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CONTRACT NO: EH01		CONTRACT NAME: 3 Warehouse units, Bradstone Road.		REV NO: 2	
Contract Title and Address: 3 Warehouse Units 3 Bradstone Road, Manchester, M8 8WA					START DATE: July 2022
					DURATION: 45 Weeks Approx.
1.0	The Project Team				Action
1.1	The Client Ealham Homes Ltd 28 Premier Street Manchester M8 8HH				
	Name: Laurence Daw	<u>Tel:</u> 07454051430	Email: Laurence.daw@hotmail.com		
1.2	Clients Agent/QS Edmond Shipway Middle Warehouse Castle Quay Chester Road Manchester M15 4NJ				
	Name: Ken Latham	Tel: 0161 819 2900	Email: Ken.latham@shipway.co.uk		
1.3	Principal Designer Ideal Architects Number 12 Thorncliffe, 48 Vine Street, M7 3PG				
	F10 Provided	YES	No	To be checked	
	Name: David Parkinson	Tel: 07985 023 630	Email: david@ideal-architects.co.uk		
1.4	Architect Ideal Architects Number 12 Thorncliffe, 48 Vine Street, M7 3PG				
	Name: David Parkinson	Tel: 07985 023 630	Email: david@ideal-architects.co.uk		

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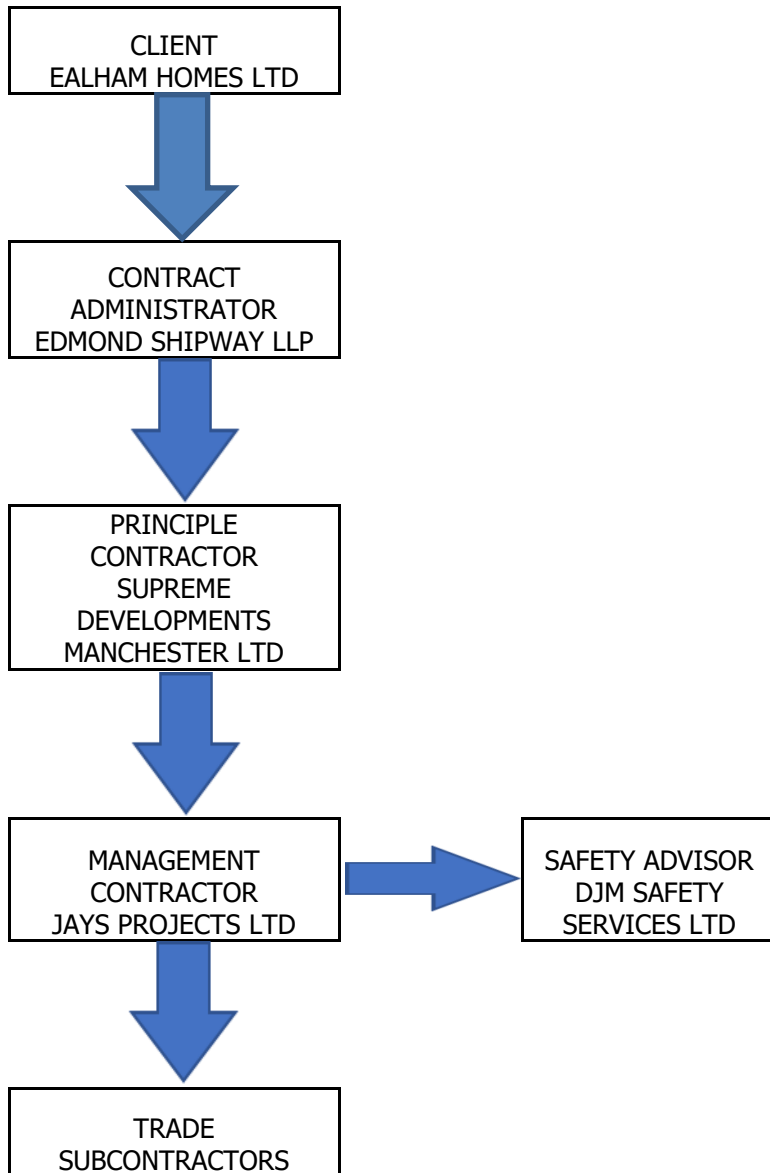
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1.5	Structural Engineer			
	ADS Structural Ltd 4th Floor, Short End Tower, Alexandra Business Park, Prescott Road, St Helens, WA10 3TP			
	Name: Scott Hornby	Tel: 0151 541 4000	Email: scott.hornby@ADSSTRUCTURAL.CO.UK	
1.6	Principal Contractor			
	Supreme Developments Manchester Ltd (SDML) 28 Premier Street Manchester M8 8HH Contact details as above Client			
1.7	Construction Management Contractor			
	Jays Projects Ltd 76c Davyhulme Road Davyhulme Manchester M41 7DN Senior Project Manager: John Wrigley Mobile: 07796 185 746 Senior Quantity Surveyor: James McDougall Mobile: 07944 649 160			

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SITE ORGANOGRAM



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		Action
1.7	Health & Safety Principles and Objectives Principles and Objectives aim towards: - - Zero accidents/incidents - All employees with positive attitudes towards safety - Repeat business - HSE/External bodies confidence and zero HSE Actions - Zero lost time due to unsafe and inefficient working practices - Reduced insurance costs - Contract completion on time with minimum disruption	

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1.8	Accident/Incident Reporting Accident/Incident occurs S053- Accident Record, to be filled in by the Site Team and sent to DJM / Clients independent SHE Advisor for review. S054- Accident/Incident Investigation Report to be generated at the discretion of the Project Manager & DMC after his initial review to determine cause of the issue and for avoidance of repetition. The original copies of the S053 and if applicable S054&S055 are not to be kept on site in order to comply with GDPR. All copies to be issued to Client for forwarding to the insurers as required. If the Accident is Reportable i.e. 1. Fatality and major injury 2. Injuries Resulting in incapacity for more than 7 days 3. Dangerous Occurrences 4. Specified diseases It is the duty of the Employer of the injured party to report the incident and keep SDML informed of subsequent events i.e. medical treatment and return to work. If the employer does not or cannot report to the HSE, SDML will do so on their behalf with the agreement of the Employer.	
1.8.1	The Accident/ Incident is Reportable if: Specified injuries to workers: The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes: 1. A fracture, other than to fingers, thumbs and toes; 2. Amputation of an arm, hand, finger, thumb, leg, foot or toe; 3. Permanent loss of sight or reduction of sight; 4. Crush injuries leading to internal organ damage; 5. Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs); 6. Scalping's (separation of skin from the head) which require hospital treatment; 7. Unconsciousness caused by head injury or asphyxia; 8. Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.	

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1.8.2	There are also Dangerous Occurrence's which are required to be reported which are as follows: 1. Collapse, overturning or failure of any load bearing part of any lift. hoist, crane, derrick, MEWP, excavator, piling rig or forklift truck. 2. Collapse or partial collapse of any scaffold over 5m high or fall of any cradle 3. Collapse of 5tonnes or more of any building or structure, or any false-work, or any wall or floor in any workspace 4. Explosion, bursting or collapse of any closed vessel. 5. Contact with arcing from any over-head electric cable 6. Electrical short circuit with fire or explosion 7. Explosion or fire caused by any material resulting in stoppage of work or plant for more than 24 hours. 8. Uncontrolled release of 100kg or more of flammable liquid, 10kg or more of a flammable liquid above its boiling point or 10g of a flammable gas inside a building and 500kg or more externally 9. Uncontrolled release of any biological agents 10. Accidental ignition of an explosive 11. Failure of any load bearing part of a container 12. Bursting, explosion or collapse, or fire involving a pipeline 13. Specific incidents involving road tankers 14. Specific incidents involving dangerous substances being conveyed by road 15. Escape of any substance in a quantity sufficient to cause death, injury or damage to health 16. Malfunction of any breathing apparatus whilst in use or when being tested before use.	
1.8.3	There are also Diseases which are required to be reported which are as follows: 1. Certain poisonings 2. Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne 3. Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma 4. Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus 5. Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome If an incident occurs which is reportable, this will be reported to the HSE by DJM Safety Services/ Clients representative, or the Employer of the injured or affected party.	

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1.9	Site Rules	
1.9.1	Anyone working on or visiting this site <u>must sign in</u> and <u>out</u> of the site office- no one is allowed to work on site unless they have attended a site specific Safety, Health and Environmental induction.	
1.9.2	All operatives must have read and understood a suitable and sufficient RAMS for their work element which has been reviewed and accepted by Jays Projects Ltd management team, and they must also sign a RAMS briefing sheet to acknowledge their understanding of how the planned works are to be carried out.	
1.9.3	This is a No Smoking Site. Smoking may be permitted at a designated point this will be directed by the Site Manager during the SHE Induction.	
1.9.4	Jays Projects Ltd operate a strict Drugs and Alcohol Policy, anyone found be taking or thought to be under the influence of drugs or alcohol will be removed from site and the incident will be reported to the Director who is responsible for SHE matters within their Company for disciplinary action to be taken.	
1.9.5	If you spend a large part of your working life in the open air, it is important to wear suitable clothing if you are to avoid ill health or injury. As a minimum, on this project you must wear a safety helmet, safety footwear and high visibility clothing at <u>all</u> times. All personal protective equipment/clothing must be kept in good condition and maintained. Please report <u>any</u> PPE problems to your foreman/supervisor. Additional personal protection i.e. for your hands, eyes, ears etc. must be worn when the work activity requires it.	
1.9.6	No one is allowed to deviate from the designated access route (as indicated on the Contractors Site Layout Drawing) to and from the work place. Keep existing footpaths/routes clear and safe for pedestrians. <i>If barriers are erected you must not cross/climb over them.</i> The places at which you work and the access to these places should be kept free from unnecessary equipment, materials and substances that are liable to cause people to trip or slip. Access roads must be kept free from spoil and debris at all times. When excess dust is produced it must be reduced using appropriate measures such as dampening down with water sprays. Obey all warnings/hazard notices and speed limit signs.	
1.9.7	C.O.S.H.H Assessments must be readily available for all materials/substances on site. Ensure that you read <u>and</u> understand them prior to using any hazardous materials and you must also advise any other third parties who may be affected by the materials in use. Copies of <u>all</u> C.O.S.H.H Assessments are available in the Site Offices.	
1.9.8	A lot of injuries received at work are the direct result of bad lifting and carrying practices-you can reduce the chances of injuring yourself by avoiding Manual handling whenever possible-use a machine.	
1.9.9	Never use a scaffold if you think it is unsafe. If you find that the scaffold is unsafe, report the faults to your Supervisor so that he can have them put right. Scaffold alterations may only be carried out by persons who are trained and competent, normally scaffolders. Everyone should note that a 'Scaff Tag' system will operate for the duration of this contract and this will apply to both tube & fitting as well as mobile towers.	

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1.9.10	All ladders, steps etc., must be inspected prior to use. Ladders may only be used for access and egress to a working platform or location, and for work of short duration. In all instances, ladders & step ladders should only be used as a last resort following the elimination of safer systems of work i.e. mobile towers etc. All work operations to be carried out from step-ladders or ladders can only be undertaken following the issue of a LADDER PERMIT.	
1.9.11	When working near edges or openings, ensure that suitable guardrails and toe-boards are fitted. Ensure that wherever guardrails and toe-boards are erected that you do not cross or climb over them.	
1.9.12	All operators or machinery or equipment must ensure that they have their valid certificate with them, or a copy available for immediate inspection, when carrying out processes for which training is required i.e. scaffolding, abrasive wheels etc.	
1.9.13	Never attempt to operate mobile plant or lifting equipment unless you have a valid CPCS / C.T.A Certificate with you and are prepared to operate the item according to the training given. All certificates must be approved by Housecrowd LTD. Never use any plant/equipment that is defective. Any/all defects must be reported.	
1.9.14	Make yourself aware of the site's emergency <u>fire-drill</u> procedure-identify the position of fire extinguishers and other fire-fighting equipment. Also make yourself aware of the emergency site procedures, the route to the nearest hospital is displayed on the Site SHE Notice Board(s).	
1.9.15	If you are unfortunate enough to suffer any incident you must report <u>all injuries to the Site Management Team</u> and ensure that first aid is given. This also applies to minor injuries-even small cuts and grazes can become infected if not treated promptly.	
1.9.16	Permits-to-work are required for the following: ▪ Permit to Work (Site specific); ▪ Permit to Pump; ▪ Permit to Dig/Break Ground; ▪ Confined Space Permit; ▪ Permit to Work on or near Live Services; ▪ Hot Work Permit; ▪ Permit to Work Off Step-Ladders or Ladders; ▪ Permit to Lift. ▪ Permit to Strike or Dismantle in respect of Temporary Works	
1.9.17	All excavations <u>must comply</u> with the requirements relating to avoiding underground services and providing support and protection, contained within the specified Risk Assessment and Method Statement before anyone enters them.	
1.9.18	If operating plant or vehicles, never reverse without a competent banks-man to guide you. As a pedestrian, do not walk behind moving plant, make yourself known to the reversing vehicle banks-man in the area. Be seen at all times.	

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1.9.19	All portable electrical equipment must be 110v only and display an identity and test tag. Always use the correct tool for the job. Inspect the tool prior to use and then at regular intervals, never use any hand held tools that are defective and report all defective tools to your Foreman/Supervisor.	
1.9.20	Good housekeeping is a number one priority on site because a clean site is a safe and environmentally friendly site. Keep your own work area clean and tidy, place all waste in suitable containers. As a minimum, this must be done at the end of every working shift or at the request of Jays Projects Ltd Site Management.	
1.9.21	Always respect the natural environment and the local community. Nuisance must not be caused to neighbouring areas i.e. noise must be within acceptable levels, if you believe you are causing a noise nuisance inform your supervisor. Please do not use abusive language whilst on site. When re-fuelling by hand use a funnel or container with a spout to prevent spillage. Drip trays must be used to contain any potential leaks from fuel driven plant. Do not allow any substances, i.e. cement, diesel, oil, silty water etc. to enter into any watercourses. Notify any leaks from tanks, plant etc. If a problem occurs, report it to your Foreman/Supervisor immediately. Spill clean-up kits are available on site, make sure you know where they are located and how to use them. The locations of Spill Kits will be identified in the Site Induction. If pumping water away from your works always request/follow instructions from your supervisor. Silty water (i.e. water containing suspended solids) must never be pumped directly into a watercourse. It must be treated prior to discharge (i.e. through settlement lagoons, by pumping onto grassland in order for it to soak-away naturally, through settlement tanks/skips or through straw bales etc.) from site. Always follow the instructions on the Permit-to-Pump, if in any doubt ASK! Take additional care when working in proximity to the existing properties.	
1.9.22	No fires are allowed on site.	
1.9.23	To prevent injuries and distractions, radio's can be played but only at a low level. Earpods playing music are not advised to be used.	
1.9.24	Resist the temptation to play practical jokes and do not indulge in horseplay or running on site-such behaviour often leads to serious injuries.	
1.9.25	Always respect the toilet and welfare facilities provided for your use and report any deficiencies. Anyone found urinating on site or abusing these facilities will be removed from site.	
1.9.26	If affected, make sure you receive and understand the Jays Projects Ltd "Precautions Against Risk of Illness for those Working in Contact with Sewage and Rat Infested Premises Card (Weils Disease)"	
1.9.27	If affected, make sure you receive and understand the precautions required for working in Contaminated Land.	
1.9.28	Mobile phones must not be used while operating any construction plant or vehicles. Any-one using a mobile phone must stand in a safe area or in the site compound.	
1.9.29	Report all incidents to the Site First Aider(s) whose names are listed on the site S.H.E Notice Board.	

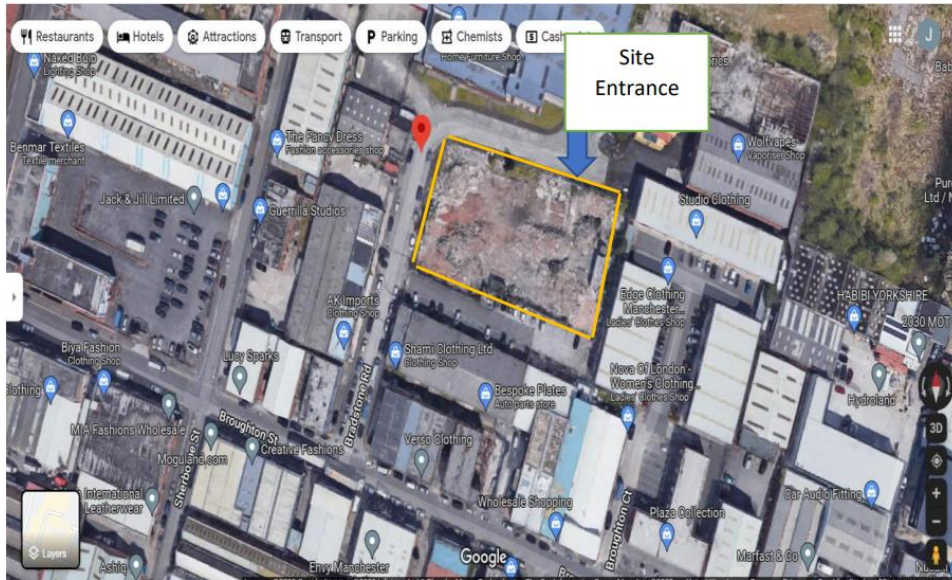
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1.9.30	The recent COVID-19 strategy is to be followed where possible and all on site operatives are directed to follow Government Guidance and CLC advise whilst on site.	
1.9.31	If there are any requirements for bulk excavations and subsequent removal of spoil off site, Wheel washing facilities will be provided at the site exit to minimise dirt and spoil migrating on to the local roads. When required in exceptionally inclement weather, a road sweeper will be deployed to the surrounding roads ensuring they are kept clean throughout the day	
1.9.32	Site operative vehicles are to be parked on site when and where possible in an orderly manner. On site works will dictate this. If no on site parking is required, then operatives vehicles will be parked to the North of the site on Bradstone road ensuring that no existing entrances are blocked. We shall also monitor litter and provide bins in this area, and ensure that this is raised with all operatives at induction stage	

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2.0	Contract Details	Action
2.1	Scope of Works including any Design Brief Enabling Works: All existing buildings have been demolished and removed off site under another contract. 6F2 working platform has been levelled with a stockpile of 6F2 remaining for use on site. The following Construction work is to be completed: Highways, Drainage and STATS connections The new development will require the forming of 2 new entrances for all required traffic expected to the new units including waste management vehicles. The 2 new entrances will be formed after consultation with Manchester City Council Highways department. All requirements to open up the existing highway in Bradstone Road will be done after consultation with all required parties, obtaining the required permits, Section agreements and notices, and putting in place the required Traffic Management whilst any works take place. Sub Structure: All Foundations are expected to be pad foundations with either Mass Fill Concrete or reinforced steel added as per Structural Engineers design. There may be a requirement for attenuation drainage on site, which is still subject to design. Superstructure: Structural Steel Portal frames (3no) will be clad with Blue Engineering brick masonry walls at Ground to 1st floor, with Kingspan (or similar) Micro-rib cladding panels for the upper 1st & 2nd floors. Roof coverings to be composite cladding panels with a small parapet detail to the perimeter. Perimeter doors and windows to be powder coated Aluminium (or similar) to approved colours with roller shutters to all shop fronts. Internally, walls to be blockwork with a plastered finish, Ground floor toilet facilities provided in each unit. Upper floor to be concrete infill metal deck floors with comfort cooling provided to each unit by the end user. External Works: Tarmac covered carparking is provided with a centralised use of a bin store and Cycle park. Disabled access is provided to each unit at Ground floor level.	

On site operatives will be able to park on site as the works progress, or if not, be restricted to parking at the upper end of Bradstone Road away from existing retail units.



Street works Act Supervisor: Specialist Subcontractor to carry out this work once appointed

1. Groundworker – Foundations and drainage
2. Structural Steel, metal deck floors
3. Concrete to upper floors
4. Scaffolding
5. Cladding and roofing
6. Masonry
7. Shop fronts, windows and doors
8. Roller shutters
9. Plastering
10. Mechanical
11. Electrical
12. Decoration/Floor finishes/internal trades
13. External works – kerbing, edging, concrete slabs, tarmac prep/Tarmac

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2.0	Contract Details (Cont'd)	Action
2.4	Public Relations: - Public Relations Manager: John Wrigley Action Plan - Jays Projects Ltd will maintain existing perimeter hoarding. (This will change to Heras fencing as external works progress) to help to prevent the chances of any dangerous un-authorised access onto site both during and out of construction hours. - Safety signage will be erected so as to inform and warn of any dangers linked the construction of this development - Jays Projects Ltd will make efforts to minimise the impact of the construction of this development that may affect any members of public or surrounding properties and businesses. - Regular noise environmental readings shall be taken. - A periodic newsletter/ update on progress will be posted to all nearby businesses to advise them of the progress of the works being undertaken. - The site shall be responsive to any queries by the public or surrounding properties. - The Site Manager will deal with any complaints swiftly and these complaints will be logged and made available to the CDM Coordinator/Clients Agent and Client alike. - There will be a daily check around site boundaries to ensure no materials of the construction process are contaminating surrounding areas.	
3.0	Control Of Main Hazards And Risks as Applicable: Jays Projects Ltd/DJM Safety Services where applicable procedures to be adhered to for all construction processes.	
3.1	Existing Services – Overhead/Underground Drawings from the appropriate statutory undertakers are to be made available and these will be posted on the Site Safety Notice board at all times. The location of the services that are to be altered will be identified and marked appropriately on site during the period of modification. We have been informed that there are No live services on site. Any works in and around the existing Telecommunications mast will only be done after consultation with the mast owner (the mast is adjacent to the construction site, not on it and is currently secured by a steel palisade fence which is locked). Service Co-ordinator: John Wrigley Deputy Co-ordinator: James McDougall Cable Locator available: Site Office Training required: No Permit to Dig prepared by Jays Projects Ltd: John Wrigley	

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3.2	Plant Requirements Lifting Operations: We anticipate that the following areas of work will involve the use of lifting equipment: 1. Structural Steel frame 2. Metal deck floors 3. Precast concrete staircases 4. Roof & cladding works 5. Loading up masonry (block) to upper floors Ground testing will be completed prior to commencement to ensure that the crane platform is suitable. This will be approved by a Structural Engineer. The RAMS and copies of lifting plan, Appointed Persons certification are to be witnessed and approved by Jays Projects Ltd Appointed Person/Crane Co-ordinator- TBC/ DJM Safety Services All documentation will be reviewed and accepted to proceed by DJM Safety Services using the necessary (S084) Lift Plan Checklist procedure which will be adhered to. Permit to Lift (S083) will be implemented by the Jays Projects Ltd management team. Repetitive lifting operations for the tele-handler, HIAB Deliveries and excavators being used as cranes will be assessed as and when required. A repetitive lifting plan using Jays Projects Ltd S113 document will be implemented by an approved AP either from the Sub Contractor applicable or a third party. Crane Co-ordinator: TBC Piling Operations: None envisaged to be required on site Plant Authorisation: Plant Inspections will be carried out by the Sub-contractors who are providing and using the plant in line with the manufacturer's recommendations. However, it will be the responsibility of the subcontractors supervisor to ensure that the inspections are completed and submitted to Jays Projects Ltd in line with PUWER/LOLER Regulations. All mobile plant is to be operated under strict control of a banksman.	
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3.4	Temporary Works (Earthworks/Scaffold/Cofferdams etc.) Refer to Jays Projects Ltd Management of Temporary Works Procedure (S052) provided by DJM Safety Services. Temporary Works External Consultant: TBC once contract appointment is made. Jays Projects Ltd Designated Individual: DJM Safety Services appointed by Client via email. DMC CV to be sent to Jays Projects Ltd & Ideal Architects for record purposes. Temporary Works Co-ordinator (Not the Designer): Appointed By: Danny McCord (DI) Signed<i>D McCord</i>..... Accepted By: John Wrigley (TW Coordinator) Signed<i>J Wrigley</i>..... Temporary Works Register (S124) to be completed by: Permits to Load and Dismantle Temporary Works will be issued by: John Wrigley Temporary Works Associated with the project include, but are not limited to: 1. System Scaffold 2. Formwork to walls 3. Trench support to drainage works 4. Temp electrics 5. Hoarding and fencing 6. Spoil Heaps 7. Access haul roads/MEWP access and Telehandler 8. Pedestrian routes 9. Small system working platforms	
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3.5	Confined Space Works Activities: new drainage including connections in highways Permits to Enter issued by: Jays Projects Ltd site management team Top Man Records completed by: Applicable Sub C and issued to Jays Projects Ltd management team. Training requirements: All operatives and staff directly involved are to be certificated. Where required for (United Utilities operations) staff will be City and Guilds Confined Space Entry trained.	
3.6	Vibration Works involving vibration will be monitored before and during the construction phase to ensure that any adjacent properties are not affected. Where possible and deemed to be necessary, vibration control measures will be implemented and recorded. Use of vibrating tools will be required and assessments will be completed before the use of the tool. Vibration magnitudes of the tools will be assessed and the required time constraints for the use of the tool per person in 8 hours will be determined and adhered to-operatives will be briefed accordingly.	
3.7	Manual Handling Masonry operations will involve repeated manual handling, however, the weights of bricks and blocks will not require any additional control measures due to the limited quantity of the materials involved. The manual handling hierarchy of control will be followed and specific assessments will be put in place as required. Installation of materials will always be done mechanically where possible, such as installation of kerbs, pavements, lintels, steel, pre-cast units.	
3.8	Working at Height: Where working at height is a risk, applicable control measures will be implemented such as: • Avoid the need to work at height where possible • WAH Hierarchy will be adopted. • Scaffolding erected by competent operatives and inspected every 7 days by a competent person • Use of MEWPS by trained operatives on suitable hard standings • Barrier off all areas where plant is in use	

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3.9	General Excavations Site service plans, CAT Scan surveys and Permits to Dig will be completed and issued by: Shoring Equipment will be used where required and also as described in the TW section of the plan. <i>Any drainage arisings removed off site will be done so in sheeted wagons by a competent haulier under cover of a Waste carriers licence and relevant permit.</i>	
3.10	Drainage Excavations RAMS will be reviewed and signed off pre start of drainage works. To include confined space access and egress requirements with stop block controls. Daily / twice daily inspections to be recorded using S111 by: Engineer	
3.11	Fire Risk Management and Controls:	
3.11.1	Insurance Requirements: No special requirements	
3.11.2	Emergency Services: Contact the local Fire and Rescue Service to inform them of our project requirements. Fire Risk Assessments will be completed and periodically reviewed as required in line with Jays Projects Ltd Safety Procedures	
3.11.3	NAMED PERSONEL: The Responsible Person: John Wrigley Fire Marshalls: John Wrigley or James McDougall Competent Person: D McCord DJM Safety Services Specify which Fire RA to be completed: RA 066 or RA 067 (Delete as applicable as discussed with S.H.E Advisor. This could be a combination dependant on how the project progresses). RA66 has previously been completed and RA67 will be reviewed and revised by DJM Safety Services. Completed By: (This could be external consultant)- DJM Safety Services Reviewed By: John Wrigley On Site Fire Controls: (List the specifics). 1. Fire Extinguishers / Fire stations 2. Muster Points	

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3.11.4

Fire Plan:

The following items are to be assessed and will compile the site fire plan. Please tick the boxes below as applicable:

- Is the site fire safety plan based on the fire risk assessment, specific to the site and reviewed and updated periodically as circumstances change? (6.2) ☐
- Does the fire safety plan detail, as a minimum, the following requirements stated in the *Joint Code of Practice*:
 - (a) the organisation of, and responsibilities for, fire safety and arrangements for recording all training given to site operatives? (6.2a) ☐
 - (b) general site precautions, fire detection and alarm systems, temporary emergency lighting, fire extinguishers and fire points? (6.2b) ☐
 - (c) the need for clear access to the site and buildings to be maintained at all times? (6.2c) ☐
 - (d) the need for escape routes inside the building, including corridors and stairwells, to be clearly signed and kept clear of obstructions as far as is reasonably practicable? (6.2d) ☐
 - (e) the locations of designated smoking areas where they are provided in compliance with no smoking legislation? (6.2e) ☐
 - (f) the requirements for a hot work permit regime where hot work cannot be avoided by other means? (6.2f) ☐
 - (g) temporary buildings and temporary accommodation, including location, fire protection, construction and maintenance? (6.2g) ☐
 - (h) fire escape and communications (including an effective evacuation plan and procedures for calling the fire and rescue service)? (6.2h) ☐
 - (i) fire and rescue service access, facilities and co-ordination? (6.2i) ☐
 - (j) instructions given to those on site of the required actions in case of fire? (6.2j) ☐
 - (k) security measures to minimise the risk of arson? (6.2k) ☐
 - (l) a materials storage and waste control regime, with particular reference to flammable and highly flammable materials? (6.2l) ☐
 - (m) the maintenance of temporary electrical installations? (6.2m) ☐
 - (n) the location of inverters and associated isolators where photovoltaic panels are being installed? (6.2n) ☐
 - (o) the use of fire retardant coverings? (6.2o) ☐
 - (p) arrangements for plant and vehicles? (6.2p) ☐
 - (q) measures to prevent fire spread from the site (where appropriate)? (6.2q) ☐

3.11.5

Emergency Grab Pack Completed By: John Wrigley

This will be located outside the site office and near the site entrance. Security personnel will be briefed on the content so the need arise to issue to the emergency services out of work hours.

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3.12	Diving Operations and Works near Water- N/A	
3.13	Working with Explosives (Planned or Unplanned)- N/A	
3.14	Working with Caissons or Compressed Air – N/A	
3.15	Stability of Existing/Temporary Structures- N/A	
3.16	Permit to Work Permits to work will be issued and controlled by Housecrowd management team for the following operations: • Permits to Enter Confined Spaces including Top Man Records • Permits to Lift • Permits to Dig • Permits to Pump • Permits to Load and Dismantle • Hot Works Permits • Permit to operate on Live Electrical Apparatus • General Permit to Work for Ordinary Activities Specific contract requirements: None	
4.0	Selection Of Sub Contractors:	
	Jays Projects Ltd procedure for ensuring that sub-contractors are competent involves a detailed selection and audit process. Sub-contractors previously procured had submitted a PQQ to Jays Projects Ltd and were all approved. Any future Sub C other than very low risk (package value 10k) are required to complete a S11 Sub-contractor evaluation questionnaire which is reviewed for sufficiency by the Jays Projects Ltd SHE Advisor. The questionnaire covers various SHE issues and the sub-contractor is required to provide various supporting documents as evidence of their competence. Upon review of the information the SHE Advisor will either deem them competent to join the approved list or not. No Contractor is permitted to work unless either approval is given or dispensation is given. Dispensation is ONLY at Jays Projects Ltd management team discretion.	
4.1	Site/Sub Contractor Audits: Each week Jays Projects Ltd management team complete an S50 which is an internal SHE Audit. This is completed by a member of the Management team- most usually the Site Manager, in addition to this on a 4 Weekly basis the site is inspected and audited by the applicable Jays Projects Ltd SHE Advisor with an independent Safety Report completed and issued. (S003). Additional visits required at the discretion of the management team. Regular 4 Weekly Safety meetings ARE held to plan the forthcoming work. This is attended by the Jays Projects Ltd Site Team and the SHE Advisor.	

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4.2	Health and Safety Communication to Employees Company Standard Communication Boards are be in place for: • Health & Safety • Environmental matters • Daily site activities • Mental health & Wellbeing These will be displayed in the site offices and welfare facilities, as well as being displayed on site at strategic locations such as site entrances, toilet block and pedestrian routes.	
4.3	Direct Employer to Employee/Sub-Contract Employee Communication Includes: RAMS briefings and addendum documentation is completed with all operatives prior to work commencement. Operatives are required to sign record documents to confirm that they acknowledge and understand the contents of the RAMS and that they will adhere to the contents at all times. RAMS addendums are identified and are recorded if work patterns change and risks are re-evaluated. When addendums are required to the original planned works, the operatives involved are re-briefed accordingly and again will sign to acknowledge the contents of the addendum. Tool Box Talks are periodically held with operatives which remind them of the risks involved and control measures required to mitigate the risks. Operatives are encouraged to actively contribute to the Tool Box Talks and at the end of each talk's there is generally a question and answer session. Safety Alerts are displayed on the Site Safety Notice Boards which are located in the canteen/welfare areas and are also circulated directly to the sub-contractors.	
4.4	Worker Involvement: Sub-Contractors and Visitors are encouraged to voice concerns by reporting any issues on site. This is encouraged and included in the site induction. In order to do this we have a "You Said We Did" wipe board to encourage workers to easily pass comments which can be dealt with immediately by the site team as required. The comments raised will be discussed at the independent 4 weekly safety planning meetings.	

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5.0	Environmental Considerations	Action
	Environmental Liaison Manager: John Wrigley	
5.1	Rivers/Water courses: N/A	
5.2	Trees: No TPO's present	
5.3	Flora: N/A	
5.4	Fauna: N/A	
5.6	Planning Constraints: 1,3,4,5,13,20,22,23,24- Notes 2,8,10,14,15,18- Pre-commencement- by Client's Architect 6,7,9,11,12,16,17,19,21- Pre-Occupation	
5.7	Previous use of Land and Remediation Strategies: Site was previously a low-level office building with low level warehouse facilities behind it, with external carparking for trucks and cars. All existing buildings and carpark areas demolished and removed before this contract commences. Boreholes taken: N/A Additional samples required: N/A Known contaminants (update as applicable): None Decontamination if required: N/A	
5.8	Noise Limitation Working hours: 8.00am until 5.00pm Noise assessment: Completed as part of RAMS Submissions and also plant recorded on the Noise Register on the SHE Notice Board Plant assessed by: John Wrigley	

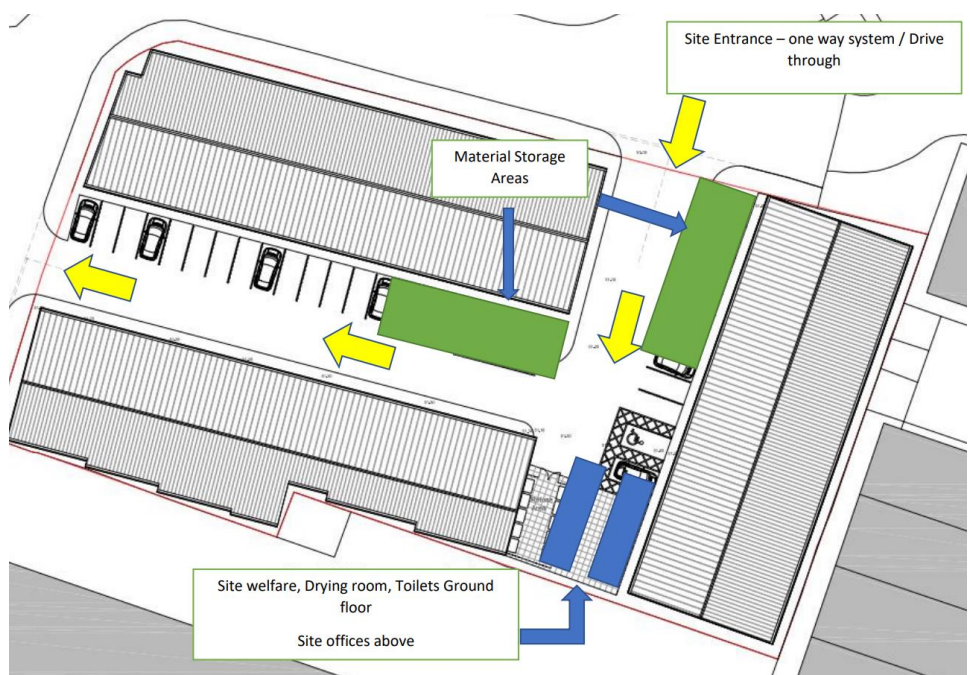
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5.9	Waste Materials: Person responsible for Waste Management Plan: N/A Person responsible for: • Duty of Care Waste Transfer Notes: John Wrigley • Hazardous Waste Consignment Notes: John Wrigley Any arisings removed off site will be done so in sheeted wagons by a competent haulier under cover of a Waste carriers licence and relevant permit. Hazardous Waste Registration Number for the site: N/A SIC Code for the Site: 41201 Existing Hazardous materials: None Airborne hazards: None	
5.10	COSHH Assessments will be carried out by: Sub-contractors to be included in the RAMS submission along with the relevant Data Sheet for the material. Briefings by: Jays Projects Ltd Site Manager and Sub Contractors supervisors will brief operatives accordingly on the contents of the RAMS including COSHH Assessments prior to commencement after the induction has taken place. Typical materials include: Mortar, cement, concrete silica dust, diesel fuel, petrol, oil, paint, adhesives	
5.11	Proposed/existing hazardous materials: See COSHH section on site safety notice boards	

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6.0	Welfare & Site Coordination	
6.1	Plan of site showing office, compound and material storage required.	
	 The diagram is a site plan showing a construction site layout. It includes several key areas: Material Storage Areas: Indicated by green rectangular blocks. Site Entrance: Marked with a yellow arrow and labeled "Site Entrance – one way system / Drive through". Site welfare, Drying room, Toilets Ground floor: A green rectangular area labeled with a yellow arrow. Site offices above: A blue rectangular area labeled with a blue arrow. Parking: A row of white car icons on the left side. Site Boundaries: A red line outlines the perimeter of the site. Access Roads: Yellow arrows show the flow of traffic, including a one-way system through the entrance.	
	Specific signage required: Perimeter Safety signage to deter intruders, General Health & safety signage around site. Welfare Arrangements Maximum No. of personnel anticipated to be on site: 15-20	
	Office Facility Requirements:	Secure Offices with galley area will be required
	Mess facility requirements:	Hot and cold water YES Means of heating food YES Drying room No-all significant works are carried out in internal areas Canteen YES Toilets 2+1 Washing facilities YES
	Electrical inspection:	All cabins to undergo 12 monthly inspection and be certificated. All site temporary electric supplies to undergo a 3 monthly inspection and be certified
	Cleaning requirement:	A local cleaning contractor will visit site as required and will complete a full clean of the welfare facilities.
	Weekly inspections by:	Jays Projects Ltd Management Team using S050

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6.2	Emergency Procedures: • Services to be contacted- • Information to be displayed on all notice boards and at all phone points. • Fire plan to be prepared by: DJM Safety Services • Competent Person Fire Safety: D McCord • Responsible Person: J Wrigley • Fire extinguishers/office set up: FirePro - 01254 388 450 • Fire certificate required: No • Alarm required:NO • Weekly fire checks: S50 and deficiencies recorded on the Risk Assessment RA66/67 • First aiders: J Wrigley • First aid equipment: 1 Stations total based in the welfare facilities. Assessment Required.	
6.3	Security Security Fencing: Heras/Hoarding Out of hours security: 1 guard Monday-Thursday 16.30-7.30, Friday 15.30-7.30, FULL 24hr Sat & Sunday, or site to have cameras with voice activation. Public protection/security: N/A Contact telephone Numbers: TBC once appointment made	
6.4	Site Orientation and Training Site Induction prepared by: Site Team Site Induction will be via flipchart covering essential items. Completed by Jays Projects Ltd management team. General Site Operatives and Managers Personnel are to be briefed on the site safety information including COVID -19 information and have the specifics of the site explained to them. All personnel to complete a Site Induction record form. After Induction RAMS briefings to take place as required. Short Duration Visitors Process: • Have the Site Specific Risks explained to them • Must complete a Next of Kin Induction form S015 and had the site specific risks verbally explained to them. • Must be escorted by a member of the Jays Projects Ltd Site Team and must be signed in. Young Person's Induction Process: 16-18 year olds must: • Must receive a full Induction and complete a specific Young Persons Induction Form S014 • Prove a form of safety training such as a C.S.C.S Card or similar approved training. • Must have a specific RA and a nominated Full Time Supervisor (RAMS to be provided and issued to Jays Projects Ltd SHE Advisor for review prior to commencement on site).	

A Child e.g. Work Experience/Children: Minimum School Leaving Age (MSLA) Children below the minimum school leaving age (MSLA) must not be employed in industrial workplaces such as factories, construction sites etc, except when on work experience.

Children Below MSLA Induction:

- Must receive a full Induction and complete a specific Young Persons/Child Induction Form S014
- Must have a specific RA and a nominated Full Time Supervisor (RAMS to be provided and issued to Jays Projects Ltd SHE Advisor for review prior to commencement on site).
- Parents must also have been informed of the processes to be completed by the child and a copy of the RAMS issued to them for their review and they must acknowledge receipt of this document.

Specific Safety Training requirements for contract:

SMSTS ALL MANAGERS
 FIRST AID TRAINING
 Basic Fire Risk Management 1/2 day
 Confined Space Awareness/Entry Med Risk

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7.0	Implementation and Review			Action
	Meetings	Chaired By	Frequency if Applicable	
7.1	Supervisors Safety Meeting	Site Manager	2 Weekly	
7.2	Specialist Contractors Pre-Start Meeting	Site Manager	All Contractors	
7.3	Site Progress Meeting	Site Manager	Monthly	
7.4	Specialist Contractors Progress Meeting	Site Manager	Weekly	
7.5	Clients Progress	Client	Monthly	
7.6	4 Weekly Safety Plan (CDM update)	DJM Safety Services	Monthly	
7.7	Design Review Meeting and CDM Coordination	JJW	Monthly-CDM as required if Principal Designer.	
7.8	Health and Safety File			
	Layout and Format: To be agreed Arrangements for collecting information: As works proceed Storage of Information: To be agreed			
7.9	Operation and Maintenance Manuals and As Built records O and M Manuals will be developed as the construction processes are completed and will comprise part of the final Health and Safety File			

