



Project Plan Document

Project Number:	Q 78139	Project Name:	Bruntwood - 38-42 Mosley St - Window Graphics
Date Created:	21/07/22	Completed By:	Matthew Gittins
Client:	Bruntwood		
Site:	38 Mosley St, Manchester, M2 3AZ		

Astra Contact Details

Project Manager	Liam Murphy
Contact Info	Email: Liam.Murphy@astrasigns.com Phone: 07525 197 216

Astra Install Manager	James Rowe	Email	James.Rowe@astrasigns.com
		Phone	James: 07890 271 243

Other Contacts		Email	
		Phone	

Installation team

	Name	Contact No.
Site supervisor	TBC	
Site operative	TBC	
Site operative		
Site operative		
Site operative		

Anticipated installation date	TBC	Anticipated duration of works	3 days
Resources Required / No. Men	2 x men	Anticipated working hours	Normal Working Hours
Document Reference to Visual	See artwork/visual enclosed/attached		



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Part A – Project Information

1 Contact Details

Client Contact	Emma Cartledge		
Email	emmacartledge.marketing@gmail.com	Phone	07717 870 896
Site Contact	TBC	Email	TBC
		Phone	TBC
Other Contact	Nikki Phillips	Email	nikki.phillips@bruntwood.co.uk
		Phone	07903 679 124

2 Site Specific Details

Location of works	INTERNAL		EXTERNAL
	☒	☐	
Are the works located near roads, railways, live electrical services or waters edge.	YES NO	☐ ☒	If YES, provide details.
Public interference or other people or processes near to the works.	☒ ☐	☐ ☒	If YES, provide details.
Other contractors / staff in the area			

3 Training and Permit Requirements

CSCS Training required for installation staff working on site.	YES NO	☐ ☒	
Specific permits or client training or site requirements for working.	☐ ☒	If YES, specify requirements.	
Site induction required at site	☐ ☒	If YES, Location	
		Time	

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4 Asbestos

YES | NO

Has client provided a copy of the site asbestos register in relation to the works required.

☐ ☒

Could Asbestos Containing Materials (ACMs) be disturbed by the works.

☐ ☒

(if yes, works MUST NOT proceed and alternative arrangements must be made)

5 Site Establishment & Parking

YES | NO

Parking available on site for the safe unload of materials.

☒ ☐

If YES, provide details.

Local street parking

6 Segregation of Work Areas

YES | NO

Segregation of work areas required to be put in place by Astra.

☒ ☐

Type of Segregation required if YES.

Chapter 8 Barrier.

☒

Heras fencing

☐

Traffic Management / Road Closure (if YES see next)

☐

Other. Please specify

If Road closure required who is the responsible person required to arrange this, Astra or the client

ASTRA

☐

CLIENT

☐

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7 Access Equipment

YES | NO

Access equipment required to be used for installation works.

☒ ☐

If yes to above which type of access equipment is required.

Hop-Up/Plasterers Platform ☐

Step ladders/Ladders
(short duration works) ☐

Non Conductive tower ☒

Aluminium tower ☒

Fixed scaffolding ☐

MEWP ☐

Other (please specify) / Notes

9 Temporary Lighting Requirements

YES | NO

Temporary lighting required to carry out works

☐ ☒

If YES, provide details.

11 Electrical Works

YES | NO

Installation works involves connections to fused spurs.

☐ ☒

If YES, provide details.

Installation works involve work adjacent to high voltage electrical supplies.

☐ ☒

If YES, provide details.

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12 Mechanical Lifting

YES | NO

Mechanical lifting required to carry out installation works or unloading of materials during the project. ☐ YES ☒ NO

If YES, Specialist contractor details

If YES to above is a Mechanical lifting plan required. ☐ YES ☒ NO

NOTE SUB-CONTRACTORS TO PROVIDE RAMS

13 Excavations

YES | NO

Will any Excavations be required by works ☐ YES ☒ NO

Will any excavation machinery be required to carry out excavations. ☐ YES ☒ NO

14 Accident & Emergency

Location of nearest Hospital to the site

Contact Number

15 Waste

YES | NO

Waste to be generated during the works. ☒ YES ☐ NO

If yes to above Is any waste generated Hazardous. (such as fluorescent tubes) ☐ YES ☒ NO

Other types of waste (if any)

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17 Method Statement

Sign in to site and carry out any briefings/inductions as required.

Assess working area and ensure it is free from hazards and obstructions.

Segregate area using cones & tape/chapter 8 barriers. No tools or equipment to be left outside the segregated area at any time.

Set up PASMA tower. Install vinyl graphics to windows as per the approved PDF document using water (spray) and squeegee. Trim edges of graphics with scalpel.

All tools, equipment and any waste generated to be removed from site.

Pictures to be taken of completed work and sent to Astra, along with installation report via Crystal Ball.

Risk Assessments

HAZARD	OUTLINE OF HAZARD	WHO MIGHT BE HARMED & HOW	RISK RATING (WITHOUT CONTROLS)	RISK RATING (WITH CONTROLS)
☒ WORKING AT HEIGHT REF – ASTRA/RA/001				
Open edges	ASTRA edge protection standard 1 meter rule – As a general rule, all working platforms over one meter high should at least have a single guard rail in order to prevent the operative from accidentally stepping off. 2 metre rule – Unless otherwise specified within a specific risk assessment, any working platform above 2 meters must have a double guard rail and toe boards fitted.	Signage Operatives through Falls from height	3 x 3 = 9 HIGH RISK	3 x 2 = 6 MED RISK
☐ REF – ASTRA/RA/001				
Working off scaffolding	Scaffolding structure Scaffolding must either be specifically designed or constructed to the NASC standard. The NASC Guide to Good Practice for Scaffolding with Tube and Fittings (TG20:05) Scaffolding must not be altered by anyone other than scaffolding operatives. Scaffolding must be inspected: – Before it is first used – At least every seven days – After any event which may effect the stability of the structure – And it must be undertaken by a trained and competent person – It is the responsibility of the Supervisor to ensure all personnel using the equipment have received training on the safe use of scaffolding	Signage Operatives through Falls from height, falling material or the collapse of scaffolding	3 x 3 = 9 HIGH RISK	3 x 2 = 6 MED RISK
☒ REF – ASTRA/RA/001				
Aluminium tower scaffold & Non Conductive Aluminium tower scaffolding	Construction – Aluminium tower scaffolding must only be assembled by those operatives who have the necessary training – The aluminium tower must be constructed strictly in accordance with the manufacturers guidance Inspection The tower must be inspected each day before use Safe use – Wheels must be locked off whilst the tower is in use – Aluminium towers must not be moved with operatives, materials or tools on the working platform – Towers must be plumb upright – The height of the aluminium tower should not exceed the manufacturer's base to height ratio. I.e. no greater than 3.5 times the minimum base dimension	Signage Operatives through Falls from height, falling material or the overturning of the aluminium scaffolding.	3 x 3 = 9 HIGH RISK	3 x 2 = 6 MED RISK
☐ REF – ASTRA/RA/002.1				
Hop-Up/Plasterers Platform	Construction – Hop-up must only be used by competent operatives – The hop-up must be erected strictly in accordance with the manufacturers guidance Inspection The hop-up must be inspected each day before use Safe use – Legsmust be locked off whilst the podium step is in use – Hop-ups must not be moved with materials or tools on the working platform – The hop-up must be used on a level, stable surface – Where possible, an exclusion zone will be created by use of cones / barriers.	Signage Operatives through Falls from height, falling material or the overturning of the hop-up	3 x 3 = 9 HIGH RISK	3 x 2 = 6 MED RISK

Risk Assessment

HAZARD	OUTLINE OF HAZARD	WHO MIGHT BE HARMED & HOW	RISK RATING (WITHOUT CONTROLS)	RISK RATING (WITH CONTROLS)
REF – ASTRA/RA/003				
Working off mobile elevated work platforms (MEWPs) & Vehicle mounted platforms	Daily checks of MEWP equipment to be completed by competent MEWP operator on site see SHEET ASTRA/MEWP/001. Mobile elevated work platforms may only be operated by operatives who have been authorised to use the plant and have had the necessary training. Safety Harnesses must be worn by all operatives using MEWPs. Ground conditions must be level and stable enough for the plant. Equipment to be used by trained and competent staff only. The equipment is to be positioned on firm / level ground. All pre-user checks should be carried out on the access equipment. Prior to use a check for any overhead obstruction should take place. Harness and lanyards should be checked prior to use. Weather conditions should be checked prior to use. The areas around the access equipment should be cordoned off. All persons should be wearing the required PPE (hard hats / boots etc.) A rescue plan should be devised for the works.	Signage Operatives through Falls from height or overturning of plant.	3 x 3 = 9 HIGH RISK	3 x 1 = 3 LOW RISK
REF – ASTRA/RA/004				
Step ladders	Because of the instability of stepladders, these should only be used as a last resort and wherever it is possible towers should be used in preference to these. In use - Steps to be inspected before use - Steps must be limited to a maximum height of 1 meter above floor level - Steps must be used end-on to the work being undertaken - Only to be used for short duration works less than 20 minutes	Signage Operatives through Falls from height or step ladders overturning	3 x 3 = 9 HIGH RISK	3 x 2 = 6 MED RISK
REF – ASTRA/RA/004				
Ladders	Ladders should only be used for access purposes only and not as a working platform other than for very short duration work i.e. 10 min. In use - Ladders must be inspected before use - Damaged ladders must be withdrawn - Ladders must either be footed or tied - Ladders should set at an angle of 70° or a distance of one rung out for every four up	Signage Operatives through Falls from height.	3 x 3 = 9 HIGH RISK	3 x 2 = 6 MED RISK
ASBESTOS REF – ASTRA/RA/007				
Asbestos Containing Materials (ACMs)	Prior to any works commencing the clients Asbestos Register should be reviewed. For some installation works the clients Asbestos Register may not be adequate to determine if ACMs are likely to be disturbed and appropriate Refurbishment and Demolition Asbestos Survey information should be sought from the client in this instance in accordance with the requirements of HSE guidance document HSG 264. If established ACMs are likely to be disturbed by the installation works then the client shall be immediately informed. The client shall be responsible for ensuring ACMs are removed or made safe prior to installation works commencing. Site operatives are to have undergone asbestos awareness training.	Signage Operatives through disturbing during there installation works	3 x 3 = 9 HIGH RISK	3 x 1 = 3 LOW RISK

Risk Assessment

HAZARD	OUTLINE OF HAZARD	WHO MIGHT BE HARMED & HOW	RISK RATING (WITHOUT CONTROLS)	RISK RATING (WITH CONTROLS)
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☐ Working on electricity and other services | REF – ASTRA/RA/008

Working on mains electricity	- Before starting work, all potential sources of electrical harm must be identified - Electric circuits must be isolated on all work involving potential contact with electricity	Signage Operatives through contact with electricity	3 x 3 = 9 HIGH RISK	3 x 1 = 3 LOW RISK
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☐ REF – ASTRA/RA/008

Working on high voltage electricity	- Specific risk assessment and safe system of work must be established for all work undertaken on high voltage electrical units - All high voltage work must also be undertaken under a permit to work	Signage Operatives through contact with electricity	3 x 3 = 9 HIGH RISK	3 x 1 = 3 LOW RISK
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☒ MANUAL HANDLING | REF – ASTRA/RA/009

Manual handling of loads	- Specific manual handling assessments are to be undertaken for each project. - Individual materials supplied should not be greater than 20 kg - Weight waste bags (where ever reasonably practicable) should be limited to 20 kg - Where possible utilise mechanical lifting equipment main legs and top beams. - Plan Transfer Routes	Signage Operatives and others who handle heavy or difficult loads	3 x 3 = 9 HIGH RISK	3 x 2 = 6 MED RISK
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☒ REF – ASTRA/RA/009

Slips, Trips & Falls	- Uneven ground to be levelled prior to works commencing - Good Housekeeping - Designated and well maintained pedestrian routes	Signage Operatives and others who may come into contact with the site	3 x 2 = 6 MED RISK	3 x 1 = 3 MED RISK
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☒ USE OF HAND TOOLS | REF – ASTRA/RA/010

Sharp knives and other tools	- Cut resistant gloves should be worn when using craft knives or sharp tools during work - Blades must be retracted immediately after use	Signage Operatives through dangerous cuts	3 x 2 = 6 MED RISK	3 x 1 = 3 MED RISK
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☐ REF – ASTRA/RA/010

Use of abrasive wheels	- Operatives using abrasive wheels must be trained and adequately competent to undertake the task - Cut resistant gloves must be worn by operatives using abrasive wheels	Signage Operatives through dangerous cuts	3 x 2 = 6 MED RISK	3 x 1 = 3 MED RISK
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Risk Assessment

HAZARD	OUTLINE OF HAZARD	WHO MIGHT BE HARMED & HOW	RISK RATING (WITHOUT CONTROLS)	RISK RATING (WITH CONTROLS)
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USE OF POWER TOOLS | REF – ASTRA/RA/011

Working with electrical/battery powered tools and/or temporary lighting	- Unless battery powered, Electricity for electric tools and lighting must be 110 volts or less - All electric tools returned to storage in vehicles must be immediately examined for all signs of damage - Before using electrical tools, operatives must examine these for any dangerous signs of damage - All 240volt cable must have the blue insulation - Power tools are used by trained and experienced staff, guarding, PPE is used whilst operating power tools. - All power tools are battery or reduced voltage appliances.	Signage Operatives through contact with electricity.	3 x 2 = 6 MED RISK	3 x 1 = 3 MED RISK
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NOISE | REF – ASTRA/RA/013

Noise	- Where there is potentially a noisy working environment, noise assessment must be undertaken before the work commences - Only if controls cannot be taken to reduce noise at source, hearing protection as necessary must be worn depending upon the statutory noise level identified during the noise assessment - For the noise threshold, the 'Shouting Rule of Thumb' should be employed - Wherever possible, noisy activities (such as cutting) should be carried out off site. - If required, wherever possible, cutting operations on site should utilise noise reducing equipment such as a cutting station.	Signage Operatives Hearing loss through exposure to noise.	3 x 2 = 6 MED RISK	3 x 1 = 3 MED RISK
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Lifting Operation | REF – ASTRA/RA/014

Lifting Operations	- All lifting to be conducted in accordance with the activity specific Lift Plan - All loads and lifting equipment to be secured by a CPCS certified Slinger / Signaller - All lifting accessories (chains, slings, shackles etc) must have current 6 month thorough examination certificates and to be inspected before use by the Slinger/ Signaller. - Use tag lines to control the load. - No persons to be directly under or adjacent to a suspended load. - Lift to be landed before Operatives approach. - Exclusion zones to be established - lifting equipment be used to Manufacturers guidelines.	Signage Operatives and those in the vicinity of the works.	3 x 3 = 9 HIGH RISK	3 x 2 = 6 MED RISK
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Third Party Hazards | REF – ASTRA/RA/015

Public Interference	- All sites must be secure, especially after the normal working hours - The site must be secured after hours - Warning signs must be displayed - For high risk sites security should be used	Members of Public coming into contact with the site.	3 x 3 = 9 HIGH RISK	3 x 1 = 3 MED RISK
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Third Party Hazards | REF – ASTRA/RA/015

Other people or processes near to the works	- Wherever practicable, work should be separated as far as possible from other works taking place - All work undertaken on clients property must be carefully planned with the client	Both Signage Operatives and third parties through conflicting work on site	3 x 3 = 9 HIGH RISK	3 x 1 = 3 MED RISK
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Work Sequence / Method

ALL INSTALLERS TO ENSURE THEY HAVE ACCESS TO THE FOLLOWING EQUIPMENT.

								
HARD HAT	SAFETY BOOTS	HIGH-VIZ	OVERALLS	GLOVES	HEARING PROTECTION	RPE	EYE PROTECTION	SAFETY HARNESSES
☒	☒	☒	☐	☒	☐	☐	☒	☐

This Documents information has been read and understood by the following:

Astra Site Supervisor

Signature

Site Operative

Signature

Site Operative

Signature

Site Operative

Signature

Site Operative

Signature

Site Operative

Signature