidents and accidents to pedestrians.	Outgoing site vehicles excessive mud on wheels to be removed by jet wash. Drivers to check wheels for excessive mud before leaving site. Road Sweepers where applicable

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Vertical edges	Falling of vehicles and vehicle loads. Injury to site personnel	Road barriers must be installed to vertical edge. Timber baulks to be positioned at least 1m back from edge. Earth berms. Controlled speed limit.
Concrete pumps overturning	Injury to pedestrians and site personnel	Ensure all outriggers are positioned correctly.
Obstructions and services	Overturning of vehicles. Damage to installed structure.	Highlight obstructions and services.
Noise and vibration and emissions	Effects on site personnel and public.	Noise monitoring to be carried out before works and throughout. Cutting enclosures to be set up during main works. Vehicles to be regularly inspected and maintained. Works carried out off site where possible.
Drivers lacking competence	Out of control vehicles. Striking site personnel and damage to structures	All site drivers to have a current certificate of training achievement and to be competent. Drivers to receive adequate supervision and monitoring.
Vehicle arrival and departure	Site congestion. Striking site personnel and pedestrians. Causing road traffic accidents. Vehicle drivers being struck by another vehicle or load.	Security to control and monitor incoming and outgoing vehicles. Drivers must wear mandatory PPE when out on site. All drivers to be issued with drivers rules. Refer appendix B.
Key hazard identified	Significant risk and who may be harmed.	Control measures.
Speeding vehicles	Striking pedestrians and other vehicles.	All vehicles to observe the site speed limits. All drivers to be issued with drivers rules. Refer appendix B. Speed humps installed where necessary.
Loading and unloading of vehicles	Striking site personnel.	All loads to be unloaded under the supervision of a trained and competent banksman.
Disruption to the local traffic and highways	Causing congestion and possible road traffic accidents.	Vehicles to use the designated approach roads.
Non site vehicles entering the site	Striking pedestrians, site personnel and other vehicles.	Security to monitor incoming and outgoing vehicles. Signs to be displayed on approach to site roads.
Dust particularly during demolition works	Operatives, public	Atomizer / water suppression to be used during demolition. No cutting without water suppression, masonry cut off site where possible.

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Specific detailed drawings

Considerations to be included:

Key

Pedestrian walkways with

- Barriers
- Crossings
- Signage

Traffic routes with

- One-way systems
- Speed limit
- Signage
- Storage areas / layout areas

Specific detailed drawings

- Site entrance
- Restricted traffic route points
- Restricted entrances

Other prompts / consideration

- General access / security
- Vehicle / pedestrian segregation route
- Safety signage and speed limits
- Overhead obstructions
- Delivery vehicle loading / unloading and holding areas
- Delivery schedules
- Crossing points
- Parking
- Site plan / where plan will be displayed
- Information instruction and training
- Co-ordination and co-operation of adjacent projects

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Appendix G Site service plan –

PAS Surveys carried out throughout area.

Available on Request.

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Appendix H Project safety and security site rules

Essential rules to maintain safe working

1. Read, understand and follow the task specific method statement. If you cannot work safely, then stop and reassess the risk and adapt the method statement with your supervisor. Remember – no method statement – no work
2. Ladders / step-ladders only to be used where identified by risk assessment and authorised by permit to work
3. Remove waste and any materials not required as work proceeds and at the of every shift
4. 'Permit to work' areas and associated control measures must be strictly adhered to at all times
5. Work at height access equipment to be erected by trained personnel only
6. Maintain clear access / egress routes at all times, do not create slip, trip and fall hazards. Store material and equipment in the agreed allocated areas
7. Electrical plant, hand held tools and leads to be properly tested on a regular basis. Do not use unsafe equipment on site, report any defects and keep leads tidy
8. Safety helmets, high visibility clothing, safety footwear, gloves and light eye protection are mandatory on this site at all times. Additional items of PPE to be carried / used according to risk assessment requirements e.g. goggles, ear protection, mask / respiratory protection.

The wearing of shorts is not acceptable and a minimum of a short sleeved t-shirt is required beneath high visibility clothing

9. Understand the site fire strategy, the interface with adjoining operational areas and the impact your work may have on others
10. Do not smoke other than in designated areas
11. The use or possession of drugs / alcohol on site is strictly prohibited
12. Only operate plant / tools if you are training, competent and authorised to do so
13. Avoid site loading of structures caused by stacking materials against fencing, hoarding and temporary structures such as scaffolds and falsework systems
14. Eating and drinking is not permitted on site areas and must be restricted to the facility provided
15. The use of foul language and threatening behaviour will not be tolerated
16. Mobile phones should not be used whilst operating plant or machinery, and calls should only be taken / made when in a position of safety

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Appendix H Project safety and security site rules

Essential rules to maintain safe working

17. Read, understand and follow the task specific method statement. If you cannot work safely, then stop and reassess the risk and adapt the method statement with your supervisor. Remember – no method statement – no work
18. Ladders / step-ladders only to be used where identified by risk assessment and authorised by permit to work
19. Remove waste and any materials not required as work proceeds and at the of every shift
20. 'Permit to work' areas and associated control measures must be strictly adhered to at all times
21. Work at height access equipment to be erected by trained personnel only
22. Maintain clear access / egress routes at all times, do not create slip, trip and fall hazards. Store material and equipment in the agreed allocated areas
23. Electrical plant, hand held tools and leads to be properly tested on a regular basis. Do not use unsafe equipment on site, report any defects and keep leads tidy
24. Safety helmets, high visibility clothing, safety footwear, gloves and light eye protection are mandatory on this site at all times. Additional items of PPE to be carried / used according to risk assessment requirements e.g. goggles, ear protection, mask / respiratory protection.

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25. Understand the site fire strategy, the interface with adjoining operational areas and the impact your work may have on others
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29. Avoid site loading of structures caused by stacking materials against fencing, hoarding and temporary structures such as scaffolds and falsework systems
30. Eating and drinking is not permitted on site areas and must be restricted to the facility provided
31. The use of foul language and threatening behaviour will not be tolerated
32. Mobile phones should not be used whilst operating plant or machinery, and calls should only be taken / made when in a position of safety
33. The use of radios and personal music devices is not permitted.
34. Read, understand and follow the task specific method statement. If you cannot work safely, then stop and reassess the risk and adapt the method statement with your supervisor. Remember – no method statement – no work

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35. Ladders / step-ladders only to be used where identified by risk assessment and authorised by permit to work
36. Remove waste and any materials not required as work proceeds and at the of every shift
37. 'Permit to work' areas and associated control measures must be strictly adhered to at all times
38. Work at height access equipment to be erected by trained personnel only
39. Maintain clear access / egress routes at all times, do not create slip, trip and fall hazards. Store material and equipment in the agreed allocated areas
40. Electrical plant, hand held tools and leads to be properly tested on a regular basis. Do not use unsafe equipment on site, report any defects and keep leads tidy
41. Safety helmets, high visibility clothing, safety footwear, gloves and light eye protection are mandatory on this site at all times. Additional items of PPE to be carried / used according to risk assessment requirements e.g. goggles, ear protection, mask / respiratory protection.

The wearing of shorts is not acceptable and a minimum of a short sleeved t-shirt is required beneath high visibility clothing
42. Understand the site fire strategy, the interface with adjoining operational areas and the impact your work may have on others
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44. The use or possession of drugs / alcohol on site is strictly prohibited
45. Only operate plant / tools if you are training, competent and authorised to do so
46. Avoid site loading of structures caused by stacking materials against fencing, hoarding and temporary structures such as scaffolds and falsework systems
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Management System

Plan

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