

Construction Phase Plan

**Base
12 Arundel Street
Manchester
M15 4JP**

Prepared for: -

Base Management Services Limited
C/O Clearwater Facilities Management
Lower Ground Floor
South Suite
Delphian House
Riverside
New Bailey Street
Manchester
M3 5FS

Prepared by: -

William Hicks,
GAP Roofing Services Ltd

On behalf of:

Dunham Building & Civil Engineering Ltd
3 Ambassador Place
Stockport Road
Altrincham
Cheshire
WA15 8DB

Reviewed by:

Manchester City Council:

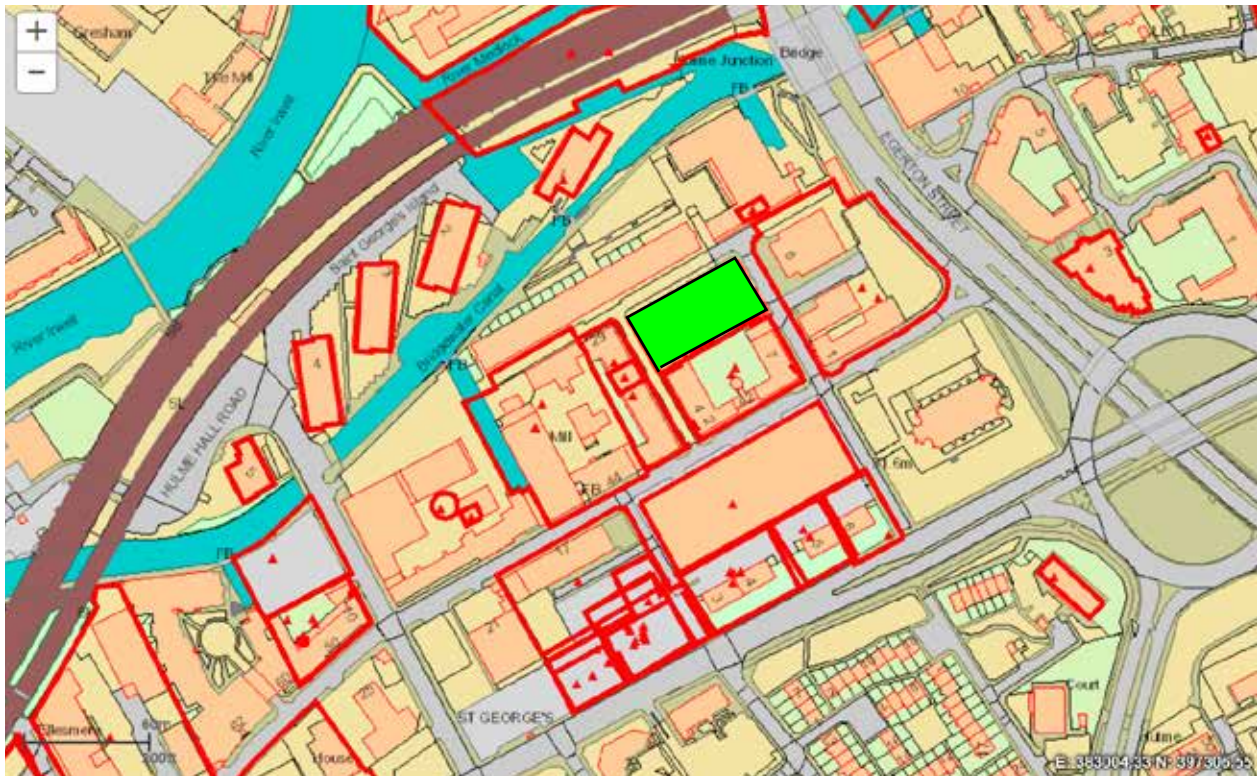
Prior to the commencement of the development, a detailed construction management plan outlining working practices during development shall be submitted to and approved in writing by the City Council as Local Planning Authority. For the avoidance of doubt this should include:

- Display of an emergency contact number; **Page 2**
- Compound locations where relevant; **Page 6**
- Phasing and quantification/classification of vehicular activity; **Page 7**
- Types and frequency of vehicular demands;
- Routing strategy and swept path analysis; **Pages 4-5**
- Parking for construction vehicles and staff; **Page 6**
- The erection and maintenance of security hoardings; **Page 4**
- Details regarding location, removal and recycling of waste (site waste management plan);
- Sheeting over of construction vehicles; **Pages 17-18**
- Details of how access to adjacent premises would be managed to ensure clear and safe routes into buildings are maintained at all times. **Page 4**

A commentary/consideration of ongoing construction works in the locality; **See below:**

The Moho building is currently the only active construction site nearby (at the time of writing). This site occupies Burton Place (Not maintainable at public expense) and has been considered in our programme of works.

Please see the next page for an overview of nearby site applications.



Source: pa.manchester.gov.uk

Base, 12 Arundel Street highlighted in green above.

Near by projects:

131530/JO/2021

Moho Building
42 Ellesmere Street
Castlefield
Manchester
M15 4JY

CDN/21/0355

1 Burton Place
Manchester
M15 4PT

134385/NMC/2022

Land Bounded By Arundel Street, Ellesmere Street, The A57 (M) Inner Ring Road (Mancunian Way) And Worsley Street
Manchester

134192/NMC/2022

Talbot Mills
44 Ellesmere Street
Manchester
M15 4JY

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1.0 INTRODUCTION

The purpose of the plan is to highlight the main health and safety issues concerning the work on the project and detail the arrangements for managing the project.

Dunham Building & Civil Engineering Ltd, as Principal Contractor, will continue to develop this Construction Phase Health and Safety Plan as necessary throughout the duration of the project. We will take all reasonable steps to ensure co-operation between all contractors and other concerned parties to achieve the aims of this plan.

This Construction Phase Health and Safety Plan has been produced with reference to the information provided by the designers for the Pre-Contract Health and Safety Information. It has been combined as a developed plan to give a more comprehensive understanding of the project.

There are a number of elements that will need further works, investigation, design and consultation/ co-ordination with the Management Company and Tenants in between the grant of funding and formal award of contract and final submission of the Construction Phase Plan

2.0 AMENDMENTS TO THE PROJECT

All deviations from the original schedule of work will be reported to Dunham Building & Civil Engineering Ltd and the Principal Designer, Easton Bevens Ltd, Chris Easton, this includes design modifications, alteration and/or amendments. All information and handling design changes will be referred to the Principal Designer, Easton Bevens.

2.1 THE PROJECT

The works are as set out in this document and submitted by the Tenderer including these preliminaries and preambles, plans, protocols, and schedule of works. The work comprises the remediation of unsafe cladding to the external walls in occupied flats, to ensure compliance with Building Regulations Approved Document B. As part of these compliance works, the zinc panels and timber cladding are to be replaced to all elevations.

No. of Operatives on site: 40 Max

Proposed Start Date: 07/11/22 Subject to Contract Award

Planned Contract Period: 11 months

Hours of work on Site: 8.00am - 5.00pm

Normal hours of work will be as follows:

Monday to Friday: 8.00am - 5:00pm

Saturdays: Only by prior agreement - 8:30am - 2:00pm

Sundays / Bank Holidays: No working permitted.

Operatives may be required to work additional hours giving regard to the Working Time regulations 1999.

3.0 THE PRINCIPAL DESIGNER

The Client:

Base Management Services Limited

C/O Stevenson Whyte
168 Northenden Road, Sale,
M33 3HE

Principal Designer:

Easton Bevins

25 The Courtyard
Woodlands
Bradley Stoke
Bristol
BS32 4NH

Contract Administrator:

Easton Bevins / Cladding Project Management

25 The Courtyard
Woodlands
Bradley Stoke
Bristol
BS32 4NH

Principal Contractor:

Responsible for: Overall management of the project.
Sam Swallow BSc Hons MCIOB, Contract Manager

Dunham Building & Civil Engineering Ltd

SamSwallow@dunhambuilding.com

3 Ambassador Place
Stockport Road
Altrincham
Cheshire
WA15 8DB

Head Office: 0161 929 7447
E mail info@dunhambuilding.com
Out of hours contact:
Sam Swallow- 07827927935

Main Sub Contractor:

GAP Roofing Services Limited

jobs@gaproofing.co.uk

125 – 133 Pollard Street,
Manchester,
M4 7JB
0161 850 0602
Out of hours contract:
Paul Sands- 07745 511051
William Hicks – 07711 776412

Health & Safety Executive:

Bootle Headquarters
Redgrave Court
Merton Rd
Bootle
Merseyside
L20 7HS

Nearest Hospital:

Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL
Tel 0161 276 1234

Site Specific Telephone Numbers:

Electricity: Electricity North West : 0800 195 1452
Gas: National Grid : 0800 111 999
Water: United Utilities : 0345 672 3723
Sewers: United Utilities : 0345 672 3723

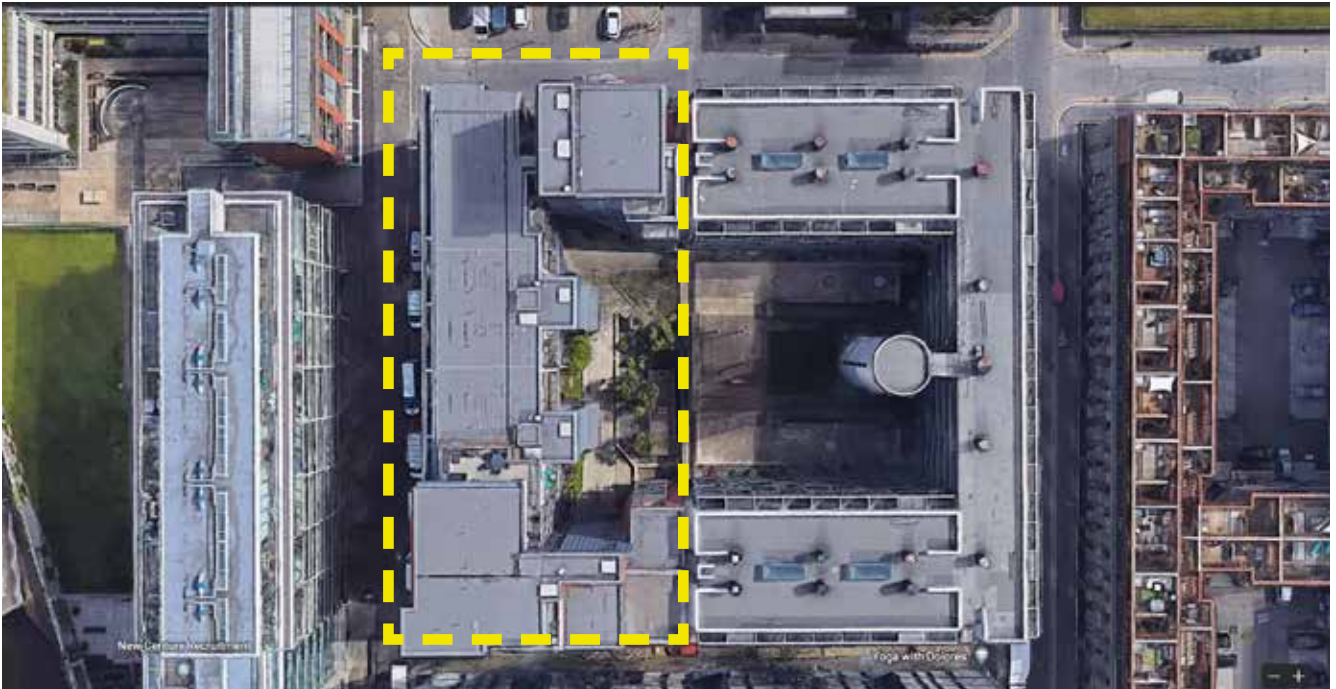
First Aiders:

Dunham Building. Sam Swallow & Barry
McNicholas
GAP Roofing. Individuals to be confirmed when
contract awarded
Scaffolding : Connolly Scaffolding. Individuals to be
confirmed when contract awarded

Out of Hours Emergency Contact: Dunham
Building Sam Swallow 0882 7927935

4.0 LOCATION OF WORKS

The main entrance to Base Building, is located on Arundel Street a quiet road in Manchester. The elevations to the building are all pavement fronted and therefore all scaffolding requires clear access at ground level for pedestrians. See Location Plan of the site perimeter below. Access is via the central passage way on Arundel Street.



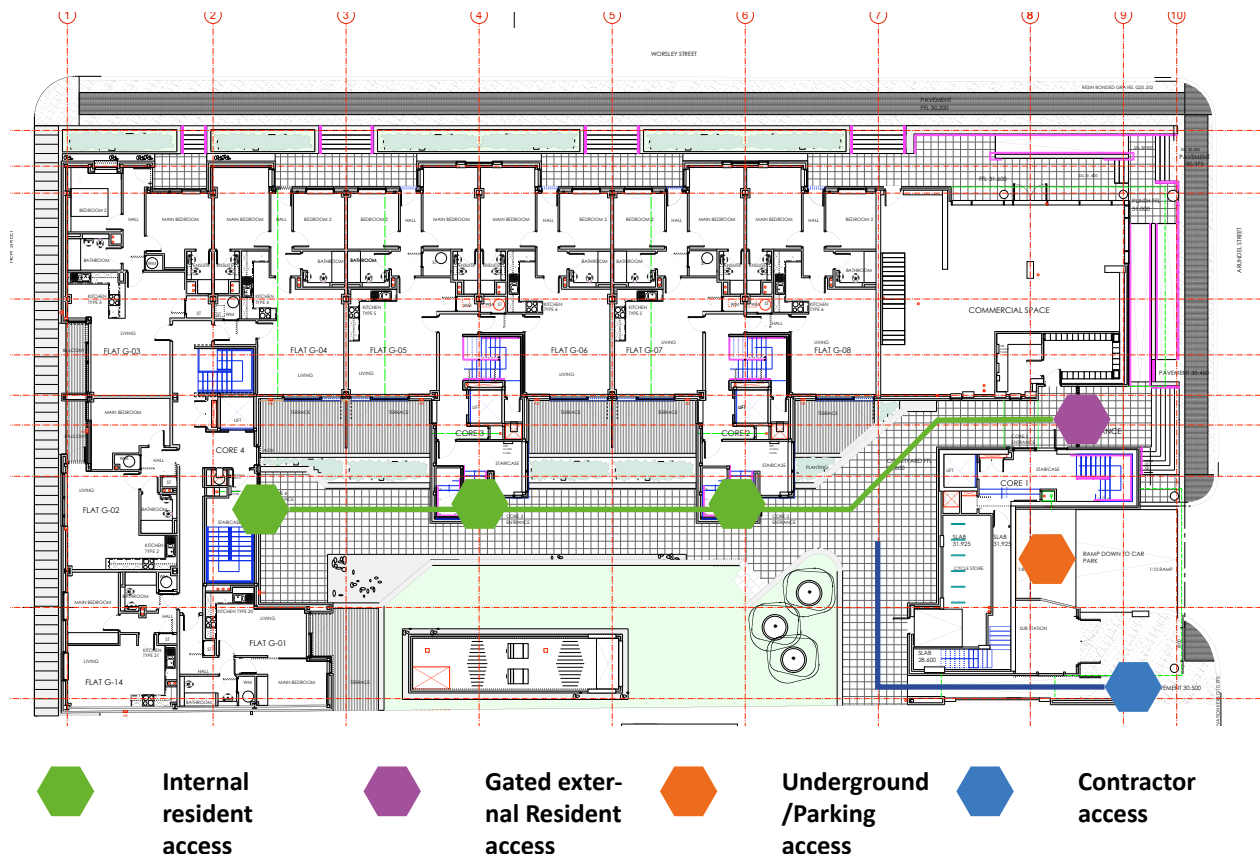
The Fire Escapes all lead from the property directly onto the central courtyard and out via the main entrance on Arundel Street.

The ground floor flats and commercial space have individual exit doors either leading directly onto the surround roads or via the ground floor “Core” exits into the central courtyard. The main pedestrian access points into the building and individual flats are from the internal courtyard via the external doors located on the East and West side returns and two external doors on the central North block facing into the courtyard. The only access into the Courtyard is via the main access point from Arundel Street which has a coded locked gate. The work force will be given the access code which can be changed at the end of the project or at various agreed stages.

The building is constructed directly over a large underground car park. No works to be undertaken near or to obstruct the car park access or any fire Exits.

See below the site plan:

The Site Plan



Scaffolding:

Scaffolding is to bridge over all access points to provide free and unrestricted ingress and egress to all doorways.

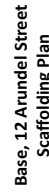
Full scaffolding plans, design details, loadings on underground car park and protections to be provided when Contract Awarded. But in principle, scaffolding will be double boarded, and netted to prevent spillage along each perimeter of each elevation. Access points will be locked when site is unattended. Ladders used for access removed when not in use. Fan lights to be provided at night time.

A detailed site investigation/ survey will be undertaken to locate all service access points and where possible the runs of all pipes, cable and ducts prior to the final scaffolding plans being prepared.

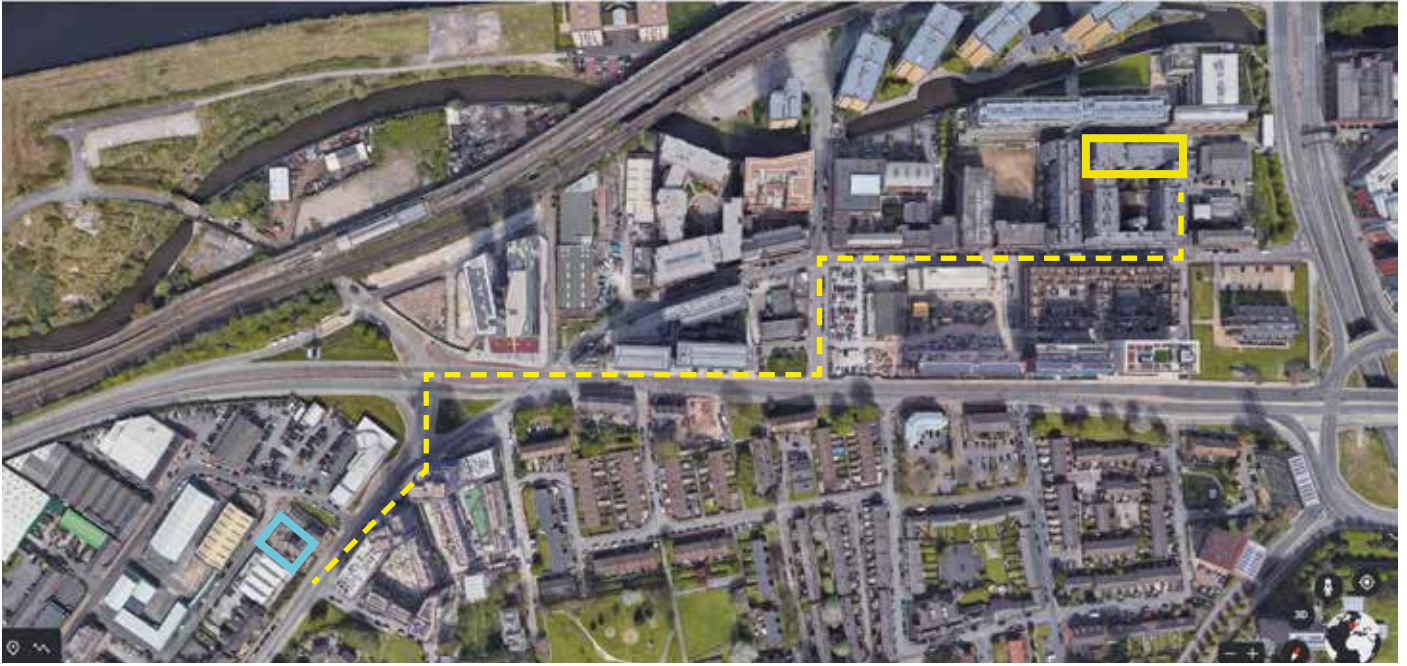
Investigations to be undertaken to determine to acceptable point and distributed loadings from the scaffolding onto the ground and subsequently the supports and roof of the underground car park

There is limited parking to the site and Worsley Street and Burton Place are pedestrianised. There are numerous pay and display car parks within easy walking distance to the site which will be required for surplus staff and visitor parking if necessary. Site operatives are not to use the underground car park.

All delivery and collection vehicles will drop off /collect and move away.



The Site Compound



The site compound will be located 400m away from site, on 332-340 Chester Road, Manchester, M16 9EZ. Highlighted above in blue.

5.0 DESCRIPTION OF WORKS

Works comprise of:

- Removal and replacement of the cladding systems (Zinc and Timber) and build up;
- Removal and replacement of the balcony systems support structure;
- Removal and replacement of the render (onto render-board) system;
- Repairs to internal walls plasters/finishes related to enabling the above works;

Materials Usage and Quality Control. Detail sheets for all main materials elements to be kept at both the site Compound and in the Site Office and be displayed in a prominent and accessible position. All materials delivered to be checked and recorded for compliance with approved specifications/ fire ratings before being incorporated into the works. Checks on deliveries to be recorded for future reference. NO MATERIALS are to be used that aren't in compliance with approved specification and checked / recorded. Any substituted materials to be verified and approved by the Contract Manager and Principal Designer before being delivered to the site.

Installation:

All Materials to be installed/ fixed precisely in accordance with manufacturers instruction's and data sheets. Training to be given by competent staff prior to permitting any operative to work on site and regular inspections off work prior to closing up any outer facade. Total photographic and video records of all completed hidden work as future evidence of correctly completed installations

Project Phasing

Description.	Location Reference.	Length	Max Height. (metres)	Max N° of Lifts.	Hire Period (Weeks)
Access Scaffolding Phase 1A	Phase 1A Balcony & Timber	16 Lm	22	11	26
Access Scaffolding Phase 2	Phase 2 Top level Balconies	3 Lm	22	11	26
Access Scaffolding Phase 3	Phase 4 Timber on ground to 3rd floor	30 Lm	10	5	13
Access Scaffolding Phase 4A	Phase 4A Balcony & Timber	6 Lm	24	12	9
Access Scaffolding Phase 4B	Phase 4B Tower to Doorway	3 Lm	24	12	9
Access Scaffolding Phase 5A	Phase 5A Balcony & Timber	10 Lm	24	12	15
Access Scaffolding Phase 5B	Phase 5B Balcony & Timber	4 Lm	4	2	6
Access Scaffolding Phase 6	Phase 6 Stairwell Facades	32 Lm	18	9	15
Access Scaffolding Phase 7A	Phase 7A Access to Balcony	8 Lm	24	12	24
Access Scaffolding Phase 7B	Phase 7B Access to Balcony	25 Lm	28	14	24
Access Scaffolding Phase 8	Phase 8 Access to Balcony	11 Lm	18	9	16
Access Scaffolding Phase 9	Phase 9A Zinc Facades	9 Lm	22	11	16
Access Scaffolding Phase 9	Phase 9B Zinc Facades	40 Lm	32	16	16
Protection Deck	From Entrance - Through Courtyard	Approx 300 m2	3	2	28
FR Netting	All Areas	5,220 m2	N/A	N/A	N/A
Additional Lifts, ADDED ON to Items 2, 3 & 4	Extend Timber Access Scaffold Height	40 Lm	18	9	8

6.0 EXISTING ENVIRONMENT

The subject property is a large, detached apartment block, consisting of 104 apartments and a small number of commercial units, situated over 6-9 floors. The building was constructed in approximately 2004.

To our knowledge the existing records or plans available for this property show the building to be constructed with a reinforced concrete structural frame with a flat roof and timber decked balconies. The external envelope comprises of brickwork, zinc cladding, timber cladding, and render. The property sits directly over an underground car park for its whole external footprint.

Number of occupied properties and resident movements and works interface to be discussed and assessed with the building Management Company before final plans are formulated

The Clients inform us that there isn't a previous CDM H&S file from initial construction.

Previous land use is unknown.

To our knowledge the existing records or plans available for this property show the building to be constructed using a concrete structure and floors, cavity blockwork with brick outer leaf.

The Principal Contractor is planning the co-ordinate deliveries & storage for material. No activities will present hazard to 3rd parties.

Deliveries and collections will be made to and from the external site compound. We have purchased a small skip wagon to permanently base at the compound which will collect debris from the site and deliver to the skips located at the compound on a direct call up basis and similarly deliver materials.

The existing building Evacuation Plan Appendix L will continue for the residents and general visitors to the premises and the existing internal fire escape signage will remain and be displayed on site on each floor.

A specific works evacuation plan and assembly point will be developed when the scaffolding plans are finalised. The Evacuation plan will be displayed in the site office and on each floor both externally on the ends of each scaffold and internal at the ends of each corridor.

7.0 EXISTING SERVICES

There are no plans available to detail the location of services. The condition of all known connected services will need to be identified on each individual schedule.

Isolation of any service will be advised, however, Dunham Building is to verify the condition of services prior to commencement to ensure it has not been interfered with. Dunham Building will exercise extreme caution with the testing and subsequent reinstatement of all forms of power, especially the electrical supply.

Prior to commencing, Dunham Building will undertake a full survey of the properties to identify all services as is reasonably practical to do so. Sample panels and sections of cladding will be carefully removed to establish if any services lie hidden within the framework. Such services include:

- Electrics
- Gas
- Water
- Cable
- Sewers
- Telephones

A detailed site investigation/ survey will be undertaken to locate all service access points and where possible the runs of all pipes, cable and ducts prior to the final scaffolding plans being prepared.

CAT Scans and Photographic record to be taken of all adjacent areas before the erection of any scaffolding.

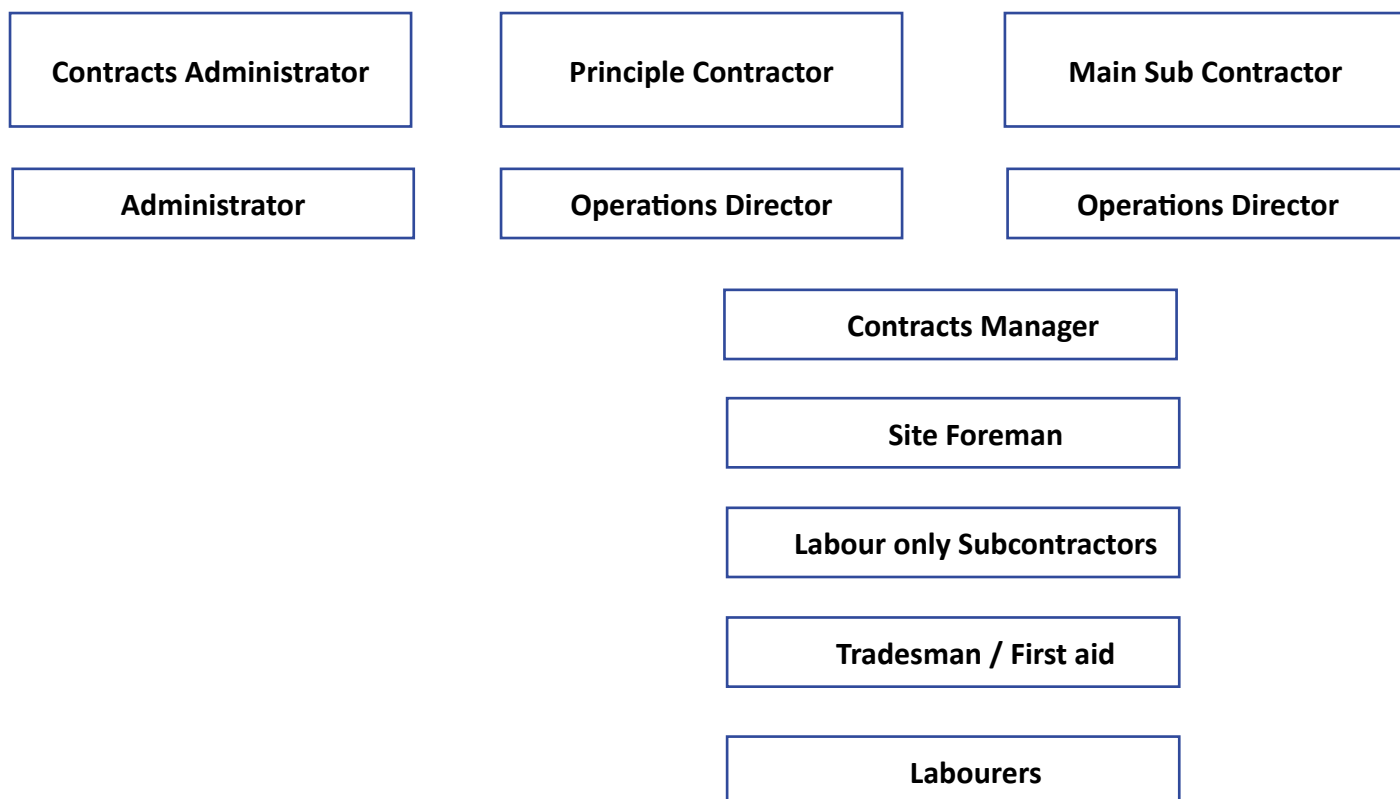
No scaffold supports to be placed on any service access points and sufficient space left for access to any service access points.

Any information obtained needs to be noted in the

BURIED/HIDDEN SERVICES ADVICE – INFORMATION LOG and included in the project Health and Safety File.

8.0 ORGANISATION CHART

Specimen Lines of Responsibility & Communications : Dunham Building



9.0 KEY STAFF

Principal Contractor
Dunham Building
Managing Director: Mike Budd
Tel: 0161 929 7447
Mob: 07966414113

Dunham Building
Contract Manger: Sam Swallow BSc Hons, MCIQB.
Tel: 0161 929 7447
Mob: 07827927935

Dunham Building
Tennant Liaison Officer/s
To be detailed when appointed

Main Sub Contractor
GAP Roofing Services
Managing Director: Paul Sands
Tel: 0161 8500 602
Mob: 07745 511 051

GAP Roofing Services
Project Manager: William Hicks
Tel: 0161 8500 602
Mob: 0771177 6412

First Aiders: Dunham Building: Sam Swallow and
Barry McNicholas
GAP Roofing Services:
To be completed/ confirmed when Contract
Awarded and individuals appointed

10. PROJECT HEALTH AND SAFETY MANAGEMENT

It is the Contract Manager's responsibility to ensure that all Health and Safety matters are adhered to on site. However, the overall responsibility for the project rests with the Managing Director of Dunham Building

Specific responsibility for overall co-ordination, Client liaison, interfacing with the design team members and responding to all correspondence, dealing with legal and financial matters of the contract rests with the Managing Director of Dunham Building.

Paul Sands, Director of GAP Roofing will be present on site full time and also act as site foreman for this project assisted by Sam Swallow and Barry Mc Nicholas of Dunham Building and Civil Engineering. It is his responsibility to supervise and co-ordinate the construction work, co-ordinate deliveries, arrange for all necessary material deliveries etc. They are also responsible for implementing our Health and Safety Policy on site and ensuring that all sub-contractors and visitors to site are aware of their responsibilities.

Dunham Building to appoint two Tenant Liaison Officers based on site to be the main point of contact for the Management Company and Tenants to answer day to day enquires, issues and complaints and also to generally check corridors, stairs, lifts and flats for cleanliness and compliance with Fire Evacuation plans.

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

Information for the inclusion in the health and safety file will be provided to the Principal Designers and when requested. This information will be collected from the sites and compiled at Dunham Building Head Office.

The Health and Safety Plan together with the other relevant documents pertaining to this project will be made available to all site personnel. These documents are kept on site in the designated area within the site office located on the first floor at the corner of Arundel Street and Worsley Street of the Base Building as noted on the attached plan The Contracts Manager and Site Foreman may take these documents with him at the end of the day for safe keeping depended on job location.

SITE OFFICE:

Base Building first floor corner of Arundel Street and Worsley Street. The Project Team including the Contract Manager, Tenant Liaison Officer/ Site Foreman will be based in the Site Office .

COVID-19:

Due the changing nature of the Covid -19 Regulations and Guidelines and the prospect of legal measures coming to an end on 21st June 2021, we will prepare the plans when the latest UK Government guidance is published.

SCAFFOLDING:

When contract awarded full designs, details, plans RAMS etc to be submitted.

NO work in CONFINED SPACES are anticipated - if any are found necessary refer to Contracts Manger who will issue a, PTW, check the RAMS and arrange any necessary training ,provision of equipment and determine if any specific controls measures are required.

OCCUPIED BUILDINGS:

Works fall into external and internal. Scaffolding and access details to be presented elsewhere when available. Internal works will only occur in individual flats and no works are needed to any of corridors, lifts, staircases or any internal systems.

Residents and visitors should only pass trades in the corridors and have no interaction with them. Any segregation or access restrictions to be discussed and agreed with the Management Company and Tenants and incorporated into the Final Construction Phase Plan

Specific work schedules and programmes will be developed for each flat and be discussed with the Management Company and Flat owners/ tenants

No materials or equipment or debris is to be stored inside any communal area and all materials to be removed from each occupied flat at the end of each working day.

Free access to the flat entrances, corridors, stairs and lifts will be maintained at all times

LOLER:

mast climbers etc, overhead obstructions, lift plans, competency, design calculations for lift pads if required, training, specific RAMS, TW arrangements etc. to be submitted when contract awarded . Cradle on the centres of the outer perimeters to be provided, no hand carrying permitted.

PUWER:

suitability, maintenance, checks, inspections, training . At this stage not necessary as scaffold will be erected to the full building

ELECTRICITY:

PAT, Temp supplies etc. All tested by Suppliers and we will have a regular testing programme in force.

COSHH:

COSHH assessments, and dust control methods to be provided when Contract Awarded and all material and suppliers established.

TRAINING – induction arrangements, Specific training requirements, including inductions for all workers including sub-contract workers to be undertaken in accordance with Dunham Building and Civil Engineering Health and Safety Policy including all Project , Product and Site specific training. This will be a continuous process from start to completion. Full details to be provided when all aspects of the project are confirmed and materials selected.

COMMUNICATION AND PARTICIPATION:

Daily briefings, pre-start, progress meetings, induction training of entire workforce.

Tenant Liaison Officers and Contract Manager will be based on site and available for discussion of all aspects of the works with the Management Company, Tenants, Authorized visitors and workforce. Copies of all plans , schedules of work, programmes timescales and approved documents will be available in the Site Office for referral.

Before starting works we intend to hold meetings with the Management Company and Tenants Representatives to discuss and agree the work programmes, access security , safety issues etc. We can also hold an on site presentation to discuss all aspects of the project with Tenants.

We will set down all the agreed work programmes , work, methods, impact on tenants and their homes with an initial letter drop to all tenants and a staged second letter drop approximately 2 weeks before works commence on each phase to provide the latest information.

NOISE & VIBRATION (HAVS):

Extraction systems, hand held power tools, external scaffold cradle are the only items of equipment likely to cause any undue noise. General works including the erection and dismantling of scaffold will be carried out in normal working hours.

FIRE SAFETY including HOT WORKS:

It is not anticipated that any Hot Works will be required. All paints to be water based. No solvents to be permitted on site.

TEMPORARY WORKS:

Sam Swallow will be the TWC . The only TW envisaged will be for the replacement of balconies where a temporary floor will be formed to create a floor fall arrest.

SKIPS AND WASTE:

Disposal containers. To be securely locked and located in site compound, no skips are to be left on site. Collection of waste/ debris to be by skip wagon permanently based at the site compound which will collect waste on a rolling live call up programme. It is probable that waste will be collected 3 or 4 times per day depending on the amount of waste produced

MEANS of ESCAPE/ EVACUATION:

Existing Means of Escape and Evacuation plan to remain in full use to hallways, bedrooms, bathrooms, en-suites, kitchens' lounges etc within individual flats. Existing Escape Routes and Exits to be maintained and to be kept clear and in full use at all times.

CONSIDERATE CONSTRUCTORS SCHEME. Project will be registered.

Under the scheme we will be inviting Students/ Graduates via the CIOB and local Universities/ Colleges on accompanied site visits and presentation to share learnings and development.

THE COURTYARD:

To be used for access only, no materials to be stored or mixed in the Courtyard

11.0 SELECTION AND CONTROL OF CONTRACTORS

All contractors and suppliers will be selected from our approved list of contractors/suppliers. Qualification for inclusion upon the list of suppliers is currently via assessment of the company's health and safety management system and experience of previous performance. New suppliers are selected on their ability to demonstrate they have robust health and safety management systems and a provable safety track record as being able to supply evidence of training and qualifications for the activities which they are to be employed to carry out.

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

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

Sub-contractors to be used on this contract/project:

Name of Sub Contractor	Type of work	Lead in period
GAP Roofing Services	Main Sub Contractor	4 weeks
Connolly Scaffolding	Scaffolding	4 weeks
Alpha Cladding	Cladding and facade	4 weeks
N/A	Labour	4 weeks

SUB-CONTRACTORS:

All approvals, certifications, insurances where applicable and suitability for the project to be verified and confirmed before formal appointment.

All sub-contractors to undergo site induction and all areas of coordination, between parties and timing of works, shift patterns to be confirmed.

All sub-contractors have been notified of their lead in period for the project (4 weeks) and have visited site, and received drawings to accompany their pricing.

12.0 WELFARE

The main welfare facilities will be situated on Chester Road. All services provided in accordance with CDM 2015 Schedule 2 will be available. Again subject to the weekly work flows that can change the operatives may take breaks etc on a staggered basis. Work force to report each morning to the Site Compound and be transported to the site. Temporary toilets will also be available within the grounds of Base, Arundel Street to avoid travel to Chester Road.

Welfare units: 24'x9' site welfare units house a canteen with seating for up to eight staff, office, drying/ changing room, storage area and two private WCs.



13.0 STORAGE OF MATERIALS

Apart from materials actually in use no materials will be stored on site. All deliveries and collections will be to and from the Off Site compound. Materials to be stored in the compound will be protected in accordance with Industry standards and manufacturer's instructions.

The compound will be secured with Heras fencing, lockable gates and lit at night.

Materials will be delivered to the site using the rotating service to be provided by the vehicle stationed at the compound on a call up and drop off basis.

Operatives will either walk to site or will be transported in a small "Mini Bus" shuttle service.

14.0 SITE RULES

Accordingly, the following instructions are issued in order to ensure the safety of ALL personnel on site. They must be complied with AT ALL TIMES whilst carrying out any work associated with Dunham Building & Civil Engineering Ltd site rules

General

1. All persons carrying out works or visiting site will undertake site safety induction by the Site Foreman
2. No persons under the age of 18 will be allowed on site unless a young person's risk assessments have been carried out and the necessary precautionary measures have been implemented.
3. All employees must ensure that they do not take part in or encourage horse play of any kind
4. Alcohol and drugs are forbidden from all sites.
5. Nobody on site must interfere with any temporary works, shuttering, Traffic Management etc. other than people who have been appointed by the site Foreman
6. No children or animals allowed on site
7. No shorts are to be worn on site and a short-sleeved t-shirt (or similar) must be worn underneath high visibility jackets or vests
8. All Dunham Building sites are deemed as a non-smoking site. All staff have been informed of this through our regular Toolbox Talks and initial Staff Induction.
9. Materials Usage and Quality Control. Detail sheets for all main materials elements to be kept at both the site Compound and in the Site Office and be displayed in a prominent and accessible position. All materials delivered to be checked and recorded for compliance with approved specifications/ fire ratings before being incorporated into the works. Checks on deliveries to be recorded for future reference. NO Materials are to be used that aren't in compliance with approved specification and checked / recorded.
10. INSTALLATION. All Materials to be installed/ fixed precisely in accordance with manufacturers instruction's and data sheets. Training to be given by competent staff prior to permitting any operative to work on site and regular inspections off work prior to closing up any outer facade. Total photographic and video records of all completed hidden work as future evidence of correctly completed installations.

Breaches of site rules:

Operatives will receive a verbal warning on their first breach

Operatives will receive a written warning on their second breach

Operatives will be removed from site on their third breach

Personal Protective Equipment

11. All personnel working on Dunham Building & Civil Engineering Ltd controlled sites will wear safety helmets at all times, unless there is no foreseeable risk of head injury caused either through falling objects or head collision.

Head protection MUST be worn where there is a foreseeable risk of head injury. Where the site foreman makes site-specific rules requiring head protection to be worn at all times then head protection shall be a MANDATORY requirement for all personnel on site.

12. Protective and high visibility jackets or vests to EN 471, class 2 or 3 will be worn by all personnel

13. Ear defenders, goggles, dust masks and gloves will be worn when required and will be replaced as necessary by exchange of worn equipment

14. Steel toe capped boots will be worn by all employees involved in working on site, nonworking visitors must wear steel toe capped shoes/boots, high visibility jackets or long-sleeved vests as a minimum. (Hard Hats will be worn as required by site activities)

15. Reversing vehicles must be controlled by a competent banksman. Reversing lights must be fitted and working on all vehicles, and vehicles over 3.5 tonnes must have an audible reversing alarm fitted and working.

16. All equipment operators are to possess the relevant certificate of competence applicable to the type of equipment they are operating (CPCS/CSCS/NPOS)

17. Vehicle and plant operators are to ensure they remain vigilant and fully aware of what is going on around them at all times

18. Nobody must drive a class of vehicle for which they do not hold a current licence for

19. No driver/operator shall carry passengers unless there is designated seat/position for the individual to sit on or stand in, this also forbids individuals to stand or hang on to any part of a machine whilst it is in motion

20. Engines must be switched off when vehicles, plant or equipment is not being used and the keys removed and kept by the driver/operator

21. Lifting equipment used on site shall have a current test certificate and must be inspected by a competent person prior to being used. A competent person must control ALL lifts.

22. Mechanical lifting should be used as a priority over manual handling. Manual handling of heavy materials and equipment should only be undertaken as a last resort and following risk assessment. If in doubt, ask the site Foreman

Slips, Trips and Falls

Risk assessments will be carried out to prevent members of the public, staff and the insured from entering the site, unless prior arrangements have been made with the site manager. Any visits from the public or the insured will be by prior arrangement and visitors will be escorted around the site, if applicable. The site will be fully risk assessed to identify ALL areas of potential risk. These will be displayed on site and discussed with operation's, as per current safety legislation.

Accidents and Incidents

23. All accidents/incidents must be reported to the Site Supervisor or Contract/Site Manager immediately, in accordance with company policy. Minor injuries requiring only immediate first aid is to be reported to the central office for inclusion in the office Accident book. All other more serious injuries are to be dealt with firstly via Accident and Emergency and when as soon as practical reported to the office for recording with the HSE if necessary, under standard RIDDOR reporting procedures.

Fire

24. In the event of a fire, raise the alarm and leave the area and call the fire service

25. Do not attempt to fight the fire unless you have been trained in the safe use and operation of firefighting equipment

26. Keep members of the public away from the area

Visitors to the Site works.

27. All visitors must stay on the verge side of the safety barrier where possible and be accompanied by a site employee at all times

28. Visitors must not touch or interfere with any substances or work equipment whilst on site

29. If you are in any doubt STOP AND ASK

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

15.0 SECURITY

In all un-habited properties, the existing doors will be replaced with temporary locks and the Management Company will be advised that entry to site is not permitted without prior agreement.

Main entrance points to the site welfare and storage areas be locked outside of normal working hours or when the site is unoccupied.

The apartments and ground floor commercial units will remain occupied and must have free and secure access to the individual properties. (See note below)

SITE SECURITY:

The Site compound is located approx. 500m away from the main site as described previously.

Access into the site will be via the entrance off Arundel Street with the operatives being given the gated access code, which be changed periodically and at the end of the project.

All scaffold is to be boarded to prevent climbing , and any ladders or other means of access either locked , secured or removed at the end of each working day..

All persons entering the site to register at the Site Office before proceeding to any work areas.

All operative to wear identification cards/ badges.

All tenants to be given work programme for each flat and corridor and details of Tenant Liaison Officer who will verify each trade operative on site.

16.0 SITE DOCUMENTS

All site documents will remain on site in the Site Welfare and Site Office. The location of the Office welfare is situated on the first floor of the building, to the right-hand ground floor North East corner. All documents will be easily accessible and will be placed in an area where it can be viewed at any time.

This includes risk assessments, method statements, schedule of works, material specifications and delivery record sheets. The F10 laminated document will be secured in place in the front window of the site office/welfare room.

TOOLBOX TALKS

A Toolbox Talk is an informal group discussion among employees that focuses on a particular safety issue.

Who can conduct a “Toolbox Talk”? Anyone can conduct a Toolbox Talk. However, it is a good idea to select individuals who have good understanding knowledge or expertise on the given topic.

How long and often should these be conducted? We would recommend a 15minute talk and discussion conducted on a fortnightly or monthly basis. Depending on the length of the project

Where and when should these discussions take place? The meeting should be held on site or in a comfortable location at the beginning of a shift, after lunch/break, or incorporated into another operational meeting.

Do “Toolbox Talks” satisfy required safety training? No. Toolbox Talks are a brief discussion each month of relevant safety issues, but they do not replace formal safety training.

17.0 ENVIRONMENTAL CONSIDERATIONS

- Construction materials must have applicable COSHH assessments carried out and where necessary control measures implemented
- Any fuel used will kept in small quantities and stored in the correct type of container and will be marked with its contents.
- A spillage kit consisting of dry sand / absorbent spillage (sausage) will be kept in works vans, in case of emergency
- Hazardous liquids, diesel, petrol etc will not be allowed to enter drains /gully's and will be blocked off by sand/barrier (sausage) absorbent.
- Any risk of spillage into drains must be assessed by the responsible person on site.
- Any storage of materials must be accompanied with adequate absorbent material, in case of spillage.
- Mortar /concrete the washings from this must not be allowed to enter the drains / watercourse and become a marine pollutant, any heavy rain washing a concrete delivery, must be prevented from the 'washings' being allowed to enter the drains.
- Silica sand –this material must not be left out or allowed to blow around causing an environmental nuisance.

17.1 WASTE MANAGEMENT PLAN

Waste will be sorted by category (wood, metals, waste etc) collected in temporary skips (delivered and removed from site during working hours daily) and transported our site site compound where they will be processed for recycling or disposal.

As principle designers we must:

- Ensure that the requirements of the site waste management plan are included in sub-contracts.
- Arrange suitable site induction, information and training of personnel to ensure that the plan is implemented.
- Take all reasonable steps to prevent unauthorised disposal of the waste by others.
- Update the plan as the works progress to reflect the actual handling of waste.
- At the end of the project (within 3 months) reconcile the planned handling of waste against what actually happened and provide an explanation of any differences.

18.0 CONSULTATION

All parties involved in the project will make prior arrangements through the head office or the contracts manager about arrangements for liaison, consultation, monitoring and review between all parties

19.0 APPOINTED CONTRACTORS

Any contractors appointed by the principal contractor will be vetted prior to any agreement reached; process will take place through written references, credit checks, and historical checks.

20.0 TRAFFIC ROUTES

Parking is available on identified parking bays within the secure compound on Chester Road and also on the road via allocated SIP parking for non construction vehicles, all vehicles will be positioned so as not to cause obstruction for occupants or visitors of neighbouring properties or emergency vehicles.

VEHICLE TRAFFIC MANAGEMENT:

Deliveries, parking, off-loading , skips etc. Access for emergency vehicles – Traffic management plan – pictorial traffic routes. Full details and plans to be provided once possession of the site is granted.

PEDESTRAIN TRAFFIC MANAGEMENT:

all access points to be kept clear of debris materials and obstructions. TLO to check at start and end of each day to ensure that all areas are kept clean and tidy and that all signage is in place. Trade operatives will only cross tenants and visitors when passing in corridors and clear access is to be kept at all times.

21.0 GENERAL HOUSE KEEPING

Gather up and remove debris to keep the work site orderly.

Plan for the adequate disposal of scrap, waste and surplus materials. Use of skips and operative vans to dispose of any waste materials.

Keep the work area and all equipment tidy. Designate areas for waste materials and provide containers. Keep stairways, passageways, ladders, scaffold and gangways free of material, supplies and obstructions. Secure loose or light material that is stored on roofs or on open floors.

Keep materials at least 2m (5 ft.) from openings, roof edges, excavations or trenches.

Remove or bend over nails protruding from timber, or other materials

Keep hoses, power cords, welding leads, etc. from lying in heavily travelled walkways or areas.

Ensure structural openings are covered/protected adequately (e.g. sumps, shafts, floor openings, etc.)

DO NOT

Do not permit rubbish to fall freely from any level of the project. Use chutes or other approved devices to materials.

Do not throw tools or other materials. Make sure they are strapped, tied or secure

Do not raise or lower any tool or equipment by its own cable or supply hose.

FLAMMABLE/ EPLOSIVE MATERIALS

No Flammable or Explosive materials are to be used.

22.0 ASBESTOS

As the building was constructed in 2004, A Refurbishment / Demolition Survey will not be carried out. The Principal Designers/ Client advise that there isn't a CDM H&S file from the original construction. Should any materials be discovered that may have a suspected Asbestos content then the work should cease immediately and the contract Manager informed.

All Site operatives should follow general Asbestos Awareness guidance.

Asbestos Awareness

The use of all asbestos containing materials was not banned until 1999. This means any building built or refurbished before the year 2000 could contain asbestos. All staff are trained in asbestos awareness and this updated every 12 months in line with the asbestos regulations. Every employer must ensure that adequate information, instruction and training is given to those employees who are liable to be exposed to asbestos during the course of their work.

What type of training is necessary?

Asbestos awareness training is required, all operatives have received asbestos awareness training in house, and separate awareness training.

The training needs to be appropriate for the work and the roles undertaken by individuals. There are three types of asbestos training:

- Awareness training

- Training for work with asbestos that does not require a licence from HSE

- Training for asbestos work that does require a licence from HSE.

APPENDIX A - F10 Notification

The contractor will submit the F10 Notification.

APPENDIX B - VISITOR RECORDS AND SITE INDUCTION RECORDS

VISITORS RULES : To the SITE WORKS ONLY. Not Residents to flats.

All Visitors Must:

- Always report to the Site Management prior to walking through site.
- Undertake and Comply with any Site Induction procedures.
- All operatives/visitors are to sign in and out of the site using the Daily Visitor Sheet below.
- Always be aware of your surroundings and make others aware of your presence e.g. vehicles reversing
- Always wear the correct PPE: class- 2 or 3 reflective vest, safety footwear, hard hat (if requested by the Site Management)
- Do not enter into excavations or confined spaces unless accompanied by Site Management
- Do not touch any substances encountered on site, not only usual building materials e.g. cement, but also needles etc
- Report any accident or incident to the Site Management
 - o First Aid box Location
 - o Location of the nominated First Aider for treatment
 - o Record any injury in the Accident Book
- Report any unsafe practise to the Site Management
- Always acknowledge your departure with Site Management prior to leaving
- All records to be kept in the Site Office.

Site Induction Record

1. Introduction: All personnel including visitors must attend a site induction before being allowed onto the site. This is designed to make individuals aware of the precautions to be taken and hazards/ dangers present on the working site. All site personnel are required to exercise due care and attention at all times during site operations. All the equipment and facilities provided for the site personnel must be treated with respect and maintained in good working order. All warning notices are to be strictly adhered to at all times.
2. Personnel on Site: All personnel on site whether operative or visitor, must record their presence in the Site Foreman's office. This will allow all personnel to be accounted for in cases of emergency.
3. Personal Protective Equipment: All personnel on site must wear a hardhat, safety footwear and high visibility clothing at all times. Failure to comply will result in the offending individual vacating the site. Personal Protective Equipment must be worn when undertaking hazardous operations as identified through the risk assessment process
4. First Aid/Accidents: First Aid can only be given by trained personnel and their names are displayed in the Site Office/Mess room. All first aid administered, must be recorded on the site accident form. Any medical conditions that may affect the safety and health of fellow workers must be declared, e.g. high blood pressure, heart condition, diabetes, epilepsy, vertigo, General Health and Welfare questions asked on Induction before assessing and allocating tasks or work areas/conditions .

Records of any accidents or near misses to be recorded on the H&S file on completion of the building

works. Accident book on site in Site Office with copy at Dunham HQ

5. Electrical Equipment All electrical equipment used on the site must be 110 Volt and be tested before use by Hire Supplier and every 3 months by a competent electrician and the records given to the Site Foreman.

6. Scaffold and Scaffold Towers: Both permanent scaffold and tower scaffolds must only be altered by competent scaffolders. Unauthorised alteration will be deemed a disciplinary offence.

7. Chemicals: Chemicals must only be used in accordance with the manufacturer's recommendations and Company COSHH Assessments. The precautions specified must be adhered to at all times.

8. Welding/Soldering: Any work involving the use of a 'naked flame' must be in accordance with an approved method statement and risk assessment. No work can start until the area is clear of all flammable material and a fire extinguisher is located in the proximity of the welding/soldering operation. All welding soldering works are to be stopped two hours before the end of each shift and the area is to be inspected before leaving the site.

9. Confined Spaces: None on site. Generally - No person on site is to enter any Inspection chamber/ confined space without adequate training and this operation is to be executed under a 'Permit to Enter' issued by the Site Foreman.

10. Unforeseen Problems: Any site operative must report any dangerous or unsafe situations to the Site Foreman immediately he/she becomes aware of the same. Any work operation that encounters dangers that are not expected must be stopped and the Site Foreman informed. Work can only proceed when adequate precautions are in place and the continuation of work is authorized by the Site Foreman.

11. Health, Safety & Transport Plan: I am aware of the requirements of the Health and Safety plan kept in the site office. Parking will be off site unless otherwise noted to reduce the potential for traffic related accidents. Care must be taken to use any designated areas that segregate any traffic/pedestrian movement. Reference has also been made to the significant risks identified in the company risk assessments and the associated precautions required for safety.

12. Any person found to be under the influence of alcohol or drugs or found to be ill on site will, at the discretion of the Site Foreman, be immediately removed from site.

13. Declaration:

Site Name: Base Building, Manchester. Date

I confirm I have read this site induction form and had it explained to me. I understand its contents and agree to adhere to these specific requirements at all times.

Operative Signature: Print Name:

Trade: Witnessed by the Site Foreman:

Copy: Site Safety File

Copy: Operation

[illegible]

APPENDIX C - VEHICLES AND MOVING PLANT

Vehicles and Moving Plant

HAZARDS: - operatives are always at risk when using or working near vehicles and moving plant. Problems can arise due to incorrect use, unskilled operation, poor maintenance, reversing unsupervised, defects, unchecked noise and contact with moving parts.

Records of all certificates and licences to be recorded on the H&S file on completion of the building works.

PLANT - GENERAL

1. Must be inspected when delivered to site and not used if it is defective in any way. In the case of hired plant, inform the Hire Company immediately.
2. Plant, such as dumpers, rollers etc., must only be driven by operatives over the age of 18.
3. Must not be used by untrained operatives.
4. Plant is not to be driven on public highways unless it is properly registered and taxed, and operator holds a current driving licence of the appropriate class.
5. Operatives must not work under bucket, arm of any moving part of an item of plant.
6. Operatives are to ensure that buckets or arms of plant do not swing over the safety zone and into the line of moving traffic.

DRIVERS OF ALL VEHICLES AND MOVING PLANT

- (1) Ensure at all times that your vehicle / machine is in efficient working order and in good repair. Report any defects immediately.
- (2) Do not leave vehicle / machine unattended with the engine running.
- (3) Do not permit any person to rise on your vehicle / machine unless there is a place provided for this purpose.
- (4) Only use authorised site entry and exit points, do not reverse into part of a carriageway open to other traffic unless there is no other option.
- (5) Never reverse your vehicle / machine into a public highway, or where the rear view is restricted, without assistance from somebody behind the vehicles. Ensure that you are familiar with the recognised hand signals.
- (6) Do not travel close to the side of an excavation

APPENDIX D - EMERGENCY PROCEDURES

Emergency Procedure (Following an accident on site)

In the event of any emergency situation on site the individual discovering the incident must make contact with the main office, or a member of staff and report the incident. In the event of an injury the on-site, first aider must be notified immediately.

The person receiving the report in the main office must assess the nature of the incident and make contact with the relevant emergency services and/or site first aider as required.

The person reporting the incident to the emergency services must ensure clear and concise details regarding the location and nature of the incident are given.

If there is a problem with the site phone system during an emergency incident the Foreman's mobile phone should be utilised to contact with the emergency service.

The name, telephone number and location plan of the local accident and emergency unit will be posted in the main office on site. The location of the information will be notified to all personnel before they commence work on site.

During an emergency a member of staff must ensure there is a clear route of access for emergency vehicles if required.

If a member of staff requires hospital treatment another member of staff must accompany the injured person at all times to provide an update to the office of the location and condition of the injured person. The office will update next of kin or registered contact to ensure all family members are aware of the situation.

Following a full investigation of the cause of the accident a full report will be issued to the HSE (if necessary) in accordance with the RIDDOR 2013 reporting procedures.

EMERGENCY PLAN

Accidents and incidents occur with little or no warning. Therefore, to enable provision to be made for the protection of life, and to minimise damage to buildings, property and plant, the following Emergency Procedures Plan must be implemented.

1. Complete the Emergency Telephone Numbers and display in prominent positions in offices.
2. Prior to work commencing, the site management will nominate a Site Fire Safety Co-ordinator who will liaise with the emergency services, providing contact names and a location plan of access points to the site.
3. All fire exits / escape routes must be marked with appropriate signage and maintained at all times.
4. Fire extinguishers to be placed at readily accessible positions marked with appropriate signage
5. All fire extinguishers will be checked weekly by the Site Fire Safety Co-ordinator and inspected annually by a competent person.

Fire and Emergency Evacuation Procedure:

Audible fire alarms (bell, klaxon, etc.) will be provided in site offices, where risk of fire exists.

In the event of a fire

- Raise the alarm immediately and leave the area
- Act swiftly
- DO NOT put your own life at risk
- Don't panic
- Follow the instructions of the fire marshal
- Proceed to the designated assembly point and wait further instructions
- Do not return to the area until the fire has been extinguished

If the fire can be controlled make sure you:

- DO NOT attempt to fight the fire unless you have been trained in the use of extinguishers
- Use the correct fire extinguisher
- Evacuate the area or building if necessary
- Meet at the designated 'Fire Assembly Point'

IF IN DOUBT LEAVE IT AND GET OUT

EMERGENCY CONTACTS

Important Notice: Please complete and keep in safety plan. Not for general distribution.

Project Name: Base

Location of Site: Base, 12 Arundel Street, Manchester

Emergency Contact: Managing Agent

C/O Stevenson Whyte

168 Northenden Road, Sale,

M33 3HE

Contract Managers Name:

Sam Swallow

Contact Tel No: 0161 929 7447

Mobile Tel No: 07827 927935

Contact Fax No:

Site Foreman:

Barry McNicholas

Contact Tel No:

Mobile Tel No: 07766 830751

Contact Fax No:

Company Safety Adviser's Name:

Steve Brayne

Contact Tel No:

Mobile Tel No: 07890 982069

Contact Fax No:

Site Fire Safety Co-ordinator's Name:

Sam Swallow

Contact Tel No: : 0161 929 7447

Mobile Tel No: 07827 927935

Contact Fax No:

First aiders:

Sam Swallow - Emergency First Aid At Work Online Annual Refresher

Barry McNicholas - Emergency First Aid At Work Online Annual Refresher

Other First Aiders to be listed when individuals allocated to Project.

Contact Tel No: 07827 927935

Contact Tel No :07766 830751

Police (Local Station):

Contact Tel: 101

Manchester Royal Infirmary

Oxford Road

Manchester

M13 9WL Contact Tel: 0161 276 1234

Redgrave Court,

Merton Road,

Bootle,

Merseyside,

L20 7HS

Contact Tel No: 0151 951 4000

EMERGENCY CONTACTS Continued

Important Notice: Please complete and keep in safety plan. Not for general distribution.

Services

Gas : National Grid Contact Tel No: 0800 111 999

Electricity: Electricity North West Contact Tel No: 0800 195 1452

BT: Contact Tel No: 100

Water and Sewers United Utilities Contact Tel No: 0345 672 3723

Environment Agency Contact Tel No: 03708 506 506

APPENDIX E - RISK ASSESSMENTS.

Individual/Specific Risk and Method Statements to be provided at later stage when Contract awarded.

Risk Assessment

Hierarchy of Risk Reductions:-

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

Identification of Hazards and Risk Assessments

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

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

APPENDIX F - COSHH ASSESSMENTS

COSHH Assessment Register. To be detailed when contract awarded and all material elements verified and data available.

Materials Usage and Quality Control. Detail sheets for all main materials elements to be kept at both the site Compound and in the Site Office and be displayed in a prominent and accessible position. All materials delivered to be checked for compliance with approved specifications/ fire ratings before being incorporated into the works. Checks on deliveries to be recorded for future reference. NO Materials are to be used that aren't in compliance with approved specification and checked / recorded.

APPENDIX G - ACCIDENT BOOK

Accident Book Register

APPENDIX H - SCAFFOLD INSPECTION REPORTS

Inspection Forms

SCAFFOLD

All scaffolds MUST BE inspected, and an entry made in the register of the results of the inspection at the following times:-

- (a) On completion of erection and prior to work commencing on a daily basis.
- (b) After substantial alterations.
- (c) After any adverse weather conditions that may have affected the stability of the scaffold.
- (d) Once within every seven days (i.e. WEEKLY).

As with excavations, any faults identified are to be given a serial number and remedial actions are to be recorded in the register provided for that purpose.

(2) PLANT

All (driver/rider) operated mechanical plant must be inspected by the operator of the machine prior to starting on site daily and once within every week, and an entry of the result of the inspection, made in the register provided for weekly inspections of plant. Any faults are to be recorded in the register and reported to a supervisor, or manager responsible for the site immediately.

All other mechanically operated plant. Where a person may be exposed to dangerous moving parts, e.g. petrol drive disc cutters, cement mixers, are to be inspected as above, or once within every month.

NOTE: The above plant inspections are in addition to the operator's normal daily checks.

APPENDIX I - RIDDOR 2013 STATEMENT

Reporting accidents and incidents at work

A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

(RIDDOR) What is RIDDOR?

RIDDOR is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- Work-related deaths;
- Serious injuries;
- Cases of diagnosed industrial disease; and
- Certain 'dangerous occurrences' (near miss incidents).

There are also special requirements for gas incidents (see section below).

This leaflet aims to help employers, and others in control of work premises, to comply with RIDDOR and to understand recent changes to reporting.

2012 change

From 6 April 2012, the over-three-day reporting requirement for people injured at work will change to more than seven days. From then, you only have to report injuries that lead to a worker being incapacitated for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

These are the main changes to the reporting requirements for deaths, major injuries, occupational diseases and dangerous occurrences that employers need to be aware of.

Why report and record?

Reporting and recording are a legal requirement. The report informs the enforcing authorities (HSE, local authorities and ORR) about deaths, injuries, occupational diseases and dangerous occurrences so they can identify where and how risks arise, and whether they need to be investigated. This allows HSE, local authorities and ORR to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

Records of incidents covered by RIDDOR are important. They ensure that you collect the minimum amount of information to allow you to check that you are doing enough to ensure safety and prevent occupational diseases. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

You must keep a record of:

- Any reportable death, injury, occupational disease or dangerous occurrence; and
- All occupational accidents and injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days).

You must produce RIDDOR records when asked by HSE, local authority or ORR Inspectors.

What must be reported?

Deaths and injuries

Deaths and injuries do not have to be automatically reported but must be reported if they occur as the result of an accident arising out of or in connection with work.

An accident is a separate event to a death or injury, and is simply more than an event, it is something harmful that happens unexpectedly.

When deciding if the accident that led to the death or injury has arisen out of or in connection to work, the key issues to consider are whether the accident was related to:

- The way in which the work was carried out;
- Any machinery, plant, substances or equipment used for work; and
- The condition of the site or premises where the accident happened.

If any of the above factors were related to the cause of the accident, then it is likely that the injury will need to be reported to the enforcing authority. If none of the above factors are satisfied, it is likely that you will not be required to send a report.

Examples of incidents that do and do not have to be reported are available at www.hse.gov.uk/riddor/do-i-need-to-report.htm.

Deaths

A death must be reported if:

- It results from a work accident;
- A worker sustains an occupational injury;
- It results from a suicide on a relevant transport system (this is considered to be an accident for the purpose of RIDDOR); or
- It results from an act of physical violence to a worker.

Injuries to people at work

RIDDOR gives two types of injuries that must be reported if the person was at work

- ‘major injuries’ and from 6 April 2012 ‘over-seven-day injuries’.

Major injuries

These include:

- A fracture, other than to fingers, thumbs and toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat-induced illness, unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- An acute illness requiring medical treatment;
- Loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and/or
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

Over-seven-day injuries

From 6 April 2012, the law will introduce the over-seven-day injury category. This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (Not counting the day of the accident).

Over-three-day injuries

From 6 April 2012, you do not have to report over-three-day injuries, but you must keep a record of them (see 2012 change). If you are an employer, who has to keep an accident book, the record you make in this will be enough.

Injuries to people not at work

You must report injuries to members of the public or people who are not at work if they are injured following an accident that arises out of, or in connection with, work and are taken from the scene of an accident to hospital for treatment.

If the injured person was already at a hospital, the report only needs to be made if the injury is a 'major injury' (see above).

Occupational diseases

Employers and self-employed people must report occupational diseases. This must be done when they receive a written diagnosis from a doctor that they, or an employee, is suffering from one of these conditions and the sufferer has been doing the work activities listed for that illness.

Dangerous occurrences

Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported. There are 21 categories of dangerous occurrences that are relevant to all workplaces, for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Electrical short circuits or overloads causing a fire or explosion, which results in the stoppage of the plant for more than 24 hours or has the potential to cause death;
- The accidental release of a biological agent likely to cause severe human illness; and the accidental release of any substance that may damage health (not applicable offshore).

For a full list of dangerous occurrences applicable to all workplaces, and additional categories of dangerous occurrences applicable to mines, quarries, relevant transport systems (railways etc) and offshore workplaces, see A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.¹

Gas incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died or suffered a major injury in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer, registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die or suffer a major injury. This may be due to the design, construction, installation, modification or servicing, and could result in:

- An accidental leakage of gas;
- Inadequate combustion of gas; or
- Inadequate removal of products of the combustion of gas.

You can report online.

Exemptions

In general, regulation 10 of RIDDOR exempts duty holders from reporting deaths and injuries that result from:

- Medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- The movement of a vehicle on a road (unless the person was loading or unloading the vehicle or working alongside the road, e.g. constructing or maintaining the road or adjacent buildings, the accident involved a train, or the accident involved the escape of a substance from a vehicle) and/or the duties carried out by a member of the armed forces while on duty.

How to report

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting Out of Hours

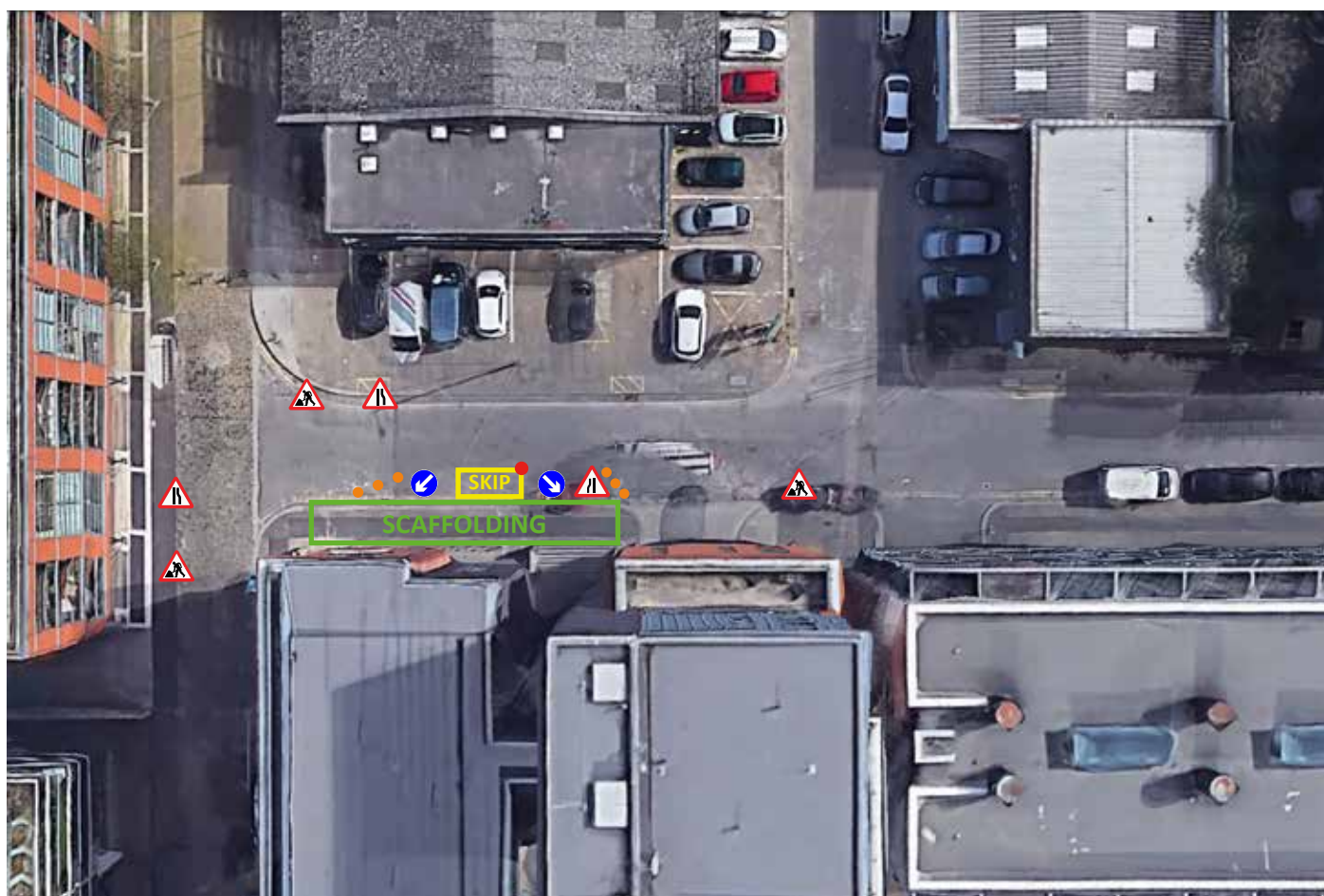
HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- A work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- A serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online. More information about contacting HSE out of hours can be found at

www.hse.gov.uk/contact/outofhours.htm.

APPENDIX J - TRAFFIC MANAGEMENT PLAN



Site skip location with safety light



Scaffolding with pedestrian access underneath



Traffic cones

