



Construction Phase Plan (L Projects)

CubicWorks

38 Mosley Street

38 Mosley St Manchester M2 3AZ

Revision C 16/09/2022



	Name	Title	Date	Signature
Prepared By:	Richard Barnes	Project Manager	05/07/2022	
Approved By:	Mark Wright	Director	05/07/2022	
	Shaun Baker	H&S Manager	05/07/2022	

Received and acknowledged by the Client and the Principal Designer and works acceptable to commence:

	Name	Title	Date	Signature
Client Representative	Marcus Branch-Curtis	Building Surveyor		



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Principal Designer	Alex Brooks - AXI	Principal Designer		
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	Revision No.	Adjustment by	Date	Comments
	No.1	Richard Barnes	05/07/2022	COVID-19 Revisions. Site Security reductions. Appendix reference adjustments, Section 5.2. A&E Reference
	No.2	Richard Barnes	16/09/2022	Update to the scope of works to include terrace works and the replacement of glazing

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1.0 Introduction

The Construction (Design & Management) Regulations 2015 requires CubicWorks Ltd to Plan, Manage and Monitor their own work to make sure that workers under their control are safe from the start of their work on site. This Construction Phase Plan has been developed in order for us to successfully manage this.



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This Construction Phase Plan Sets out the Safety and Environmental measures and procedures to be followed by all parties involved in the Project.

The Plan operates in conjunction with the Client's Pre-Construction Health and Safety Information, the Project programme and any other documents referenced within it.

COVID-19

The COVID-19 situation will be monitored and measures detailed within the Coronavirus Risk Assessment will be amended/updated to reflect any relevant requirements needed specific to the project.

These changes and Coronavirus related information within this document are highlighted in Blue.

Further information is also detailed in Section 5.17.

1.1 Scope

This Plan provides Health, Safety and Environmental information for use by all people assigned to the Project and it also identifies Health, Safety and Environmental requirements that have resulted from the design. Some of these requirements may have a direct effect on the installation activities.

Therefore, as the design evolves, further information may be added to this plan, to point to the Risk Assessments, Method Statements and Codes of Practice that describe the safe systems of work required.

1.2 Document Control

Amendment	Date	Signature	Name (Print)	Amended Pages
1.	25/07/2022		Richard Barnes	2,13,15,26,
2.	16/09/2022		Richard Barnes	6
3.				
4.				
5.				

The Document holder shall incorporate all amendments received (all amendments to be shown in red for the particular update) with superseded pages destroyed and update of the amendment record above to appropriately display changes. After five amendments this document shall be re-issued.

1.3 Policy Statements (attached as appendix)

- Health and Safety Policy
- Environmental Policy
- Modern Slavery Statement

2.0 Project Description & Scope of Works

Brief

The project comprising the repair and refurbishment of the grade 2 listed 38-42 Mosley Street in Manchester. The works include the following:

Internal refurbishment works to create four floors of CAT A office spaces and common parts; inclusive of a new VRF system, new lighting and power scheme, heritage repair works and finishes. Each floor comprises of open plan office spaces with new lobby areas and WC's to each floor. The ground floor main entrance area will be transformed into a reception area to provide a bespoke reception desk, booth seating, banquette seating and a refreshment station. The basement will additionally be refurbished to create a gym, shower block and bike store.



External works will comprise roof repair works and an adaptation of the existing front door.

Site Location

38 - 42 Mosley Street. 38 Mosley St Manchester M2 3AZ

Scope of Works

Demolition Works

- Soft strip out of existing finishes
- Strip out of existing internal brick walls to create an open floor plate on each floor
- Electrical cabling strip out back to main DB/Switch boards
- Ductwork strip out back to main risers
- Existing plant room strip out

Electrical Works

- Isolations and removals of existing redundant equipment
- LV submains and distribution
- Lighting installations
- Power installations
- Mechanical supplies
- Fire alarm
- CCTV
- Access control
- AV Installation
- Test and Inspection

Mechanical Works

- Isolations and removal of existing redundant equipment.
- Supply and extract ventilation to office floor plates, common parts and toilets
- HVRF installations
- Ventilation installations
- Controls
- BMS
- Refrigerant leak detection

Heating and Plumbing

- ASHP installation
- BCWS installation
- Domestic hot water systems
- Above ground drainage
- Sanitaryware installations
- Dry Riser and Watermist System
- LTHW installation
- Thermal insulation
- Chlorination and water treatment
- Ground floor kitchenette

Internal Construction & Repairs

- Installation of new MF Ceilings
- Heritage Repair Works
- Installation of new stud partition and glazed partition walls
- General plaster/making good repairs throughout the building
- New joinery works inclusive of new doorsets, architraves, skirting boards and window cills



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- Front Door adaptation
- Fire stopping of existing penetrations
- Brick/Concrete penetrations for electrical/HVAC installations

Finishes and FF&E

- Decoration to walls, ceilings and joinery elements
- Soffit Spraying for exposed open office areas
- Vinyl installation to stairwells including aluminium nosings
- Tiling to floors and walls
- New carpets to offices
- Bespoke gym flooring and finishes
- Barrier Matting to main entrance
- New bespoke joinery elements to include reception desk, booth seating, banquette seating, wall panelling
- Toilet and shower room accessories
- Reception and general signage and decorative planting

Activities involving Higher Risk

- Non licensed asbestos works as part of the plant room demolition works
- Asbestos drilling works within the plant room into AIB board
- Crane Lifts for plant room equipment

Terrace Works

- Removal of existing glazing to the 2nd and 3rd floor
- Removal of brickwork and sandstone to allow a doorway to be installed onto a new decking area
- Installation of a steel framework to support a new glass balustrade
- Glazed screens with an integrated doorway onto the decking
- Internal steps to lead onto the decking
- new timber subframe to provide fixings for the new timber decking
- composite timber decking
- External Lighting

2.1 Client Project Management Team

Duty Holder	Name & Company	Contact (Email/Tel.number)
Client	Marcus Branch-Curtis - Bruntwood	marcus.branch-curtis@bruntwood.co.uk / 07393 237 886
Principal Designer	Alex Brooks - AXI	alex@axi.studio / 07590201868
Principal Contractor	Richard Barnes CubicWorks Ltd	Richard.barnes@cubicworks.co.uk/07553 525398

2.2 CubicWorks Project Team

Role	Name	Contact (Email/Tel.number)
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Director	MarkWright	mark.wright@cubicworks.co.uk/ 07539 220 235
Project Manager	Richard Barnes	Richard.barnes@cubicworks.co.uk/07553 525398
Site Manager	Remus Pantiru	remus.pantiru@cubicworks.co.uk / 07507495513
Site Manager	Dan Ruth	daniel.ruth@cubicworks.co.uk

2.3 Other Key Project Personnel

Role	Name	Company	Contact (Email/Tel.number)
Health & Safety Manager	Shaun Baker	CubicWorks	Shaun.Baker@cubicworks.co.uk 07553 490562
Commercial Manager	Tom Newton	Cubicworks	Tom.newton@cubicworks.co.uk/074 64497732
Electrical Consultant	Rob Francis	Hilson Moran	rfrancis@hilsonmoran.com 07827308424
Mechanical Consultant	Steve Higgins	Hilson Moran	shiggins@hilsonmoran.com 07770 976218
PQS	Robbie McNeil,	Bruntwood	robbie.mcneil@bruntwood.co.uk 07391417165
Planning Consultant	Paul Butler	Paul Butler Associates	ralph@paulbutlerassociates.co.uk
Development Manager	Lauren Gavaghan	Bruntwood	lauren.gavaghan@bruntwood.co.uk 07796020808

2.4 Project Duration

Start Date:	18/07/2022	
Anticipated Completion Date:	24/02/2023	
Expected Duration:	32 Weeks	
F10 Notifiable:	YES	

3.0 Communication and Management of Work



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CubicWorks Ltd will ensure that, so far as is reasonably practicable the site is and remains a safe and healthy place to work. Key to achieve this objective is the continual coordination of the works, underpinned by good communication and cooperation between all involved within the Project.

CubicWorks as the Principal Contractor will ensure that:

- All necessary welfare and site facilities are provided and kept in a clean state.
- Anyone employed or engaged by CubicWorks are competent, adequately trained and resourced.
- A suitable, sufficient and Project specific induction is undertaken and delivered to all staff and operatives on the project and visiting the project.
- During the induction process any specific risks will be highlighted and communicated to inductee to raise awareness.
- Works are planned, managed and monitored to make sure that workers under our control are safe as soon as their work commences on site.
- Workers under our control (whether directly employed, self-employed or subcontractor) are provided with all necessary information to ensure their health, safety and wellbeing.
- We cooperate with others and coordinate their works with others working on the Project.
- The workforce is properly consulted on matters affecting their health, safety and welfare, and wherever necessary, obtain specialist advice from third parties (for example from a structural engineer or occupational health).
- Any other relevant duties, which fall under the requirements as set out in regulations 11 -14 of the Construction (Design and Management) Regulations 2015.
- [The COVID-19 Risk Assessment and requirements are communicated thoroughly to our supply chain partners.](#)
- We will ensure that any significant environmental impacts are communicated to relevant parties.

3.1 CubicWorks Ltd Organisational Structure

3.1 - Roles & Responsibilities.



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	POSITION	Director	H&S Representative	Project Manager	Site Manager	Site Supervisor	TWC	TWS	
ELEMENT									
									R Responsible
									A Aware
									I Informed
									S Supporting
Fire/Emergency									
	Policies & Procedures	R	S	A	A	A			
	Training	R	S	A	A	A			
	Risk assessments/plans required	S	S	R	I	I			
	Maintenance	A	A	S	R	S			
Environment/Waste Management									
	Policies & Procedures	R	S	A	A	A			
	Training	R	S	A	A	A			
	Risk assessments/plans required	S	S	R	I	I			
	Waste off site	A	A	S	R	S			
Temporary Works									
	Policies & Procedures	R	S	A	A	A			
	Training	R	S	A	A	A			
	Appoint of positions	R	S	A	A	A	I	I	
	Register	A	I	I	I	I	R	S	
	Permit to load/strike	A	I	I	I	I	R	S	
Asbestos									
	Policies & Procedures	R	S	A	A	A			
	Training	R	S	A	A	A			
	Risk assessments/plans required	S	S	R	I	I			
	Waste off site	A	A	S	R	S			
Quality									
	Policies & Procedures	R	S	A	A	A			
	Training	R	S	A	A	A			
	Risk assessments/plans required	S	S	R	I	I			
	Quality Assurance	A	A	S	R	S			
Welfare									
	Policies & Procedures	R	S	A	A	A			
	Training	R	S	A	A	A			
	Risk assessments/plans numbers required	S	S	R	I	I			
	Maintenance/cleaning	A	A	S	R	S			

Health and Safety Manager

The Site will conduct Health and Safety inspections ([CSF02.1](#)), compiled on a site specific basis, as identified by the Project Inspections Requirements Tracker.

This report will be issued to the Project Team and Client Team (where applicable). The H&S Manager will also:

- Provide Advice and Guidance to the Site Team on Health, Safety and Environmental Compliance, Legislation and Best Practice.
- Communicate Health and Safety messages/information to the Workforce.
- Monitor safety on site and produce site inspection reports.
- Investigate accidents/incidents and prepare reports to prevent/mitigate risk of recurrence.
- Attend Health and Safety meetings, where applicable and promote positive Health and Safety Cultures.
- Review Site safety documentation and provide advice and guidance, where required.
- [Advise on any COVID-19 requirements/changes to working practices.](#)



- Where necessary, liaise with the Client and ensure that the Client's requirements are being fulfilled.

3.2 Monitor and Review

Project Team

The Project Team will be responsible for the daily management of Health and Safety for CubicWorks. Project Managers, Site Managers/Supervisors and Subcontractors Supervisors/Managers will be responsible for ensuring the necessary Health, Safety and Environmental Laws, Requirements and Procedures are implemented on the Project.

The Project Team will be responsible for:

- Managing Health, Safety and Environmental compliance and practices on site.
- Liaising/communicating necessary information with the Workforce.
- Monitoring safety performance and ensuring any necessary improvements, controls or training requirements are implemented.
- Update the Construction Phase Plan, as required.
- Host Monthly meetings to discuss Site Health and Safety requirements and allow recommendations/concerns from the Workforce, In addition recording and distributing minutes of said meetings ([CSF022](#)).
- Manage Direct & Subcontractor mandatory site safety documentation, including RAMS, Safe Starts, Registers, etc.
- Conduct Site inductions, communicating emergency procedures and relevant information, such as, Welfare Arrangements, allocated walkways, etc.
- [Ensure controls specified within the COVID-19 Risk Assessment are implemented, maintained and reviewed and communicated to the Workforce.](#)

The Project Team will complete a Weekly HSE Checklist ([CSF08](#)) on site. Any issues, concerns and/or good practice will be annotated and issued Weekly to the Project Team and Health & Safety Manager.

[This delivery will temporarily include a COVID-19 Checklist as a means to monitor and maintain requirements.](#)

Site Office Documentation

CubicWorks will ensure that the Site Office is set up to ensure all critical information is in a prominent place and readily available, with relevant Health and Safety information displayed and visible to the Workforce.

Safety Coordination & Document Control

CubicWorks will ensure that the coordination of site safety documentation is maintained. CubicWorks will ensure that the following mandatory documentation is completed/returned from Direct/Subcontractor Supervisors/Managers and issued/filed appropriately:

- Weekly Inspections, Including:
 - Mobile Scaffold Towers ([CSF03.1](#))
 - Podium Steps ([CSF03.5](#))
 - MEWPs ([CSF03.2](#) ([A](#), [B](#) or [C](#)))
 - Ladders/Stepladders ([CSF03.3](#))
- Plant, Tools & Equipment Registers ([CSF09](#))
- Daily Inspections:
 - Daily Safe Start/Briefing ([CSF014](#))
 - Other relevant HSE documentation/information.
- Toolbox Talks - Issued with record of communication/register ([CSF05A](#)) completed by the workforce.
- Induction and delivery of site specific requirements/risks (Asbestos, Rules, etc.).
- Host/Attend Safety Meetings.

Health and Safety Manager

The Site will conduct Health and Safety inspections ([CSF02.1](#)), compiled on a site specific basis, as identified by the Project Inspections Requirements Tracker.

This report will be issued to the Project Team and Client Team (where applicable). The H&S Manager will also:

- Provide Advice and Guidance to the Site Team on Health, Safety and Environmental Compliance, Legislation and Best Practice.
- Communicate Health and Safety messages/information to the Workforce.
- Monitor safety on site and produce site inspection reports.
- Investigate accidents/incidents and prepare reports to prevent/mitigate risk of recurrence.



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- Attend Health and Safety meetings, where applicable and promote positive Health and Safety Cultures.
- Review Site safety documentation and provide advice and guidance, where required.
- [Advise on any COVID-19 requirements/changes to working practices.](#)
- Where necessary, liaise with the Client and ensure that the Client's requirements are being fulfilled.

Group Review

The Site Team will constantly monitor safety and environmental performance of the project by ensuring that all accidents/incidents are reported and investigated. The arrangements within the Construction Phase Plan will be regularly reviewed and updated, as the circumstances on Site change.

3.3 Health, Safety & Environmental Objectives and Targets

CubicWorks have outlined the following goals/objectives of the project, as follows:

- Compliance with all Health, Safety and Environmental Legislation so far as reasonably practicable.
- CubicWorks Health and Safety Requirements will be adhered to at all times unless it is deemed impractical or if it is evident that the requirements will put any person(s) at an unacceptable risk. On such occasions, CubicWorks will address and alter the working methods to suit, with appropriate communication to the relevant persons involved.
- To continue to identify, evaluate and minimise the risks associated with the project/operations.
- Endeavour to achieve an Accident Frequency Rate (AFR) of Zero for the Project.
- Have no significant incidents resulting in action by a safety or environmental enforcement agency.
- Ensure that Contractors working for, or under the operational control of CubicWorks, will comply with this Construction Phase Plan and CubicWorks Health, Safety and Environmental Policies, Procedures and Requirements.
- [Ensure compliance with COVID-19 Requirements/Controls identified within the COVID-19 Risk Assessment, as far as is reasonably practicable.](#)

4.0 Arrangements

The following sections explain the day-to-day arrangements in place for the management of HSE matters on Site:

4.1 Regular Liaison with the Client, Principal Designer and Subcontractors

Client & Principal Designer

CubicWorks will hold regular Project Specific Health and Safety Meetings and representatives from the Client, Principal Designer and Subcontractors' management will be invited to attend. Additionally, it is envisaged that any relatable HSE issues, focuses or upcoming risks will be discussed and reviewed during periodic meetings.

The CubicWorks Project Management Team will have a permanent on site presence and will be in constant communication with the relevant personnel from each Duty Holder. The Project Manager will have overall responsibility on site and conduct regular reviews, liaising with the client or their representative and subcontractor teams to address any safety issues where necessary.

CubicWorks Health and Safety Manager will conduct Site Visits and liaise with the Project Team addressing any safety or environmental issues/concerns. Reports from the H&S Manager's Site Inspections will be produced and issued to the Project Team and Client/their Representative. Copies of the Site HSE Reports will be Held Electronically on CubicWorks System.

Monthly Subcontractor HSE Meetings

Monthly Site HSE Meetings are to be chaired by the CubicWorks Project Team (Project Manager, Site Manager, etc.), with attendance from the Site Team, Subcontractor Supervisors/Managers and other relevant personnel as identified prior.

The minutes from these meetings ([CSF022](#)) are to be communicated to employees and circulated to necessary parties electronically and displayed on the H&S Notice Board on site.

[These will however be subject to limitations during the current COVID-19 situation.](#)



Daily Coordination Meetings

CubicWorks will host Daily Coordination meetings every day at 9am where mandatory attendance is required from all nominated contractor Supervisors. Upcoming work, along with any notable risks or information (e.g. route changes, exclusion zones, isolations, etc.) will be relayed. It is then the Contractors responsibility to distribute this information to their employees.

Inductions

All CubicWorks and Subcontractor operatives working on site will attend a site specific Health & Safety Induction before the commencement of any works. Inductions will be held Daily at 8am, Subcontractors attending the site must give prior notification for attending inductions.

Due to the Current COVID-19 Epidemic due thought and controls must be allocated for inductions taking into consideration room size and allocation of max. Occupancy to maintain social distancing requirements.

4.2 Consultation with the Workforce

CubicWorks Ltd will consult with employees or their representatives on the following:

- The introduction of any measure that may substantially affect their health and safety at work, for example, the introduction of new equipment or new systems of work.
- Communication of COVID-19 Risk Assessment Controls/measures and ensuring any/all updates are captured and communicated to relevant personnel.
- Arrangements for competent people to help ensure compliance with HSE Laws.
- The information on the risks and dangers arising from their work, measures to reduce or eliminate these risks and what employees should do if they are exposed to a risk.
- The planning and organisation of HSE Training and the health, safety and environmental consequences of introducing new technology.
- All personnel are to operate in line with the latest Government guidance and unless 'essential', minimum safe distancing measures are to be maintained in all circumstances.

Toolbox Talks

Toolbox Talks will be delivered on a weekly basis by CubicWorks Direct or Subcontractor supervisor(s).

Toolbox Talks are a brief talk or meeting about a specific HSE Subject prior to the commencements of works on site. These talks can be delivered in a variety of ways but are typically a brief (2-5 minute) interactive discussion/meeting on HSE related subjects. Toolbox talks are used to cover a variety of short safety training subjects and to remind and raise awareness of employees of the importance of health, safety and environmental issues before being set to work.

Daily Coordination Meetings

CubicWorks will ensure satisfactory information has been provided to each trade/subcontractor under CubicWorks Control each day, relaying any notable information/areas/changes to site bearing risk, or any potential changes to outlined Safe Systems of Work.

Any high risk or notable hazards will be relayed, including any areas of focus, issues, diversions or planned obstructions that may affect the Workforce and/or third parties.

These meetings will be hosted within the site welfare facility or the site office onsite with a look ahead to upcoming activities/risks.

These will also be conducted by CubicWorks Direct Supervisor/Manager in an open, well-ventilated area in order to maintain social distancing. Dependant on numbers, this may require reducing to smaller groups and staggered times accordingly.

Daily Safe Start

Before beginning work, nominated Subcontractors will be responsible for completion of the CubicWorks Daily Safe Start Document. This, completed by Supervisors, will record the physical action of putting operatives under their employment to work in a safe environment with the correct information, instruction, training and equipment to operate/conduct the task.



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Documentation will be returned by the Subcontractor to the CubicWorks Project Team by 8.30am daily

4.3 Selection and Control of Subcontractors

CubicWorks will satisfy themselves that Subcontractors are competent (i.e. they have the sufficient skills and knowledge) to do the job safely and without risks to health and safety or the environment. The degree of competence required will depend on the work to be done. All HSE arrangements, procedures, permit to work systems and policy statements will be provided to all Subcontractors and records retained to confirm their understanding and agreement to act in accordance with it.

A vetting process is undertaken prior to appointing Subcontractors ensuring that they have sufficient requirements in place. Selected Subcontractors will have signed policies, procedures and insurances. A copy of this Construction Phase Plan will be issued to all Subcontractors, who will comply with any requirements stipulated within.

A Pre-Start H&S Meeting will be undertaken with all Subcontractors prior to them beginning works on site. This is hosted at site level by either the H&S Manager and/or the Project Manager/Site Manager.

4.4 Site Security

CubicWorks will ensure the security of the Construction Site meets the requirements stipulated within the Construction (Design & Management) Regulations 2015 (CDM 2015) Regulation 18.

Access & Personnel Requirements

All CubicWorks employees, Subcontractors and visitors will:

- Abide by the CubicWorks pre-notification requirements to allow admittance into Site.
- Note: Signing in/out may be altered during Covid-19 working parameters in order to maintain Governmental recommendations in regards to social distancing.*
- Visitors are to be escorted around the Project and booked attendance where necessary details/information will be provided.
 - Upon accessing the CubicWorks site, all will abide by the CubicWorks signing in/out procedure.
 - Ensure that we have taken all reasonable steps to prevent access by unauthorised persons to the construction site. Only people who are explicitly authorised, individually or collectively by CubicWorks should be allowed access. Appropriate segregation will be in situ with relevant signage.
 - Ensure that Subcontractors working on the behalf of CubicWorks undergo a Site Health and Safety Induction held by CubicWorks.
 - Under no circumstances will any CubicWorks employee or Subcontractor be permitted to either disrupt or in any way dismantle the boundary fence unless instructed to do so.

Site Operations

The site operating times are Monday - Friday 7am-4pm. Any 'Out of Hours' visits to site must be authorised in advance through the Project Management Team. Any works of this category will be planned in advance.

Security

Areas under construction, at the required stage, will be under CubicWorks control. Areas under CubicWorks control will be appropriately segregated, signed and managed as a construction area.

4.5 H&S Induction

All CubicWorks staff and their Subcontractors may not start work on the site until they have been provided with basic information. This will include necessary information from CubicWorks about particular risks/hazards associated with the project, and from designers about any significant risks associated with the design.



All persons will undergo the CubicWorks Site Health and Safety Induction. Site inductions will take place daily at 8am in the designated area 1st floor site welfare facilities or [an open, well-ventilated area](#). All individuals are requested to arrive 30 minutes early so details can be checked off and to ensure a prompt start to the induction; anyone who arrives late will not be allowed to attend the induction on that date and require attendance on a later date.

During this induction, the individual will:

- Receive CubicWorks Health and Safety Induction Presentation, completing Site Induction Training Receipt. *Presentation will detail all site elements and information contained but limited to this CPP. Critical safety information (emergency evacuation procedure) and rules/procedures (PPE) will be relayed at this time.*
- Provide evidence of training with copies provided to CubicWorks Site Team.

All individuals are required to bring the following paperwork/documents with them, as proof of identity, when they arrive for a site induction:

- A valid (Trade Specific) Skill Card (CSCS/ECS etc.) (paper "test passed" copies shall only be valid for 30 days. Proof of card purchase must be shown at induction).
- All other relative training records or licences, i.e. 'PASMA, IPAF'

A Site induction will not take place if the above paperwork is not presented on the day of the induction.

- [Receive details relating to the COVID-19 Risk Assessment, including; Control measures, requirements, etc.](#)
- Provide information regarding next of kin details, which may be used in the event of an emergency. This information is controlled & filed as confidential in a secure location. Destroyed as confidential waste at the end of the project.

Inductions and records will be logged on the Project Induction Register saved electronically and accessible by CubicWorks Site Management employees only.

4.6 Training

CubicWorks are required by law to ensure the competence of their employees and to provide training and instruction as necessary. CDM 2015 places duties on Contractors and Principal Contractors to ensure that workers are competent and to provide training where necessary. CubicWorks will ensure that all the workers have been provided with the suitable health and safety information and training that is required to fulfill their activities in a safe manner.

CubicWorks Direct Employees Training Requirements are logged on the Training Requirements Matrix and Atlas, The Citation Platform.

Other forms of training will include:

- *Toolbox Talks – delivered on a weekly basis and delivered by a Supervisor.*

Subcontractor operatives will be expected to provide, where necessary, the following:

- *CSCS/ECS Scheme – CubicWorks shall ensure that any person employed by or acting on behalf of CubicWorks is registered under the Construction Skills and Certification Scheme ("CSCS") and holds a valid CSCS or JIB card. Please Note: Paper "Test Passed" copies shall only be valid for 30 working days alongside proof of payment for the card; failure to supply a valid card after this date could result in the operative being removed from site.*
- *Manual Handling – Evidence of Manual Handling training undertaken in the form of certification.*
- *Work at Height, MEWPs - necessary IPAF certificate must be held (Section 5.3).*
- *Work at Height, Mobile Scaffold Towers – necessary PASMA certificate must be held (Section 5.3).*
- *Work at Height, Other - working at height activities will be subject to Risk Assessment review.*
- *Abrasive Wheels - All Operatives that are required to work with and change the abrasive wheel will undergo the appropriate Abrasive Wheel training.*
- *Face Fit, detailing the relevant mask at the time of testing. Only Fit2Fit Accredited certification will be accepted.*

4.7 Welfare and First-Aid Facilities



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Welfare

CubicWorks are aware that the Construction Phase must not start until arrangements are made for suitable welfare facilities. Welfare arrangements will be in line with the Construction (Design & Management) Regulations 2015 (CDM 2015), in particular, Regulation 4, 13, 15 and Schedule 2.

CubicWorks welfare facilities will be located on the 1st floor with a canteen, WC's and welfare facilities. The site office will be located on the ground floor..

Please refer to the attached Site Office & Welfare Plan for further information.

Parking

All Contractors will park at the nearby NCP car park, no onsite parking is available.

First Aid

CubicWorks will ensure a suitable number of First Aiders are provided. The majority of Site Managers and Supervisors are all First Aid at Work qualified. Various Subcontractors depending on labour numbers will also hold First Aid qualifications.

CubicWorks will ensure a first aid box is positioned within the Site Office with the relevant signage to indicate the location, additionally relayed during the CubicWorks Health and Safety Induction.

The First Aid Box comes stocked with protective gloves that are to be used by the First Aider in all cases. The latest Professional Body advice is to be followed in all circumstances.

A&E

In the event of an injury requiring hospital treatment. The nearest A&E is North Manchester General. The fastest route can be found in section 2.9 of the CEMP.

4.8 Accident Reporting and RIDDOR

All accidents must be reported to CubicWorks Site Management Team. Reported accidents will be reported via CubicWorks internal Accident/Incident Reporting procedure. This information is provided to operatives during CubicWorks Health and Safety Induction. Dangerous Occurrences, Near Misses, High Potential Incidents, etc. will also be reported.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires the 'responsible person' to notify any death, reportable injury, disease or dangerous occurrence to the relevant enforcing authority. CubicWorks will thoroughly investigate any RIDDOR reportable accident and provide an extensive report detailing the route cause(s) and the corrective measures required to ensure the accident does not reoccur.

Accidents will be reported to CubicWorks by the Injured Person (IP)/ IP Supervisor/Manager (if IP is unavailable) and the CubicWorks Accident/Incident Report Form will be completed with the IP in attendance. Copies of this will be issued to CubicWorks H&S Manager.

In the event of an accident, Subcontractors will conduct necessary investigation into the incident, report findings and implement necessary controls where and however applicable.

4.9 Production and Approval of Risk Assessments

The Health and Safety at Work, ect, Act. 1974 -Section 2 (2) (a): places a duty on CubicWorks to provide and maintain Plant and Systems of Work that are, so far as is reasonably practicable, safe and without risks to health.

METHOD STATEMENTS & RISK ASSESSMENTS

All Method Statements & Risk Assessments will be produced/received from Subcontractors & reviewed, approved or rejected by CubicWorks using the Risk Assessment & Method Statement Tracker and then added onto the Risk Assessment & Method Statement Register.



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Subcontractors will be expected to ensure RAMS content is kept to specific detail only, outlining the necessary Safe Systems of Work their operatives will follow with regards to the task being undertaken, whilst ensuring that sufficient risks identified are controlled & these controls are easily communicated to the reader and recorded on CSF06.01 Record of Risk Assessment & Method Statement Communication & Instruction.

Any generic information within RAMS will be rejected and returned to the Subcontractor for rectification.

4.10 Site Rules

CubicWorks will always promote the safe conduct of work both on and off site. Site Rules are communicated to all persons within the site induction. Any visitors will be made aware of notable/relevant site rules, however will be accompanied whilst on site at any time.

CubicWorks understand that breaches of Safety Regulations and Site Rules will not be tolerated and may result in the employee and or supervisor being denied future access to the site.

4.11 Fire and Emergency

CubicWorks are to comply with the fire and emergency procedures laid out by CubicWorks site induction.. CubicWorks Understand and relay to all operatives that upon hearing a warning alarm, it is imperative that any activity is made safe/ceases and the advised egress route is to be used.

A Fire Risk Assessment will be undertaken once the Site has been set-up to ensure all required items are in place and monitored throughout the construction phase.

Necessary fire evacuation procedures will be highlighted to all personnel during Site Health and Safety Induction. This will include but not limited to the following information will be susceptible to change where necessary (notification will be given):

Fire Detection, Alarm and Fire-Fighting Equipment:

	Site Offices/Welfare	Site/Client-Controlled Areas
Fire Detection	Temporary smoke detectors linked to the main alarm system, isolated by necessary by arrangement	Temporary smoke detectors linked to the main alarm system, isolated by necessary by arrangement
Fire Alarm	Temporary alarm linked to the main system	Temporary alarm linked to the main system
Fire Extinguishers	Yes	Yes

Evacuation Route: All personnel are to follow the outlined evacuation route detailed via signage and corresponding fire evacuation plan. Personnel are to gather at the muster point where a roll call will be undertaken using the Daily Site Register. No admittance will be permitted back to the building until such a time confirmed by the CubicWorks Site Manager.

Muster Point: As per 38-42 Mosley street designed fire strategy

Roll Call: Following full evacuation of the Site a full roll call will be taken by the appointed Fire Marshal. The signing in/out register kept at the Site will be used.

Project Fire Marshals: Remus Pantiru/Dan Ruth



Fire & Emergency Plan located in Appendix.
An Emergency Action Plan (EAP) will be held on site.

4.12 Permit to Work

All Permits-to-Work (PTW) will be introduced and issued by CubicWorks to control work which is identified as increased risk. The PTW will be communicated between CubicWorks and Bruntwood where applicable, but most importantly those carrying out the work.

Such hazardous works include:

- Hot works
- Working at heights
- Manual Handling
- Roof access permit

Client-dependant works such as the following will be agreed once they arise:

- Electrical isolations
- Fire alarm isolations

5.0 Arrangements for Specific Risks on Site

Specific hazards have been identified within this project and detailed SSoW have been developed to mitigate such hazards. The following sections identify the arrangements in place for the site specific risks.

5.1 Delivery of Materials

All Deliveries received will be in-line with CubicWorks Logistic Plan/Procedure.

Booking system & allowance of time

Where practicable, drivers to call site manager Dan Ruth prior to delivery

Delivery routes & relevant gates/no's.

Deliveries to be via the back entrance on West Mosley Street.

Delivery times

7-3

Receipt of deliveries

Receipt of Deliveries, including Subcontractor deliveries being met by relevant Subcontractor personnel, vehicle manoeuvrability to be banked by a competent person, no vehicle reversing without a competent person present, etc.'

Once delivered to site, material movement will be managed by utilising:

- Manual Handling
- Mechanical Aids
- Plant, where applicable.

Please find Logistics Plan within Appendix.

5.2 Waste Management



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CubicWorks will ensure satisfactory housekeeping standards and waste management processes are maintained throughout the Project. All redundant materials will be placed into appropriate skips/bins located both within the building and located within the Site compound/s. Removal will be carried out by all Subcontractors working on behalf of CubicWorks.

If deemed a requirement, CubicWorks will instigate a slot allocated every day where works shall cease by all operatives who will proceed in ensuring their work/storage area/s are cleared, removing any waste from this location. Waste removal practices will be conducted on completion of works and at the end of the working day to ensure satisfactory action has been taken to ensure the working environment/site is minimised of slip, trip and fall risk.

CubicWorks shall comply with the Environmental Protection Act and all other legislation and regulations relevant to the excavation, production, storage, pre-processing, processing, treatment, use, transportation and or disposal of all waste and in particular the correct use of all transfer notes, records and notifications, as defined by CubicWorks Environmental Policy (Refer to Appendix).

CubicWorks are registered with the Environmental Agency under the Waste (England and Wales) Regulations 2011 as a Upper Tier Waste Carrier, Broker and Dealer. Any business removing waste from site will be expected to demonstrate their Waste Carriers License.

Environmental Management Plan

CubicWorks will prepare and complete an Environmental Management Plan. Please refer to Appendix 7

Waste Management Plan

CubicWorks will prepare and complete a Waste Management Plan. Please refer to Appendix 7

Skips removed from site will be collected by the designated Waste Container Provider and a Waste Transfer Note (WTN) produced and issued to CubicWorks on collection.

CubicWorks will endeavour to ensure where possible, that all installation items are prefabricated off site. This will reduce the amount of cut offs.

Aspects & Impacts Register

An Aspects & Impacts Register has been prepared for the Project, located in Appendix 7

5.3 Control of Substances Hazardous to Health (CoSHH)

Should any CoSHH be used by CubicWorks or their Subcontractors, materials will be stored in line with the associated CoSHH Assessment/Material Safety Data Sheet (MSDS). It is recommended that all subcontractors remove CoSHH at the end of each working day to reduce the risk of chemical storage. Where required, Subcontractors will ensure CoSHH is stored appropriately and where specified, in a lockable, bunded CoSHH Cabinet.

All CoSHH items will be identified within RAMS and associated MSDS and CoSHH assessment attached to it.

Should there be liquid substances a spill kit will be placed at the appropriate location. Employees will receive spill kit training via Toolbox Talk. Where required, Subcontractors will provide their own spill kit and ensure that their operatives have sufficient spill kit training.

Emergency procedures regarding spillages and fire will be controlled by CubicWorks & its Subcontractors unless otherwise specified.

Where activity-produced substance is produced that are hazardous to health (e.g. Silica Dust), satisfactory arrangements will be outlined within Method Statement Risk Assessment to remove, reduce and/or control the risk posed to both 1st & 3rd party.



5.4 Control of dust and airborne particles/ respirable Crystalline Silica dust

Where are the Health Risks?

- Silica dust from drilling, cutting, and grinding
- Dust from cutting or sanding hardwood
- Asbestos dust
- Dry sweeping concrete dust and other building debris can produce high levels of dust

What are the effects

Anyone who breathes in these dusts should know the damage they can do to the lungs and airways. The main dust related diseases affecting construction workers are:

- lung cancer
- silicosis
- chronic obstructive pulmonary disease (COPD)
- asthma.

How do we manage these risks?

Water – water damps down dust clouds. However, it needs to be used correctly. This means enough water supplied at the right levels for the whole time that the work is being done. Just wetting the material beforehand does not work.

On-tool extraction – removes dust as it is being produced. It is a type of local exhaust ventilation (LEV) system that fits directly onto the tool. This 'system' consists of several individual parts – the tool, catchment bag, extraction unit and tubing.

Respiratory protective equipment (RPE)

- Suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods. Powered RPE helps minimise this. Consider it when people are working for more than an hour without a break
- Compatible with other items of protective equipment
- Fits the user. Face fit testing is needed for tight-fitting masks
- Worn correctly. Anyone using tight-fitting masks also needs to be clean shaven.

Remember: RPE is the last line of protection. If you are just relying on RPE you need to be able to justify your reasons for this.

Note: FFP3 Disposable Masks and reusable half mask respirator with P3 Filters are CubicWorks minimum RPE Requirement and must be abided by, by all employees and Contractors / Subcontractors attending Site and / or conducting work activities on behalf of CubicWorks. RPE is to be face fit tested for the user and all Contractors / Subcontractors are to Provide Face Fit Test Certificates at induction stage to CubicWorks Site Management Team.

Other controls - Depending upon the work you are doing you may have to combine these measures with other controls. Think about:

- Limiting the number of people near the work
- Rotating those doing the task
- Enclosing the work to stop dust escaping.
- Use sheeting or temporary screens
- General mechanical ventilation to remove dusty air
- From the work area (eg in enclosed spaces such as indoors)
- Selecting work clothes that do not keep hold of the dust.

5.5 Access Equipment



Throughout various areas of the Site, different access equipment will be utilised. Where possible, CubicWorks will endeavour to eliminate working at height, as per CubicWorks Preferred Access Equipment Guide contained within CSP-0104 - Access Equipment - Site Operating Procedure, however where this cannot be mitigated the following types of access equipment will be utilised. Relevant risks and controls will be detailed within Method Statement Risk Assessments. All subcontractors will comply with the information/requirements laid out below:

High-level works (Approx. 3m and above)

MEWP (Scissor Lift) – Operated by an IPAF-certified individual (IPAF 3a). Prior to use, pre-use inspection registers will be completed by the operator ([CSF03.2A Scissor-Boom](#)). In-date machine Thorough Examination Certificate (TEC) will be held both on the machine and filed in the Relevant CubicWorks File, and logged on the MEWP Management Register ([CSF03.2D](#)). As identified during training, MEWPs will be used in line with Manufacturer's Instructions. Usable machines will have keypad entry to deter unauthorised use, with the key removed when not in use. Necessary environmental attachments will be in place (nappy, tyre cover, filter etc.) where required.

MEWP (Mobile Boom) – Operated by an IPAF-certified individual (IPAF 3b). Prior to use, pre-use inspection registers will be completed by the operator ([CSF03.2A Scissor-Boom](#)). In-date machine Thorough Examination Certificate (TEC) will be held both on the machine and filed in the Relevant CubicWorks File, and logged on the MEWP Management Register ([CSF03.2D](#)). As identified during training, MEWPs will be used in line with Manufacturer's Instructions. Users will wear a certified harness that has been inspected by competent person with in-date TEC. Harness/lanyard will be secured to the designated anchor point whilst under operation. Usable machines will have keypad entry to deter unauthorised use, with the key removed when not in use. Necessary environmental attachments will be in place (nappy, tyre cover, filter etc.) where required. Anti-entrapment devices (Sky Siren) will be in place.

MEWP (Pop-Up) – Operated by an IPAF-certified individual (IPAF 3a or PAV). Prior to use, pre-use inspection registers will be completed by the operator ([CSF03.2B PAV](#) / [CSF03.2C PECO](#)). In-date machine TEC will be held both on the machine & filed in the Relevant CubicWorks Safety File, and logged on the MEWP Management Register. As identified during training, MEWPs will be used in line with Manufacturer's Instructions. Keys will be removed when not in use and chained (if required) to deter unauthorised use.

Mobile Scaffold Tower (MST) – Mobile scaffold towers will be utilised in line with manufacturer's instructions. MSTs will be built by PASMA-certified personnel only, who will inspect, maintain, dismantle and rebuild as required. MSTs will be built as per training with necessary attachments installed where required (e.g. stabilisers). MSTs will be visually inspected before each use, however formally recorded as inspected via scaftag that corresponds with Mobile Scaffold Tower Inspection Checklist ([CSF03.1](#)) minimum 7 day period (or when re-built).

Lower-level works (Approx. 3m & below)

Podium – Podiums will be utilised in line with manufacturer's instructions. Podiums will be erected as per manufacturer's instructions with necessary attachments installed where required (e.g. MKIII). Podiums will be visually inspected before each use however formally recorded as inspected via scaftag that corresponds with Podium Inspection Checklist ([CSF03.5](#)) minimum 7 day period (or when re-built).

Stepladders – Stepladders to be used as last resort after other options of access has been exhausted. Stepladders will be operated under Permit-to-Work issued by CubicWorks ([CSF11.01](#)). Stepladders to be used in line with HSE Guidance (INDG455), with strict control to ensure no misuse is registered. Stepladders will be inspected daily before use, and recorded weekly or in required circumstances on a 'Ladder tag'. This will correspond with mandatory documentation completed within the Relevant Safety Folder ([Stepladder/Ladder Inspection Checklist - CSF03.3](#)).

Hop-Ups – will be accepted as last resort after other options (enclosed working platforms) have been exhausted. Hop-Ups will be operated under Permit-to-Work issued by CubicWorks. Hop-Ups are to be used in line with Manufacturer's Instructions with strict control to ensure no misuse is registers. Hop-Ups will be inspected daily before use, recorded weekly or in required circumstance on a 'Hop-Up tag'. This will correspond with mandatory documentation completed within the Relevant Safety Folder ([Hop-Up Inspection Checklist - CSF03.4](#)).

Tool Tethering - Any areas of work at height is taking place, with open edges and / or a risk of tools, plant, equipment, and any other loose materials / objects falling from height and striking persons below Tethering is



required to prevent objects falling from height. Where there is a presence of pedestrian footfall below / in close proximity, exclusion of the area (chapter 8 barriers) is required, with warning signage affixed to raise awareness and prevent persons entering areas where there is risk.

5.6 Hand Arm Vibration

HAVS will be a risk CubicWorks will be exposed to during the project. Most notable and common recordable examples are detailed below, which will follow the below HSE guidance and recorded/managed on the specified document:

- Use of portable tools for drilling into material, notably concrete & metal clad
- Use of portable tools for cutting and/or installation of materials

Hand Arm Vibration exposure calculator can be located on the HSE web site. Follow instructions below for Web site: -

1. <http://www.hse.gov.uk/>
2. Insert Hand Arm vibration into the search box on HSE web page.
3. Click on Hand Arm Exposure calculator.
4. All instructions on how to complete the forms are identified on the same web page.

All calculations to insert into the vibration magnitude (m/s^2 r.m.s) section are supplied by the manufacturer or hire company (note: if an employee is using 2 vibrating tools in a working day e.g. Hammer Drill & Chop saw) both calculations need to be inserted). The timescales of use are to be calculated on site for the specific task.

Once these calculations are inserted the calculator will detail the exposure value. The exposure action value is 100 (action to be taken to reduce the risk), and the exposure limit value is 400 (must not be exceeded).

Once completed the calculations can be inserted into the vibration register located in the documentation file ([CSF13 - Hand Arm Vibration Exposure Calculations Register](#)). The employees must sign to confirm they understand the exposure limits and the records must be kept in your safe systems of work file in the site office. This requirement will be outlined during CubicWorks Site induction & discussed in-depth with the Subcontractor Supervisor post-induction. TBT delivery is also available.

5.7 Control of Lifting Operations

The following lifting operations & subsequent controls are potentially relevant to the Project:

Crane Lifts

Should necessary plant, materials and/or equipment (e.g. AHU/Chiller/MCCP/ductwork/pipework) require lifting to designated areas by crane, CubicWorks will ensure:

- Competent Crane Lift Company is employed who will assess the operation to enable planning, selection of the crane & lifting equipment, and commencement/completion of the required lift.
- A Lift Plan & Method Statement Risk Assessment is provided which will be reviewed, approved/rejected by CubicWorks.
- An Appointed Person is in place to plan & control the lifting operations. They will ensure that adequate inspection, maintenance & testing of the equipment has been carried out with necessary certification provided to CubicWorks. They will also take responsibility for organising the lift operation & see that necessary control measures have been implemented.

Non-Crane Lift (e.g. HIAB)

Should the use of HIAB lifts be required for material offload for deliveries/part of Lift & Shift operations etc., CubicWorks will ensure:

- Suitable Non-Crane Lift Plan (CSF019 or Contractor version) has been completed alongside Method Statement Risk Assessment, which will be reviewed & approved/rejected prior to delivery.



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In the case that this is for delivery of materials from a Subcontractor, the Subcontractor will be expected to ensure this has been retrieved, vetted and then submitted to CubicWorks in a suitable amount of time prior to delivery.

- Competency of the operator will be assessed to ensure operation is conducted safely, with necessary certification (personal or equipment) proved.

Material Management via;

Lifting Appliance (e.g. GENIE, Block & Tackle)

Where lifting appliances/equipment is required for material movement due to potential size, weight, space restriction etc., CubicWorks/Subcontractors will:

- Ensure suitable equipment/mechanical aid is selected & detailed within Method Statement Risk Assessment, communicated to operatives.
- Inspection is conducted on the equipment (minimum weekly), recorded on [CSF03.6](#).
- Necessary Thorough Examination Certificates (varying between 6-12 month inspection requirements) are produced prior to any operation, filed in the Relevant CubicWorks Site Safety Folders.
- Ensure the equipment is operated by a competent person who is familiar with the equipment & its operation.

MEWP

Where materials require moving/manoeuvring by MEWP, CubicWorks/Subcontractors will:

- Ensure necessary MEWP material attachments are installed (i.e. pipe rack, tray rack, etc.) by the Supplier.
- Ensure necessary attachments are utilised, as opposed to leaning materials on guardrails where applicable.

5.8 Plant, Tools & Equipment

CubicWorks will ensure that any plant, tools or equipment used as part of this Project is:

- Suitable for the intended use, and appropriate for the task to be conducted.
- Safe for use, maintained in a safe condition and inspected to ensure this remains the case. This will be conducted daily by the operative (advised during induction), recorded weekly by the Supervisor (recorded on Plant, Tools & Equipment Register ([CSF09](#))).
- Used only by people who have received adequate information, instruction, training & understanding of risk outlined in the Method Statement Risk Assessment.
- Accompanied by suitable safety measures where required (e.g. protective devices, markings, warnings).
- Where mechanical aids or equipment is used, where practicable controls or touch points are to be cleaned regularly.

Notable equipment will include:

- Hand Tools, incl.; screwdrivers, hammers, spanners, etc.
- Portable Tools, incl.; chop saw, circular saw, grinders, hammer drills, battery-operated equipment etc.
- Equipment must hold relevant PAT certification (3 months max) displaying both stickers & corresponding filed certification on site by the Subcontractor.
- Any cutting using portable equipment may be via Chop Saw, Circular Saw etc. This equipment must be mounted/secured, and be suitable for the equipment to be cut (used in line with Manufacturer's Instructions).
- Tool Tethers shall be used when working at height, where specified as a requirement by CubicWorks.'

Necessary risk controls will be detailed in specific Risk Assessment reference.

5.9 Traffic Management and Segregation of Vehicles and Pedestrians

CubicWorks will ensure that all employees and Subcontractors abide by the Traffic Management Plan & Traffic Control Measures that are set in place for this project. This will include segregation between vehicles and persons.

The attached Traffic Management Plan in Appendix details all pedestrian and vehicular access routes, segregation, restrictions. Additional information regarding deliveries can be found within Section 5.1.



It should be noted that roads surrounding the site are live public roads, careful consideration will be given to other road users.

5.10 Hot Works

It is expected that the following hot works operations will be relevant to the Project:

1. Brazing/soldering of pipework.
2. Grinding of various materials, pipework, etc.
3. Cable jointing (shrinking), where applicable.

CubicWorks/Subcontractors will comply with all Hot Work Permit/Procedures outlined by CubicWorks. These include:

- Permits will be requested by the operative conducting the works from the CubicWorks Site Management Team. Daily permits will be issued, and both parties will hold a copy of the Hot Work Permit (HWP) ([CSF011.02](#)).
- Works will be conducted in line with the HWP and Method Statement Risk Assessment, ensuring all necessary precautions and controls are implemented throughout its duration.
- Hot work must be ceased at least 2hrs before the end of a shift.
- Upon completion of the hot works, the operative must conduct the 'Fire-Watch Period' for a minimum of 1hr after completion.
- The HWP initially taken out is then signed off as closed with the CubicWorks Site Management Team and filed for documentation control.

All Hot Work requirements associated with CubicWorks will be complied with. Necessary control measures for hot works (fire-fighting equipment, fire shields, task-specific PPE) will be communicated to operatives via Method Statement Risk Assessment.

5.11 Noise

CubicWorks are committed to ensuring that our employees are not exposed to noise that will be detrimental to their health & wellbeing. If working in the vicinity of noisy equipment (1st or 2nd hand), CubicWorks will ensure necessary ear protection is being utilised by the individual.

Where noise being produced 1st hand the operative will ensure satisfactory ear protective equipment (ear defenders/ear plugs) are utilised in line with the communicated Risk Assessment & Method Statement.

As general guidance:

- Between 80 to 85 DB (A) ear protection is recommended.
- From 85 DB (A) ear protection is mandatory.

Where noisy works are taking place and are likely to exceed the above guidelines, the area is to be sign posted with hearing protection available for use by other person(s) entering the area.

No Noisy work restrictions are currently in place for this project. Noisy works and the impact on 57 spring gardens will be reviewed as the project progresses.

5.12 Asbestos

CubicWorks acknowledge there may be a presence of asbestos at any time in the Project's duration. CubicWorks understand that as the associated ACM removal works commence, will issue necessary clean air certificates where known ACM is stripped.

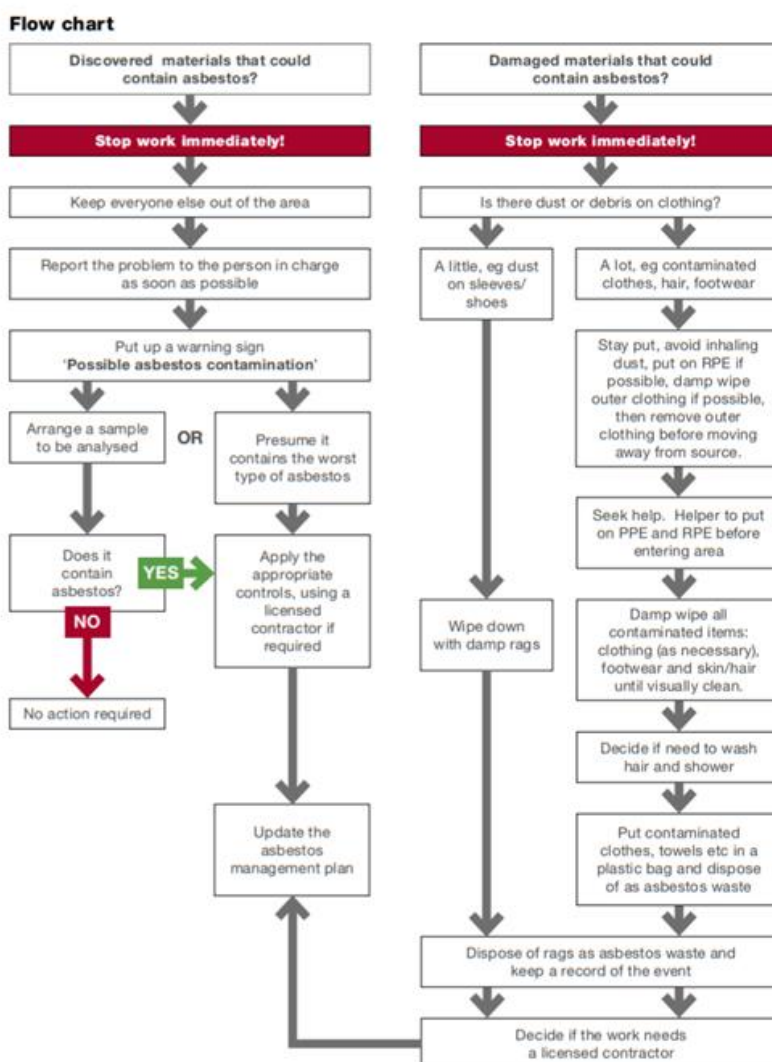
Training, Knowledge & Awareness



- At the time of the Site induction, all operatives will be made aware of the Project's circumstance concerning Asbestos.
- At the time of induction HSE Asbestos Essentials EM1, 'What to do if you discover or accidentally disturb asbestos during your work' will be reviewed with the operative.
- All operatives conducting work on behalf of CubicWorks will have a current Asbestos Awareness qualification, retained at induction.
- All staff working for/on behalf of CubicWorks will have a current Asbestos Awareness qualification, stored within the Company IT server.

Discovery and/or Exposure

CubicWorks will not knowingly place operatives at risk if potential for exposure is present. In the event of potential asbestos discovery or exposure, works will cease immediately with relevant actions introduced. Bruntwood will be notified at the earliest opportunity. At this time, control & restrictions of said location will be Discussed with Bruntwood to identify and implement relevant actions/controls.



5.13 Manual Handling



It is inevitable that Manual Handling will be present throughout the duration of the Project. CubicWorks will endeavour to:

- Ensure operatives have received satisfactory instruction, information & training, delivered during induction and via toolbox talk coupled with HSE guidance.
- Mechanical aids to be sourced wherever possible to mitigate or minimise the extent of manual handling.
- Ensure the manual handling risk has been assessed and mitigated/reduced wherever possible, via Method Statement Risk Assessment. Where unable to mitigate, the risk will be lowered to its minimal state via control measures.
- Manual Handling Assessment ([CSF06.RA109](#) or Subcontractors Version) has been completed for the individuals' tasks, and communicated in similar fashion alongside relevant Method Statement Risk Assessments.
- Manual Handling Toolbox Talk ([CSF05.08](#)) to be communicated during the duration of the Project to raise operatives awareness.

5.14 Personal Protective Equipment

CubicWorks will ensure all operatives are provided with PPE that is necessary for a task based on the findings of the relevant risk assessment and in line with the Project's minimum requirements.

As a minimum standard across site, default requirements include:

- Hi-Visibility Vest (CubicWorks Logo) (BS EN 417)
- Hard Hat (EN 397).
- Safety Boots (EN ISO 20345).
- Safety Gloves (BS EN 388) - Cut Level (CL) 5 Gloves (Lower Cut Level gloves may be adopted. However, this is strictly where justified and agreed within the RA).

Other personal protection will be utilised as required, detailed/outlined within the communicated Risk Assessment Method Statement. This may include: Impact Goggles (BS EN 166 B), Ear Defenders (EN 352-1), Ear Plugs (EN 352-2), RPE – JSP F8 PTC (BS EN 149), FFP3 Disposable mask (BS EN 140) or suitable alternative, Face Shield, etc.

Minimum PPE standards will be reviewed on an ongoing basis, and where deemed appropriate, amended to suit site conditions/activities being conducted.

Any PPE distributed by CubicWorks will be recorded on the PPE Register (form CSF07).

5.15 Electrical Safe Systems of Work

CubicWorks will ensure that an Electrical Safe System of Work is in place prior to any live electrical services being worked on, near or around.

Where isolations are to be made, the Electrician will submit a request for isolation, where required.

Where access is required into Live areas (risers, switch rooms, etc.) key control procedure will be developed and utilised, ensuring access is restricted when works have ceased and the area is unattended.

Works on electrical services will only be conducted by trained and competent persons (Electricians, technicians, engineers, etc.)

5.16 Trench Work



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All trench/excavation work will be carried out in accordance with The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4, in particular, Regulation 22.

All trench/excavation work shall be planned with a safe system of work produced specific to the site ground conditions which will be subject to CAT & Genny surveys undertaken. Any published survey reports will be made available on request once complete.

Breaking Ground will be managed on CubicWorks 'Permit to Break Ground' or a 'Permit to Dig' authorisation process managed by CubicWorks. All trench work envisaged ranges up to an approximate maximum depth of 750mm with security managed accordingly through traffic management plan requirements.

Any necessary environmental requirements identified throughout the Project (i.e. soil sampling) will be undertaken.

5.17 Occupied Premises/ Protection of the Public

Where work undertaken by CubicWorks involves working in or on occupied premises, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity. Advice will be sought from the Client if it is identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

All resources will be made available at all times to prevent incidence/accidents when working adjacent to areas occupied or used by the public. All employees working in these areas will be given adequate information and resources to carry out these works in a safe and effective manner. All necessary signage and protective measures will be made available to ensure no harm comes to members of the public where at all possible.

5.18 Drugs & Alcohol

CubicWorks has a zero-tolerance approach to the misuse of alcohol and drugs. Employees, and sub-contractors (including agency/freelance workers) are prohibited from attending work under the influence of alcohol, drugs, or other substances.

At the discretion of CubicWorks Directors, alcohol and drug testing may be introduced onto any project where there are reasonable grounds to suspect individuals may be adversely affected or as part of an accident/incident investigation.

Workers who are taking prescribed medication which could adversely affect their performance must bring this information, confidentially, to the attention of our site management team during their site induction.

It is the policy of the Company:

- To comply with all current legislation, specifically the Health and Safety at Work, etc. Act 1974, the Misuse of Drugs Act 1971, and the Transport and Works Act 1992.
- To not knowingly permit any Employee or any individual working on behalf of the Company to report for work under the influence of alcohol or drugs, nor to consume them whilst at work.
- When necessary, take the appropriate action, which may lead to dismissal or termination of employment and, in extreme circumstances, may lead to prosecution against anyone found in breach of this policy.
- To endeavour to identify Employees with possible alcohol and / or drug related problems, the company may use the services of a specialist UKAS accredited third party Drug & Alcohol screening company to conduct random D&A Testing on Sites of any operatives on site.

This Policy is applicable to all employees regardless of whether they are Site or Office based. The Policy also extends to Senior Management, Subcontractors and Agency staff.

In all other circumstances, the company is fully committed to upholding the individual Drug & Alcohol / Substance Misuse Policies of its clients for whom we undertake works and fully endorses the requirements set within them.



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This Policy reflects industry leading best practice, and endeavours to improve the Health, Safety & Welfare of all of our Employees, our supply chain, and those affected by the operations of our business.

5.19 COVID-19/Coronavirus

The government guidance regarding Coronavirus has eased, however, CubicWorks acknowledges the risk posed by COVID-19, and as such, COVID-19 requirements / control measures will be identified via the Site COVID-19 Risk Assessment.

COVID-19 Risk Assessment

Stipulates the minimum requirements and controls for generic activities and forms a basis of how all elements of the Construction Site will be managed (i.e. access/egress, welfare, social distancing etc.). Both Government Guidelines and industry-recognised guidelines have been reviewed whilst producing this document, and any future changes will see further revisions to the document.

5.20 - Appendices

Number:	Title:
1	Policies & Insurance.
2	Logistics & Traffic Management Plan
3	Site Office & Welfare Plan
4	Fire & Emergency Emergency Action Plan Fire Risk Assessment First-Aid Risk Assessment
5	Risk Matrix & Generic Risk Register
6	Site Rules
7	Environmental Management Waste Management Plan Environmental Management Plan Aspects & Impacts Register Waste Carriers Licence
8	Control of Asbestos Asbestos/R&D Surveys HSE's EM1 Procedure
9	Examples of Required Site Documentation