

Pre-Construction Information Plan

Manchester Metropolitan University Summer Building Works Righton, Cavendish & Geoffrey Manton Buildings

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APPENDICES

Appendix 1 – Main Contractors Construction Phase Health & Safety Plan Requirements

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Covid-19

The Principal Contractor's attention is drawn to the present standing of infectious diseases and the UK Government's current guidelines (**if indeed any**) in respect of managing the virus.

The contractor is reminded that whilst the present outbreak may be considered to be under management, there remains clear potential for further waves of this virus or strains of it.

The contractor shall include within his CPHSP for how he plans to manage such a fluctuating status and the welfare of all workers & visitors to site. This shall be clearly detailed within his Construction Phase Health & Safety Plan. Coronavirus is expected to remain relevant throughout this project.

1.000 Introduction

- 1.001 Manchester Metropolitan University (MMU), Designers, the Principal Designer, the Principal Contractor and any Contractors involved in the procurement of construction work, including maintenance and alterations, have legal duties assigned to them under the Construction (Design and Management) Regulations 2015(CDM).
- 1.002 The following Pre-Construction Information Plan (PCIP) has been prepared on behalf of the client to provide information that is relevant to this scheme and that must be taken into account by Designers and Contractors on the project, in compliance with Regulation 11 of the CDM Regulations 2015 and compiled in accordance with the Approved Code of Practice. The Pre-Construction Information contained here is intended for those bidding for or planning work, and for the development of a site specific Construction Phase Plan. The level of detail in the information provided here is considered proportionate to identify the significant risks involved in this project.
- 1.003 This PCIP endeavours to convey information provided by MMU and designers. Efforts have been made to produce a document which is as site specific as possible. It should be noted, however, that there may be unidentified hazards which are present on the site, in the existing structure or arise during the planned works. The focus in this document is to highlight known major hazards, particularly those which may be regarded as non-standard or abnormal in some way. The absence of a reference to a specific hazard should not be taken as a warranty that such a hazard is not present will not arise during these works.
- 1.004 The PCIP should be provided as part of the tendering process, and responses to the issues identified should be considered by tendering contractors bidding for this work. It has been assembled, so that those preparing to bid can decide what resources (including time) will be needed to enable safe construction work to be organised and carried out within different buildings on the main campus. Where contractors are appointed during the construction phase, each contractor must be provided with the PCIP in time for them to take this into account when preparing their Risk Assessments and Method Statements to support these works.
- 1.005 The PCIP provided here should be sufficient to ensure that significant risks during the work can be anticipated and planned for. It should concentrate on those issues that designers and contractors could not reasonably be expected to anticipate or identify, and not on obvious hazards such as the likelihood that the project **would involve working in a city centre location with restricted access and manual handling**. Appendix 2 of the Approved Code of Practice lists the topics that should be considered when drawing up the PCIP and has been used to create this document.
- 1.006 The information and potential hazards identified in this document are to be applied to the reduction and management of risks to Health, Safety and the Environment for the operational use and management of the completed works in addition to during the Construction Phase. The Principal Designer wishes to draw to the attention of those pricing this work individual policies, Work permits and codes of conduct required in the timely and safe implementation of these works.
- 1.007 During the lifetime of this work, The Construction (Design and Management) Regulations 2015 will apply.
- 1.008 Further project specific health and safety information needed by designers and contractors to identify hazards and risks associated with these works will continue to be issued prior to construction (Regulation 11).
- ## 1.100 Relevant Publications
- 1.101 The following documents have been referred to in the Health and Safety Plan's production:
- Construction (Design and Management) Regulations 2015.
 - Managing Health & Safety In Construction Guidance L153, HMSO 2015.
 - "A Guide to Managing Health and Safety in Construction" Construction Industry Committee 1995.

- “Designing for Health and Safety in Construction” C/AC HMSO 1995
- Coronavirus Act 2020 & The Public Health (control of Disease Act 1984 (c.22)
- Management of Asbestos Regulations 2012.
- **MMU standard University requirements of contractors**
- Other **site-specific** documents issued as part of the tender relating to permits and conduct expected when working in busy academic buildings.

1.200 **Developing the Construction Phase Plan**

1.201 The Construction Phase Health and Safety Plan (CPHSP) is to be developed by the Principal Contractor throughout the life of these relatively minor works and should become a specific document which sets out the arrangements for securing the health and safety of all those carrying out the work and all others who may be affected by it.

1.202 When developing the CPHSP, the Principal Contractor should identify the hazards and assess the risks at each of the main stages of the work phases including but not necessarily limited to those identified in this document. The Principal Contractor should also identify his organisation and arrangements for managing Health and Safety.

1.203 The CPHSP needs to be kept up to date, modified and altered in the light of changing circumstances. As the adaptation work progresses, safety method statements and information from contractors starting during the various work stages will invariably mean parts of the Plan have to be amended and updated. Reviews of the CPHSP will also need to be made if there are design changes, unforeseen circumstances etc. It is vital that such changes are notified to all those working on or adjacent to the site who may be affected.

1.204 **The Principal Contractor’s attention is drawn in particular to Regulations 12 – 14. This requires the Contractor to ensure that their Construction Phase Plan is sufficiently developed before these works will be allowed to begin.**

1.205 See attached Appendix A for the development of a Construction Phase Plan set out in the Approved Code of Practice for the Construction (Design and Management) Regulations 2015.

1.206 These minor adaptation works will not be allowed to proceed until there is an exemplar site specific Construction Phase Plan in place which addresses the site-specific issues detailed in this document.

1.207 This document shall be read in conjunction with all the tender documents and the requirements therein shall be incorporated into the Construction Phase Plan. The Plan must be submitted to the Principal Designer **at least two weeks** before any activity commences on site to allow review, comment and if necessary, further development. The Client and the Principal Designer will not allow commencement on site unless: -

- The CPHSP is considered to be developed to an exemplar level
- Plans for site protection and security are fully developed
- Plans for welfare facilities from day one are fully developed
- Transport and waste plan from the various buildings – note pedestrianised areas and ANPR cameras in pedestrianised areas

The Principal Contractor shall then continue to develop the CPHSP as necessary during the works, forwarding any significant additions or amendments to the Principal Designer for review before implementation of those changes.

2.000 DESCRIPTION OF THE PROJECT

2.100 Site Location

2.101 These works are planned to take place in the following buildings.

Righton Building – Ground Floor internal alterations and refurbishment (Listed Building)

Geoffrey Manton Building – First Floor & third floor lecture room adaptations

Cavendish Building (North) – Prayer room alterations and adaptations

For full information refer to AHR design drawings detailing the works in each of these buildings. A programme of works should be prepared for each building relative to date and point of access that can be provided by MMU due to current calendar commitments.

2.200 Description of Construction Works to Be Carried Out

2.201 The planned works are relatively minor in nature but very important to the University. The works generally relate to the following to be implemented during the summer break.

Righton Building

Remodelling of the ground floor of the building involving removal of glazed screens, meeting room pod and reception desk, a refresh of existing finishes within the **Listed Building**. Access is available through the front door of the building and this work is relatively adjacent to Cavendish.

Geoffrey Manton Building

The work planned in this building is to a **first floor** IT suite and to **third floor** lecture rooms which are to be merged to create larger teaching spaces (3 No.) These works involve removal of non-load bearing partitions, localised electrics and refresh of finishes. The IT suite will involve the installation of folding door screens which may create a manual handling risk since these units will not fit in the building lift. Access to these areas will be via Stairs and some dust control measures will be required (roll & stroll). Access will be via the rear roadway only through ANPR controlled areas.

Cavendish Building (North)

These works relate to internal adaptations and toilet replacement to a prayer space which is located on the ground floor of this building. The work will involve new openings in walls, drainage and refurbishment works. The remainder of this building will remain in use during these works although the prayer space will be closed throughout the works.

The above works are a general description of what is planned for exact details please refer to AHR drawings and specification for this part of the site.

Key issues for the Principal Contractor to manage relate to the following.

- Restricted ANPR vehicle areas which the University will provide access to
- Manual handling
- Working in/ around occupied spaces
- Interface with pedestrians/ service vehicles during the works
- Possible student open days to be aware of during the works
- Waste management and storage in and around major buildings/ security risk
- Management of deliveries within pedestrianised areas.
- Protection of Heritage – relative to the Righton Building.

- 2.202 The most significant Health and Safety Issues for the Principal Contractor to address are:
- Good liaison and co-ordination with **the University Estates** staff potentially remaining within the building to ensure that they, as well as construction site staff, visitors, and members of the public are not adversely affected by this project.
 - Secure segregation of the working areas from passing pedestrians.
 - To ensure safe access/ egress and the maintenance of service supplies to all users of existing adjacent buildings during the works.
 - Construction traffic movements into & out of this site via ANPR cameras. Access for random deliveries will create management issues in these restricted vehicle areas.
 - Protection of the buildings and any remaining operations during the implementation of the work. The site cannot be assumed to be empty just because of the summer recess. The buildings are used for external conferences in places, these will be communicated to the contractor in advance of commencement.
 - Exclusion of unauthorised persons from the areas of the work.
 - Limited working at height
 - Manual Handling to first & third floor of Geoffrey Manton.
 - Disconnection of existing local services and other live services such as fire alarms.
 - Temporary works design in new openings within blockwork walls.
 - **Restricted external space for siting of storage units, skips and loading/unloading of materials and welfare cabins.**
 - Transport deliveries in general.
 - Dust debris and materials arising from these works – not affecting surrounding areas.
 - The presence of live services including buried or hidden services. (of unknown condition)
 - Maintenance of existing fire escape routes and normal access and egress routes to and from the Buildings.
 - Care not to interrupt essential building supplies, including existing emergency lighting, fire and security alarms, CCTV and data provisions including phone lines potentially affected by the works, etc.
 - Slips, Trips and Falls
 - Noise and dust suppression arising from minor construction activities.
- 2.203 The Principal Contractor's construction phase health and safety plan must acknowledge the above issues and identify suitable control measures and sequencing based on risk assessments and safety method statements. The plan will not be deemed 'suitably developed' without this information.

2.300 **TIMESCALES**

2.301 Project dates are:

Commencement on site:	July 2022
Duration	Refer to tender documents
Completion	Refer to tender documents.

Please note the above dates are for guidance only for full details and precedence on dates please refer to the tender documents.

2.400 **PROJECT DIRECTORY**

2.401 **Client**

Manchester Metropolitan University
All Saints Building
All Saints
Manchester
M15 6BH

2.402 **Contractor Administrator**

AHR Architects Ltd
5th Floor
55 Princes Street
Manchester
M2 4EW

Tel: 0161 828 7900
Contact: Sarah Berry

2.403 **Principal Designer**

AHR Building Consultancy Ltd
Norwich Union House
High Street
Huddersfield
HD1 2LF

Tel: 01484 537411
Contact: Stephen Bottom
Email: Stephen.bottom@ahr.co.uk

2.500 **PARTIAL COMPLETION**

2.501 Partial Completion is not believed to be a requirement of this contract. Please refer to main tender documents and preliminaries which take precedence over this statement.

2.502 Should the Principal Contractor wish the Client to consider the possible early completion of the works, the Contractor must provide detailed proposals and risk assessments to ensure that there is no risk to Health & Safety as a result of a partial completion of the contract.

2.600 **STRUCTURE TO BE USED AS A WORKPLACE**

2.601 The site is both a workplace (as defined under the Workplace (Health, Safety and Welfare) Regulations 1992) and a place for public use.

2.700 EXISTING H&S FILE / O & M MANUALS

2.701 The Health and Safety File / O & M manuals for the buildings may be seen by appointment during normal office hours with the Estates Team, in places these are believed to be limited relative to these works. The Design Team have undertaken significant investigations during the design stage relating to the specified works.

2.702 Contractors must note that existing record drawings may not fully reflect the type/nature, extent and exact location of services, structures, associated detailing and materials etc. Accordingly, all contractors must act with great care, caution and diligence at all times. It is the Principal Contractors responsibility to ensure that the nature, extent and location of all services, structures and associated detailing, materials etc. in and adjacent to the site is verified/identified via thorough site survey/investigations, prior to commencing work in each building.

2.800 EXISTING DRAWINGS, DESIGNS, CALCULATIONS, REPORTS, ASSESSMENTS, ETC.

2.801 Documents have been provided by the following consultants, refer to the tender documentation for compilation of all documents:

AHR Architects Ltd

3.000 EXISTING STRUCTURE AND ENVIRONMENT

3.100 SITE BOUNDARIES

3.101 These works are contained within three separate work areas on the main campus. They are covered by approximately 250 yards in terms of each buildings relation to each other. The boundary for each building is identified within the floor space being adapted within each building.

3.102 Most University sites are surrounded by busy operational environments and are in prominent public view. It is essential that these works must not adversely interfere with the operations or compromise the security of the site. The contractor's attention is drawn to work permits and compliance with the University's contractor compliance documents accompanying the tender documents.

3.102 The Contractor shall not be permitted to enter any areas of each building other than those specified or necessitated through the works without the written permission of the Estates Team.

3.103 The Contractor shall not be permitted to enter any parts of the building where the Employer has taken possession after partial or practical completion without the written permission of the client.

3.200 ACCESS

3.201 All Buildings are access controlled and access will be provided via the Estates Team on the date of commencement to each building and the areas of the work. A key consideration will be restricted waste space on site for the location of a skip. This PCIP has been prepared on the basis that waste will be managed by the contractor either calling skips in and out on a specific date or removing daily within vans. Many of the roadways between buildings have been pedestrianised or have bollards in restricting access. Again access will be provided where necessary.

3.202 The contractor shall be responsible for full reinstatement to all hard paved areas on completion of the works. It is recommended that dilapidation pictures are prepared in each instance.

3.203 The contractor shall make all enquiries with regards to any load / unloading restrictions in this area and shall include for these within his site proposals. This shall include existing gate widths. This is a key consideration for this project. Please note restrictions on vehicle access and the need for ANPR management for full vehicular access to parts of the site affected by this project.

3.300 **PARKING**

3.301 Restrictions on Parking of the Contractor's and Employees' Vehicles:

There is limited space on the campus for the parking of vehicles to support this work and other areas are either double yellowed or patrolled by traffic wardens. The priority on site is for students, cyclists and pedestrians. There are car parks across the Campus and contractors will be encouraged to park in these locations during this work. Trades cannot expect to park adjacent to each building in delivering this work.

3.400 **RESTRICTION ON DELIVERIES, WASTE COLLECTION AND STORAGE**

3.401 The Principal Contractor's and supplier vehicles will be allowed on site for the purpose of unloading and loading.(with prior ANPR registration). It will be the responsibility of the Principal Contractor to ensure that the necessary arrangements are made in respect of any specialist lifting equipment necessary to load/ unload materials and equipment. All deliveries must be delivered directly to the proposed site. "Just in time" delivery principles shall be adopted to keep storage requirements on these restricted locations down to a minimum.

3.402 Materials and waste shall be delivered to or collected from the compound area via the prescribed route. Waste will be transported to skip locations in an appropriate manner keeping all transport routes free from waste and building materials at all times. This PCIP has been prepared on the basis of **item 3.201** specified previously

3.404 All storage locations must be positioned so as not to obstruct fire escape routes and doors from the building. Storage of materials shall be managed as far as practicable within the space available and the Principal Contractor is to ensure that all materials are safely stored and in particular kept within designated site hoarding. **Again – Just in time is encouraged.**

3.405 The Principal Contractor should ensure that any combustible waste/ materials which are stored externally within the compound are secure in a locked compound to minimise the risk of arson. The location of any skips shall be subject to agreement with **MMU Estates Team**. Skips should be located as far as reasonably practical from any building or structure and must be covered and secure at all times. Skips should not be stored less than 6m from any building.

3.406 In accordance with Environmental Legislation, all waste generated from the works should be, where practicable, segregated and disposed of to a licensed tipping facility utilising registered and licensed waste disposal contractors. Transfer notes should be retained by the Project Team, within the Construction Phase Plan, for all waste removed from the site. Any materials that can be recycled should be done so and figures recorded at the end of the project.

3.407 In the case of any hazardous waste, all products should be removed and disposed of in accordance with relevant local enforcing bodies. All licenses obtained and transfer notes should be retained as evidence of correct disposal.

3.408 Notwithstanding the above the Principal Contractor shall, in addition to the above requirements ensure that suitable waste management procedures are still employed and in particular that the Principal Contractor discharges all the client's responsibilities in terms of the Waste Electrical and Electronic Equipment (WEEE) Regulations (if applicable). The Principal Contractor is required to provide the client with:

- Proof of registration for the waste carrier.
- Copies of all waste transfer note and hazardous waste consignment note (as appropriate).
- Documentary proof that all the waste has been taken to a suitable facility to be treated and recycled.

3.409 Arrangements for the delivery, storing, removal and the location of skips are to be included within the Principal Contractor's Construction Phase Plan. This shall include a clear marked up site plan including compound area.

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- 3.411 The Principal Contractor in his Construction Phase Plan must indicate specific arrangements for maintaining services, safety and providing a safe entrance and exit route to the site being aware of other vehicle movements in this vicinity.
- 3.412 It is recommended that the Principal Contractor arranges for any deliveries to be made at agreed times which is to be agreed at the Pre-Commencement Meeting in an effort to reduce disruption to neighbouring businesses.
- 3.500 **EXISTING STORAGE OF HAZARDOUS MATERIALS**
- 3.501 It has not been brought to the attention of the Principal Designer that any hazardous materials are being stored on any of the work areas planned to be worked on under this project.
- 3.600 **LOCATION OF EXISTING SERVICES**
- 3.601 The location and distribution routes of internal services have not been identified. The Principal Contractor shall be responsible for ascertaining the exact location, nature and status of each service and nearest point of isolation, prior to commencing any of the roof works.
- 3.602 The Principal Contractor must determine the nature of services, position and the necessary controls to safeguard / isolate the services to all electrics prior to undertaking any removal works. A work permit will be required prior to working on Building Services via the Estates Team.
- 3.603 The existing mains and services shall be assumed as being live and serve other areas of the building. Connections to these existing services will form part of the works. The Principal Contractor shall obtain prior approval before carrying out any temporary or permanent disconnection or removal of any building service. The Principal Contractor must establish the exact location of any hidden conduits, cables, pipes etc. and ensure correct isolation prior to the work commencing.
- 3.604 The Principal Contractor should presume that all services to be live throughout each building unless there is strong and verified evidence to suggest otherwise and they be tested to determine their status.
- 3.605 The Principal Contractor shall undertake suitable and sufficient risk assessments and subsequently develop suitable method statements to ensure that operatives are not exposed to any live services.
- 3.700 **GROUND CONDITIONS, UNDERGROUND STRUCTURES OR WATER COURSES**
- 3.701 None have been specifically identified and it is not anticipated there to be any in relation to this project.
- 3.800 **EXISTING STRUCTURES AND PREVIOUS STRUCTURAL MODIFICATIONS**
- 3.801 These buildings are of different ages with Righton being the oldest building in this package of works. None of the works currently specified are believed to be structural based on site inspections. The Geoffrey Manton Building is dated post 2000 with Cavendish dating from the mid 1980's. Neither building in this location is believed to have been adapted since originally constructed.
- 3.110 **ACCESS DIFFICULTIES RELATING TO MATERIAL DELIVERIES**
- 3.111 The Principal Contractor shall adopt the principals of hierarchy of control for manual handling and utilise mechanical handling techniques whenever possible. Where heavy items are to be installed, detailed certificates, method statements and risk assessments are to be provided and included in the Construction Phase Plan. Manual handling through staircases shall be managed with appropriate labour provided for lifting of weighty items such as folding acoustic doors.

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- 3.112 Access equipment must be appropriate for the task and the environment it will be used in with the appropriate method statements, risk assessments in place before use.
- 3.120 **HEALTH HAZARDS**
- 3.121 Restricted vehicular access to parts of the Campus
Manual handling to Geoffrey Manton Building works on first & third floor.
- 3.130 **ASBESTOS INFORMATION – Control of Asbestos Regulations 2012**
- 3.131 An Asbestos Refurbishment and Demolition Survey should have been included within the tender documentation relating to parts of the campus older than 2000 when ACM's were generally banned from use. The contractor shall consider this within his proposals. Please refer to the Pre-Demolition asbestos survey which identifies where the contractor may interface with this material during the completion of this project.
- 3.132 Before work is commenced the Principal Contractor must ensure they have a copy of the Demolition & Refurbishment survey reports on site. Under no circumstances is verbal communication on asbestos findings acceptable, even if no asbestos is found on the survey – proof of absence is required.
- 3.133 Under no circumstances should intrusive work be undertaken in areas where survey information is not available.
- 3.134 It should be noted however, that some materials may well be hidden within the fabric of the building and may only come to light when the building is being stripped out. Extreme care must therefore be taken. Any suspect materials must be brought to the attention of the project manager immediately, and the area sealed off to prevent entry until the materials have been examined, tested and the results made known.
- 3.135 The Principal Contractor should ensure that all operatives have received 'asbestos awareness' training in accordance with Regulation 10 of the Control of Asbestos Regulations 2012, and develop procedures (to be communicated upon site induction), which are to be followed in the event that suspected ACMs are discovered; all works in the area are to cease immediately, the work area secured and warning notices displayed and the Contract Administrator and Principal Designer informed at the earliest opportunity.
- 3.136 All works are to comply fully with the Control of Asbestos Regulations 2012 and be undertaken by fully licensed asbestos removal contractors in accordance with best practice and current legislation.
- 3.140 **CONTAMINATED LAND**
- 3.141 Not applicable to this project.
- 3.150 **EXISTING STRUCTURES CONTAINING HAZARDOUS MATERIALS**
- 3.151 The Principal Contractor shall assume that all stored hazardous materials within the building will either be removed from site prior to possession or made safe/inaccessible. The Principal Contractor shall not accept possession of any area of the building until the Client has provided written confirmation that the area is free from any contamination and or the relevant clearance certificates and/or permit to work is in place. All waste arising from the strip out and activities can be treated as non-hazardous and disposed of normally.
- 3.160 **HEALTH RISKS ARISING FROM CLIENT ACTIVITIES**
- 3.161 No health risks arising from building activities identified or anticipated in the location of the works. The buildings are expected to be little used during these works but communications will be

required with Building representatives to ensure that all internal remaining movements are known about.

4.000 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

4.001 The Principal Contractor must plan and manage the works to take into account the Universities operations in and around these buildings.

4.100 HEALTH AND SAFETY OBJECTIVES

4.101 The Principal Contractor and his sub-contractors should take note of the following health and safety objectives when planning and designing work associated with this contract.

4.102 MMU and AHR Architects Ltd concur in a “zero tolerance” culture towards all construction projects.

4.103 The objectives of the construction works are:-

- To have no accidents on site or adjacent to the site through deliveries or waste removal.
- To have no occupational ill health arising from the project.
- To ensure that no environmental damage occurs.
- To ensure the least disruption to surrounding buildings and access routes as a result of the project.
- To exclude unauthorised persons from the building, scaffold & work site.
- To provide safe access to and egress from the site including all traffic movements.
- To ensure that no injury or harm occurs to any members of the public.
- To provide working places that are free from risks to health and safety of persons at work or affected by the work, so far as is reasonably practicable.
- To ensure that manual handling tasks are reduced to the lowest level reasonably practicable.
- To provide operating conditions so that the lowest reasonably practicable noise levels are maintained.
- All operatives and site visitors are given a full site induction prior to accessing site
- Maintain a clean and tidy site and all approaches and surroundings

4.104 The objectives of the completed works are:-

- To provide a building that is free from risks to health and safety of the occupants, so far, as is reasonably practicable.
- To provide safe access to, in, around and egress from the building.
- To ensure that future Operations and Maintenance tasks can be undertaken without risk to the health and safety of persons, or the environment, so far as is reasonably practicable.
- To provide sufficient information within the Health and Safety File for maintenance, new construction or demolition work to be carried out on this building in the future.

4.200 MANAGEMENT OF HEALTH, SAFETY & ENVIRONMENT

4.201 The Principal Contractor shall describe his management structure and resources, including key roles in his Construction Phase Plan. The organisation and arrangements for the project shall describe how the Principal Contractor will apply suitable and sufficient supervision of the site activities and monitoring of Health, Safety and Environment in order to achieve the Client's objectives

4.202 The Principal Contractor's site management team are responsible for monitoring all works assessed and ensuring that method statements are complied with. They also have the authority **to stop any works** if they are unhappy with the way in which it is being carried out. Notwithstanding the supervision of the works by contractors the Principal Contractor is responsible for providing effective, competent management supervision of all works under their control at all times.

4.203 The Principal Contractor shall include in the Construction Phase Plan the arrangements for regular Health, Safety and Environment checks and inspections by site based supervisors and managers,

or inspections by others employed by the company or externally. The Principal Contractor shall include for the Client and their representatives to have access to the site at any time in order to monitor and review arrangements.

- 4.204 The contractor's attention is drawn to the **reduced Covid-19** guidance. This guidance is appended to this document for reference. All contractors undertaking works on this site will be expected to abide by this guidance.

4.300 COMPETENCE AND CAPABILITY

- 4.301 The Principal Contractor shall be responsible for employing staff with the correct levels of competency for their tasks in each of the buildings. The Principal Contractor is responsible for ensuring that all contractors & trades apply the required level of experience & training expected. Training records are to be maintained by all contractors.

- 4.302 It is a requirement that any contractor engaged on these works shall hold Health and Safety accreditation from a member organisation of the Safety Schemes in Procurement (SSIP). It is also a requirement that the contractor shall ensure that all staff and operatives engaged on the works shall hold a current CSCS card (or equivalent) to the appropriate skill level relative to their duties.

4.400 OVERLAP WITH CLIENT'S OPERATIONS

- 4.401 Vacant possession of the site works area will be given to the Principal Contractor on day one although possession in Geoffrey Manton may be delayed due to a conference. The Principal Contractor should note however that throughout the contract period all other areas of the Campus may have persons in occupation and they together with the surrounding areas will continue to operate and will remain open to public access. Circulation routes may continue to be used by the University and the public.

- 4.402 Care should be taken to ensure all emergency exits, walkways and access routes, etc, to other buildings, roads & pathways are free from obstructions and safe for use by the University, visitors and other members of the public. Segregation between working areas and those accessed should be employed whenever possible **including warning signage**. Suitable risk assessments should be carried out to ensure the safety of any staff retained within the building at all times.

- 4.403 Normal access for third parties, to the areas under the control of the Principal Contractor will not be permitted and the Principal Contractor shall ensure that suitable signage and physical segregation methods are employed to facilitate the exclusion of others. However, any existing provision for third party emergency escape shall be maintained at all times.

- 4.404 Any works creating excessive **prolonged noise** and the movement of materials or vehicles may need to be restricted relative to activities in adjacent retained accommodation.

4.500 COMMUNICATION AND LIAISON BETWEEN CLIENT AND OTHERS

- 4.501 Where the Principal Contractor has already been appointed and significant elements of the design are still being developed the Principal Contractor is expected to attend any design meetings and offer any appropriate advice in respect of practicalities of this work, maintenance and use, or assist with the identification of any health, safety or environmental issues that may arise.

- 4.502 During the site works the Principal Contractor shall make suitable arrangements to ensure effective communication of health and safety matters between the client and others. The most effective means of exchanging information and promoting discussion is to hold a pre-start meeting followed by a series of liaison or progress meetings to facilitate the exchange of information between all parties.

- 4.503 Ad hoc emergency meetings may be arranged by the Principal Designer or Contract Administrator if deemed appropriate.

- 4.504 For all contact details known to date, see the project directory within this document.

4.505 The Principal Contractor is to organise **safety co-ordination meetings** with all of his sub-contractors and other direct contractors, as necessary throughout the course of the contract.

4.600 **DESIGN SAFETY MANAGEMENT**

4.601 Project Design Change Control: Changes to the design will be controlled by written instruction and responsibility will be agreed at the Pre-Start Meeting with details of how the instructions are to be issued.

4.700 **SECURITY AND SAFETY OF THE SITE**

4.701 Site security will need to be maintained, at all times. Physical access, by others, to all areas of the site under contractor's control shall be restricted by means of physical segregation. The contractor must put in place a site security system that is suitable for the location of the works and also complies with the minimum requirements of HSG 151.

4.702 Protection must be designed so as not to form obstructions to the access / escape routes, and existing traffic & pedestrian flows also considering other possible occupants. Suitable and sufficient warning signs/ notices should also be posted.

4.703 All work, including setting up and transportation of materials, must be undertaken within agreed times to suit the University's movements. No equipment, plant or materials are to be left within the surrounding areas where they may cause obstruction at any time.

Weekend Working shall be only through agreement and with knowledge that the town centre can be busier on the weekend than during the middle of the week.

4.704 The Principal Contractor must provide adequate 'barriers' to segregate the works from the general public and the segregation of materials/ pedestrian and vehicle movements.

4.705 AHR Building Consultancy Ltd does not consider hazard warning tape as a suitable and sufficient barrier to prevent unauthorised access into areas where these works will be taking place.

4.706 The Principal Contractor is required to comply with all security procedures adopted by the Client. These include:

- Operatives clearly displaying an ID / security pass at all times.
- Signing in daily upon arrival and when leaving the site.
- Providing the Client with adequate notice of the need to undertake any out of hours working.
- Not leaving unattended packages outside the demise of the construction site.
- Operatives should not enter areas which are outside of the construction site, with the exception of those areas needed to access the site and Client's facilities.
- Operatives must ensure that plant and equipment is secured/ immobilised at the end of each working day, weekends and public holidays including Christmas shutdowns.
- Contractor to ensure that the site is left safe and secure at the end of each working day.
- Contractor to ensure that no naked flames are left unattended.

4.707 The contractor shall keep on site a permanent qualified and competent site manager at all times for the full contract period. The manager will be responsible for **communications** with the University concerning day to day access and working areas. The Client reserve the right to require replacement of the site manager should he/she be considered inappropriate for the role or managing a scheme of this complexity. The site manager is to be **suitably qualified in first aid** appropriate to the type of work being undertaken. The site manager will also be required to attend subsequent progress meetings.

4.800 **WELFARE PROVISIONS**

4.801 These works shall not commence until appropriate welfare facilities are in place and operational: CDM Regulation 2015. Refer to Schedule 2 of those Regulations.

- 4.802 The Principal Contractor is to allow for providing and locating welfare facilities to be used by all site operatives in compliance with the latest Construction (Health, Safety & Welfare) Regulations, including adequate facilities for washing, changing and storing of clothing, resting, provision of toilets and a supply of drinking water.

Suggested site location – subject to agreement of Estates is the secure yard to the rear of the Cavendish North building.

Smaller storage requirement will be allowed in the alleyway/ car park to the site of Geoffrey Manton building.

4.803 **Sanitary accommodation**

Due to space restrictions on site it is anticipated that the contractor will be allowed to use communal toilet facilities within each block being worked. All facilities must be treated with respect or these facilities may be withdrawn.

- 4.804 The Principal Contractor shall carefully consider the fire integrity of any temporary accommodation, skips and the like and take due cognisance of all the requirements of 'Fire Prevention of Construction Sites'.

- 4.805 A description and location of the welfare provision is to be included in the Construction Phase Plan, exact locations are to be agreed with the client and Principal Designer / Contract Administrator. All facilities shall be Covid – 19 compliant –Guidance **see Section 7.00**

- 4.806 Notwithstanding, The Client & the Principal Designer will not permit works to commence on site until and unless suitable and sufficient arrangements are in place.

4.900 **SITE HOARDING REQUIREMENTS**

- 4.901 The Principal Contractor must provide adequate 'hoarding' to segregate the works and skip areas from the surrounding areas and project visitors and maintain security. Protection must be designed/ laid out so as not to form obstructions to the access/ escape routes, and existing traffic/ pedestrian flows. Suitable and sufficient warning signs/ notices should also be posted.

- 4.902 External areas utilised by the Principal Contractor as a site compound or for siting waste skips or storage, should be enclosed with double-clipped, 1.8m high herras fencing panels to prevent unauthorised access. Under no circumstances must temporary fencing be allowed to encroach upon or impeded vehicle or pedestrian access / egress, fire evacuation **or disabled routes**.

- 4.903 The appropriate statutory signage must be located to the site hoarding as required, and any other signage deemed appropriate for the site by the Principal Contractor.

4.110 **SITE TRANSPORT ARRANGEMENTS OR VEHICLE MOVEMENTS**

- 4.111 Care should be taken to ensure that no existing access points are obstructed, and in particular the Principal Contractor should ensure that access for emergency vehicles is maintained at all times. The Contractor is also to ensure that all highway systems are kept clear, clean and safe to the full satisfaction of the Police and Highway Authority.

- 4.112 The contractor shall take great care when driving any vehicles in the vicinity of pedestrianised areas. The Principal Contractor must be aware of the HSE publication "Safe use of vehicles on construction sites" HSG144.

- 4.113 Any contractor's vehicles weighing over 7.5 tonnes must be fitted with audible indicators which sound when the vehicle is reversing.

- 4.114 The Principal Contractor shall, as far as is reasonably practicable, endeavour to separate vehicle traffic/ parking and pedestrian movements.

4.120 PERMIT TO WORK SYSTEMS

4.121 The following hazardous work situations may apply to this scheme and are required to be carried out under a 'permit to work system' are as follow:

- Hot Works
- Working at Height
- Work to Existing Services
- Asbestos removal works (if applicable).
- Estates approval to be on site.

4.122 It is imperative that in such circumstances all affected parties are informed and agree to the Permit to Work System to be adopted. Such work will then be carried out strictly within the limitations of the Permit to Work System under the direction of the person named as Co-ordinator of that operation.

- Persons issuing the permits must be competent.
- Persons receiving the permits must be competent.
- Persons working in confined spaces and underground ducts must be competent and medically fit.
- Hot work permits must be issued on a daily basis, the Authoriser is required to undertake to issue and clear the permits.
- Provide details to both the Contract Administrator and the Principal Designer for record purposes.

4.123 In conjunction with permits to work, all work activities undertaken must have a fully developed site and project specific set of Risk Assessments and Method Statements. These must be held on site and available at all times during the works, updated and when required to address any changes to the site, management arrangements and / or scope of work / methodology. All RAMS must be read, understood, confirmed and signed by the operatives carrying out those elements of works.

4.130 FIRE PRECAUTIONS

4.131 Contractor must maintain the existing fire procedures for the duration of works. Contractor will be required to provide and maintain exit routes from the building. Any changes brought about by the construction works are to be identified and alternative procedures to be put in place prior to commencement of the works. This shall include disabled access points into the building.

4.132 The Principal Contractor shall ensure compliance with the Construction Confederation and the Fire Protection Association Joint Code of Practice on the Protection of Fire from Construction Sites and Buildings Undergoing Renovation.

4.133 The Principal Contractor will be expected to maintain this system or if this proves impracticable, provide a temporary system for the duration of the contract. Any modifications or temporary isolations to these existing systems shall be agreed with the Client.

4.134 An up to date copy of the fire plan must be displayed showing emergency exit routes, locations of fire points (alarms and extinguishers) and procedures to be followed in the event of an emergency. Adequate fire points and emergency exit (running man) signage must be displayed and where the site is located away from existing premises, additional signage will also be required. It is recommended that each fire point contains at least one water or hydrospray and at least one CO2 or dry powder extinguisher.

4.135 The contractor must have in place a means of warning the buildings occupants of a fire in accordance with the Regulatory Reform (Fire Safety) Order 2005 for construction site general fire safety.

4.140 EMERGENCY PROCEDURES AND MEANS OF ESCAPE

- 4.141 Circulation routes will continue to be used by the building occupants. Care should be taken to ensure all emergency exits, walkways and access routes, etc. are free from obstructions and safe use by building occupants, visitors and other members of the public.
- 4.142 The existing escape routes could be compromised as a result of undertaking these works and it is the responsibility of the Principal Contractor to ensure that the necessary fire risk assessments are undertaken to ensure that the existing fire routes are either, maintained and managed or suitable alternatives provided. There will be a requirement for the client to review the effects of any changed fire risk on any areas under their control and the Principal Contractor shall ensure that the occupants are given the opportunity to carry out a review and approve any restrictions or amendments to existing means of escape prior to any changes being implemented.
- 4.143 The existing emergency muster point for the building must be kept clear at all times or specific arrangements and diversions agreed with the building occupants and a revised fire strategy produced accordingly. It is suggested that the Principal Contractor determines the most appropriate location for a muster point for these works and define this in their Construction Phase Plan.
- 4.144 On discovering a fire, or other emergencies, the Principal Contractor shall inform the Estates Department. This will include the main school reception. The contractor shall be made aware of any fire drills and protect from false alarms wherever possible.
- 4.145 Within the construction phase plan, the Principal Contractor will be expected to provide details of his "fire plan". As a minimum, the following information should be included on a drawing:
- Fire points
 - Firefighting equipment
 - Temporary signage & lighting
 - Muster points
 - Name of appointed persons
 - Means of escape
 - Noting the present testing regime of the fire alarm bell.
- 4.146 The Plan shall be regularly updated to reflect construction progress and as a minimum, the following information should be included:
- Telephone number for the Estates Reception.
 - Telephone number for the Contract Administrator
 - Telephone number for the Principal Designer
 - Location and telephone number for the nearest hospital
 - Location and telephone number of the statutory services
- 4.147 These details shall be displayed on site together with the emergency procedures, along with inclusion within the Construction Phase Plan.
- 4.148 Procedures in respect of other emergencies are to be described in the Construction Phase Health and Safety Plan and communicated to all site operatives and visitors.
- #### **4.150 AUTHORISATION REQUIREMENTS AND 'NO-GO' AREAS**
- 4.151 The Principal Contractor's key personnel are required to attend an induction by the building occupants.
- 4.152 It has not been advised of any authorisation requirements, no-go areas or planning/other restrictions to date, however, this will be confirmed in the pre start meeting.

4.160 **CONFINED SPACES**

4.161 The Principal Contractor should ensure suitable safe working procedures are adopted to ensure the safety of operatives and compliance with the Confined Space Regulations 1997 and the duties towards lone workers under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work (MHSW) Regulations 1999.

4.162 There are no confined spaces initially anticipated as part of these works.

4.170 **SMOKING RESTRICTIONS**

4.171 Smoking is forbidden within the entire site, including construction areas and will have to be carried out off site. This includes the use of electronic cigarettes.

4.180 **OTHER SITE RULES**

- 4.181
- No Radios
 - All PPE must be worn at all times as set out by the Principal Contractor and be in good clean condition.
 - Good clear signage, temporary lighting and directional information must be in place at all times including scaffolds and access stairs (dependent on season).
 - No lewd or foul language to be tolerated (within areas of contractor control!)
 - No parking on site other than by agreement and then only in the allocated parking areas
 - Contractor identification to be worn at all times
 - Safe pedestrian access must be maintained to occupied areas at all times throughout the work
 - All accidents, dangerous occurrences, HSE notices or HSE visits are to be notified as soon as reasonably practicable to the Client via the Principal Designer.

5.000 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

5.100 SIGNIFICANT DESIGN ASSUMPTIONS AND SUGGESTED WORK METHODS

5.101 The Principal Contractors attention is drawn to the items previously mentioned within this document and any risk assessments provided by all the designers and consultants involved with the process as issued as part of the tender documentation.

5.102 The works are to be undertaken as described within the tender documentation and follow any phasing or work methods as prescribed. The exact sequencing of works on site is to be determined and managed by the Principal Contractor.

5.200 ARRANGEMENTS FOR CO-ORDINATION OF ONGOING DESIGN WORK

5.201 The Principal Contractor is required to liaise with the Principal Designer on any designed work carried out during the construction phase, including the design of any specialist contractors, particularly where such designs may significantly affect the health and safety of employees and others who may be affected, such as visitors, contractors, or users of the occupied building. Regular reviews involving all members of the design team and contractor will be arranged to ensure that proper consideration is given to buildability, usability and maintainability.

5.202 Any significant changes will require the amendment of the Construction Phase Health and Safety Plan.

5.203 The Principal Contractor shall outline the arrangements for co-ordination of ongoing design work in his Construction Phase Plan.

5.204 The Principal Designer must be kept informed of any design changes and in particular, any such design changes which may have an effect on Health & Safety.

5.300 **INFORMATION ON SIGNIFICANT RISKS IDENTIFIED DURING DESIGN**

Working at Height/ Falls from height – Minor Risk to this project

- 5.301 All work at height shall be carried out in accordance with The Work at Height Regulations 2005, in particular regulations 6, 7, 8, 10, 11 and 12. The Regulations are based on a hierarchy whereby work at height should be avoided as far as reasonably practicable. Where work at height is necessary as throughout this project, safe systems of work shall be established, proper planning and organisation shall take place, and appropriate access equipment should be selected and used. Any scaffold or hoist equipment should be positioned so as not to cause obstructions to escape routes, existing traffic and pedestrian routes.
- 5.302 Where work at height is to be undertaken the Principal Contractor shall ensure that suitable and sufficient risk assessments are provided and included in the Construction Phase Health and Safety Plan and the appropriate safe systems of work shall be adopted throughout all seasons of the year affected by this work.
- 5.303 Scaffold towers must be inspected by a competent person before first use, after substantial alteration, after any event likely to have affected their stability and at regular intervals not exceeding seven days.
- 5.304 Where high level internal access is required, consideration should be given to suitable access equipment e.g. towers, fixed scaffolds, crash decks, mechanical lifting equipment etc. and should be positioned so as not to cause obstructions to existing escape routes. All equipment should be capable of accessing all floors within the building. Again the contractor should inspect this during the tender period.
- 5.305 Ladders are only to be used in line with the Working at Height Regulations and the guide from the HSE on safe use of ladders and stepladders. They are only to be used for **low-risk** and **short-duration tasks** where it is safe to use them and are to be accompanied with a Risk Assessment on how it has been determined to use ladders. Misuse of ladders and not complying with the Risk Assessment will result in the use of ladders not being permitted for the remainder of these works.
- 5.307 **Noise – MINOR RISK ANTICIPATED**
- 5.308 Any works creating excessive noise and/or vibration and the movement of materials may need to be restricted. Please also refer to Section 4.02. The Client accept that these works need to be completed as quickly as possible but do seek co-operation from the contractor to ensure that where possible activities can continue in rooms adjacent to retained work. Notification of excessive noise activities shall be considered and agreed with the Client.
- 5.309 Works that create noise levels that are likely to be disruptive to surrounding buildings (sound and vibration) are to be scheduled wherever possible to have minimum impact on building use.
- 5.310 No specific dates or times have been identified where no noise will be tolerated. Any such periods will be identified at the pre-start meeting for the project with the client.
- 5.311 Compliance to the requirements of BS 5228 'Noise Control on Construction and Open Sites' is expected as a minimum standard. In all instances where alternative working methods exist, the minimisation of noise and vibration shall be a prime consideration in the choice of technique and equipment used. Full construction noise impact assessments should be undertaken once the contractor has been appointed and the preferred method of working made available to enable accurate noise and vibration prediction and the recommendation of any mitigation measures. These mitigation measures can be implemented through the application of a Construction Environmental Management Plan (CEMP).
- 5.312 The contractor will be held responsible for ensuring that all plant and equipment, including any which may be on hire, is well maintained, and used in accordance with the manufacturer's instructions, as required by the above British Standard.

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- 5.313 The following measures should be considered in order to minimise noise disturbance:
- Scheduling certain works to more convenient times of day to suit the occupants
 - Use of the most environmentally acceptable plant and equipment which is properly maintained and silenced.
 - Use of the least intrusive method of work.
 - Proper instruction and supervision of staff.
 - 'Rest periods' during which operations are temporarily ceased.
- 5.314 Regular, daily noise monitoring is not considered as required.
- 5.315 **Temporary Works**
- 5.316 The Principal Contractor must assess the requirements for temporary works at all stages of these works and shall make due allowance in his proposals for such work to be designed, checked, installed, inspected and removed to ensure their structural integrity and safety in use.
- 5.317 The tenderer shall demonstrate his ability to plan & manage temporary works on site and shall include in his tender a statement describing the procedures he will employ to achieve this, in particular with respect to:
- Appraisal of temporary works requirements
 - Methods of lifting materials onto and off of the main roof
 - Preparation and issue to the Temporary Works Design
 - Design of temporary works
 - Checking of temporary works design
 - Compliance with Construction Design and Management Regulations
 - Appointment of Temporary Works Co-coordinator
 - Responsibilities of Temporary Works Co-coordinator
 - Erection/installation of temporary works
 - Inspection of temporary works
 - Removal of temporary works
- 5.319 The Principal Contractor should envisage that there will be a further range of specific hazards associated with this type of work beyond those described previously within the document, that will need to be considered when developing his safety plan, eg:
- Dust from demolition or strip out works, lack of appropriate footing
 - Slips, trips and falls
 - Manual handling
 - Use of cutting and grinding tools, including all other power tools
 - Temporary works, including support materials during installation process
 - Exposure to electricity and other services
 - Protection of the public and other building users
- 5.320 **Unforeseen Eventualities**
- 5.321 If due to unforeseen circumstances there are aspects of contractor design which require significant modification, the following procedure shall apply:
- As soon as it becomes known that a design element is to be significantly modified, the Principal Designer shall be notified.
 - The Principal Designer will ensure that whoever is instructing the Design Team has ensured provision of all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options when modifying the design.
 - Each modification shall be developed on the basis of risk assessments regarding execution,

maintenance, repair and subsequent demolition and dismantling. As necessary, Principal Designer shall be provided with evidence of the risk assessments.

- The Principal Contractor shall be required to update, amend and modify as necessary the detailed Construction Phase Plan to address any health and safety risk associated with individual design elements modified during the works, so that at all times the Principal Contractor's Construction Phase Plan may be considered suitable and sufficient.

5.400 MATERIALS REQUIRING PARTICULAR PRECAUTIONS

5.401 As the scheme design incorporates traditional roofing and repair methods and materials, it is considered that there are specific health hazards even for a competent contractor to plan and manage for. The stripping out and removal of waste could constitute specialist storage, handling, removal and disposal of specific waste. The Contractor is to confirm that he is aware of all precautionary measures for the above.

5.402 The Contractor is required to maintain on site in a ring binder up to date COSHH data sheets relating to all products to be used on site. The Contractor is to provide the Principal Designer with clean set of relevant COSHH Data sheets for inclusion in the Health and Safety File at the completion of the works.

5.500 THE PRINCIPAL CONTRACTOR

5.501 The Principal Contractor is to note that he has an obligation under the regulations to update the Health and Safety Plan during the construction phase. The Principal Contractor should also provide the Principal Designer with information to be included in the Health and Safety File as required under CDM Regulation 12 & 13. Outline requirements of the Health and Safety File are included in Appendix 2 to this plan.

5.502 The Contractor should ensure that the Principal Designer is advised of any significant Health and Safety implications of any design elements that cannot practicably be avoided.

5.503 All designers involved in the project are to be identified in the Contractors Health and Safety Plan. The Principal Contractor should ensure that these designers are aware of legal duties under CDM including co-operation with the Principal Designer, selecting design elements with consideration for health and safety aspects identified in Section 4 'Health and Safety Objectives'.

5.504 The Principal Contractor shall submit his proposals for monitoring safety performance against the Health and Safety Plan. The construction phase of the project shall not commence until the safety monitoring system is in place.

5.505 The Principal Contractor should ensure that all workers are provided with a suitable, site-specific induction to inform them of the arrangements for health, safety and welfare at their work site. This should include any relevant findings resulting from risk assessment, including risks arising from activities of other operatives working nearby. Site rules should be explained along with the procedures to be followed in the event of any worker finding themselves in a position of serious and imminent danger.

5.506 Arrangements for worker engagement on sites should be tailored to the size and nature of the project and risks involved. On smaller sites informal arrangements for collecting worker's views can be effective e.g. by arranging reviews of method statements immediately before the work itself is carried out.

5.507 The Principal Contractor has a specific duty to make and maintain arrangements to enable effective co-operation and consultation between themselves, contractors and workers. Arrangements made in respect of co-operation and consultation with workers on site should be recorded by the Principal Contractor and included in their Construction Phase Plan. Such arrangements will require regular review and updating, as circumstances on site change.

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- 5.509 Such arrangements need to cover all workers effectively, including those who may only be on site for brief periods. The arrangements should be proportionate to the size and complexity of the construction work, the scale of hazards and the size of the workforce.
- 5.510 The Principal Contractor should implement a range of mechanisms to ensure that on-site consultation is effective e.g. regular consultation meetings, consultation during inductions, daily briefings, **toolbox talks etc.**
- 5.511 All those visiting or working on the site will be required to **wear safety footwear** at all times or until such time as the site agent considers it safe not to do so. Other site rules are outlined elsewhere in this document or included in the tender documents that will be issued at tender stage.
- 5.512 The Principal Contractor shall prepare arrangements for the health and safety of site visitors for inclusion within the Construction Phase Plan.
- 5.513 The Contractor should identify his additional site rules in his Health and Safety Plan.

6.000 THE HEALTH AND SAFETY FILE

- 6.001 The Principal Contractor shall be responsible for the collation of all health and safety file information and submit it to the Principal Designer in advance of Practical Completion. The practicalities of ensuring that all relevant test and commissioning certificates are included, prior to practical completion is understood and it is accepted that a number of such certificates may not be available until the works are wholly complete. Under such circumstances the file information shall be submitted without such test and commissioning certificates. It is imperative however that the missing information is available prior to handover, otherwise Practical Completion may not be granted.
- 6.002 The Principal Contractor shall also ensure that the Operating and Maintenance Manuals are submitted to the relevant consultant and that approved manuals and relevant completion checklists are in place prior to Practical Completion.
- 6.003 A Health & Safety File template is included within the appendix to this document to assist the Principal Contractor with the collation of data.
- 6.004 The Health & Safety File will be prepared in electronic format by the Principal Contractor and access to the H&S File Structure on the AHR system will be provided to the Principal Contractor for providing the relevant information within the filing structure. The Health and Safety file should include all manufacturers warranties and guarantees in a prompt manner.

7.000 **Covid-19 Guidance – May 2022**

7.001 **Introduction**

This site guidance assumes all sites are of a large scale. This is not always the case, the guidelines stipulated below are expected to be principles followed in the delivery of this project.

Construction sites operating during the Coronavirus (Covid-19) pandemic (**and remaining restrictions or good practice after it**) need to ensure they are protecting their workforce and minimising the risk of spread of infection. This is particularly relevant within an Academy site.

This guidance is intended to introduce consistent measures on working sites of all types and sizes in line with current guidelines on social distancing and ensure employers and individuals make every effort to comply.

7.002 **Self-isolation**

Anyone who either has a high temperature or a new persistent cough or is within **5 days** of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site but must follow the guidance on self-isolation.

7.003 **Driving at Work**

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals where possible.
- Maintain good ventilation (i.e. keeping the windows open)
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles.
- Consider introducing staggered start and finish times to reduce congestion.

7.004 **Hand Washing**

Allow regular breaks to wash hands

- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable

7.005 **Toilet Facilities**

- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.

7.006 **Welfare Areas**

- Consider increasing the number or size of facilities available on site.
- Break times should be staggered to reduce congestion and contact at all times

7.008 **Site Meetings**

Only absolutely necessary meeting participants should attend

- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings outside where possible.

7.009 **Behaviours**

The measures necessary to manage the risk of spread of infection rely on everyone taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach on site.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors

Appendix 1 Main Contractors Construction Phase Health & Safety Plan Requirements	
Description of the Project	(a) Project description, location and programme details (b) Details of client, Principal Designer / Adviser, designers, principal contractor, other consultants, sub-contractors, etc. (c) Extent and location of existing records and plans
Management of the Work	(c) Management structure and responsibilities (d) Health and safety goals for the project and arrangements for monitoring and review of health and safety performance (e) Arrangements for: i. Regular liaison between parties on site ii. Consultation of the workforce iii. The exchange of design information between the client, designers, Principal Designer / Health & Safety Adviser and contractors on site. iv. The selection and control of contractors v. The exchange of health and safety information between contractors vi. Security vii. Site induction viii. On site training ix. Welfare facilities and first aid x. The reporting and investigation of accidents, incidents including near misses xi. The production and approval of risk assessments and method statements xii. Site rules (including drug and alcohol policy) xiii. Fire and emergency evacuation procedures
Arrangements for controlling significant risks on site	Safety risks (a) Delivery and removal of materials (including waste) and work equipment (b) Dealing with services (electric etc.) (c) Existing environment, accommodating adjacent land use (d) Stability of structures including temporary structures and unstable structures (e) Preventing falls (f) Control of lifting operations (g) Maintenance of plant and equipment (h) Work on excavations and work where there are poor ground conditions (i) Traffic routes and segregation of vehicles and pedestrians (j) Storage of materials (particularly hazardous materials) and work equipment (k) Other significant safety risks (l) Working with other main contractors on the same site. (m) Permits (n) PPE (o) Training Health risks (a) Removal of asbestos (b) Manual handling (c) Reducing noise (d) Other significant health risks
The Health and Safety File	(a) Arrangements for collection and gathering information

Appendix 2 The Health & Safety File Structure & Requirements		
Section 1 Introduction	(1.1) (1.2) (1.3) (1.4) (1.5)	Project Introduction Project Description & Timescales Location of the Works Project Team Directory Contractor Team Directory
Section 2 Design Intentions	(2.1) (2.1.1) (2.1.2) (2.1.3) (2.2) (2.3) (2.4) (2.5)	Design Intent Statements Building Structural M&E Design Calculations Existing Survey Information Building Specifications M&E Specifications
Section 3 Health & Safety Implications	(3.1) (3.2) (3.3) (3.4) (3.5) (3.6) (3.7)	Hazard Identification Schedule Key Structural Principals Hazards Associated with Materials Used Unusual Construction Methods /Details /Statements Safe Access Routes Fire Safety Drawings Fire Risk Assessments
Section 4 Asbestos & Hazardous Substances	(4.1) (4.2) (4.3) (4.4)	Asbestos Register Asbestos Removal Certificates Hazardous Waste Notices COSHH Assessments
Section 5 Details of Materials & Products Used	(5.1) (5.2) (5.3) (5.4) (5.5)	Manufacturer's Literature for Building Elements Data Sheets Finishes / Colour Schedule Guarantee's Warranties
Section 6 Maintenance & Cleaning Procedures	(6.1) (6.2) (6.3) (6.4)	Maintenance & Cleaning Schedule Maintenance & Cleaning Procedures Access Statements /Procedures /Routes Plant & Equipment Requirements
Section 7 Certificates	(7.1) (7.2) (7.3) (7.4) (7.5) (7.6)	Planning Approvals Equality Act Approvals Building Control Approvals Building Certificates Mechanical Installations Electrical Installations
Section 8 Final Record Drawings	(8.1) (8.2) (8.3) (8.4) (8.5) (8.6) (8.7)	Architectural /Building Fabric Drawings Finishes /Furniture Drawings Structural Drawings Structural Calculations Landscape Drawings Mechanical Drawings Electrical Drawings
Section 9 Non-Compliance	(9.1)	Works Outstanding from the Contract
Section 10 Mechanical & Electrical O&M Manual	(10.1) (10.2)	Electrical Manual Mechanical Manual