Construction Phase Plan

Longsight Community Centre

Project Ref: 1988

Amspec Limited, Kilshaw Street, Wigan, WN5 8EA
Tel: 01942 621 342

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Project/ Site:

Longsight Community Centre, 422 Stockport Road, Manchester, M12 4EX

Role	Name	Address	Contact Name	Contact details
Client	Manchester Vineyard	5 Piccadilly Place, Manchester M1 3BR	Stuart Hogg	stuartmichaelhogg@gmail.com
Employer Agent & Principal Designer	Bruntwood Management Services Ltd	2-10 Albert Square, Manchester, M2 6LW	Cameron Higgs	07970 260865
Principal Contractor	Amspec Ltd	Wigan WN58EA	Andy Slater	07949 936566
Health & Safety Advisor	Hamilton Deed Limited	124 City Road, London, EC1V 2NX	Please Advise	Please Advise
Lead Designer &	Jonathan	21 Little Peter Street,	Please Advise	Please Advise

Architect	Davidson Architects Limited	Manchester, M15 4PS		
Structural & Civil Engineers	Ridge & Partners LLP	Belvedere House, 5th Floor, 12 Booth Street, Manchester, M2 4AW	Please Advise	Please Advise
Lift Consultant	LEC UK Ltd	Please Advise	Please Advise	Please Advise
Electrical Sub-contractor	To be updated once instructed via Amspec	To be updated once instructed via Amspec	To be updated once instructed via Amspec	To be updated once instructed via Amspec
Groundwork Sub- contractor	To be updated once instructed via Amspec	To be updated once instructed via Amspec	To be updated once instructed via Amspec	To be updated once instructed via Amspec
Steelwork Sub-contractor	RJ Edwards	Ashcroft Centre, Ashcroft Road, Knowsley Ind Est, L33 7TW	Please Advise	Please Advise

amspec
DESIGN & BUILD SOLUTIONS

Description of Works:

This phase of works consist of the design and construction of a new lift shaft to the rear elevation of 422, with associated substructure, superstructure, lift installation and works, which shall be completed in a single phase.

Building Control:

Building control / authority to be appointed by the client / employer agent , Amspec as principal contractor to facilitate site visits from them throughout the project for sign off stages

Planning Consent

Planning consent applications for both Lift & Car Park works have been sent and are located with section 16 of the appendices

Programme Details:

Start Date 13th June 2022 (TBC)
Finish Date: 9th Sept 2022 (TBC)
Access arrangements: any info on access or ' All out of hours access must be prior arranged'.

Management Arrangements;

- Amspec 24hr contact – Andrew Maxwell 07812569217
- Construction Director – Mike Wignall 07951 471778
- Visiting Projects Manager – Andy Slater 07949 936566

- Site Foreman – Dave Johnson 07775 868681
- First Aider – Dave Johnson 07775 868681

IN THE EVENT OF UNEXPECTED ABSENCES ADEQUATE SITE SUPERVISION WILL BE APPOINTED BEFORE WORKS CONTINUE
CONTACT:

ANDY SLATER - PROJECT MANAGER 07949 946566
MICHELLE AIDLEY – CONTRACTS TEAM 01942 621 342
MIKE WIGNALL - CONSTRUCTION DIRECTOR 07951 471 778

Operatives to call into the office 01942 621342 prior to 7.30am to report absence
The Contracts Manager will be diverted to site immediately until further equivalent / adequate supervision is allocated

Main Responsibilities –

Contracts Manager

- To take full responsibility for projects from the start through to completion
- Ensuring that work is completed on time, within its budget and in a safe and competent manner.
- The first point of contact for members of the public, clients, site managers and sub-contractors for as long as the contract lasts.
- Responsible for close cost control and the overall profitability of the project
- Adhere and promote compliance with all aspects of health and safety as outlined within the health safety at work act (1974)

Site Foreman –

- Oversee operations on a day-to-day basis, and ensure that work is done safely, on time and within budget and to the right quality standards.
- Responsible for managing communications between all parties involved in the on-site development of the project.
- Carry out weekly safety inspections that will be recorded and kept within the site plan
- Oversee the overall health and safety of the operatives on site
- Carry out site inductions
- Ensure that all risk assessments and method statements are signed and implemented prior to works commencing

COVID-19 Coronavirus

See appendices 6 of this plan for all documentation relating to Covid-19

- Management are keeping up to date with government advice on a daily basis and following the construction leadership council Site Operating procedure at all times

Amspec have implemented the following:

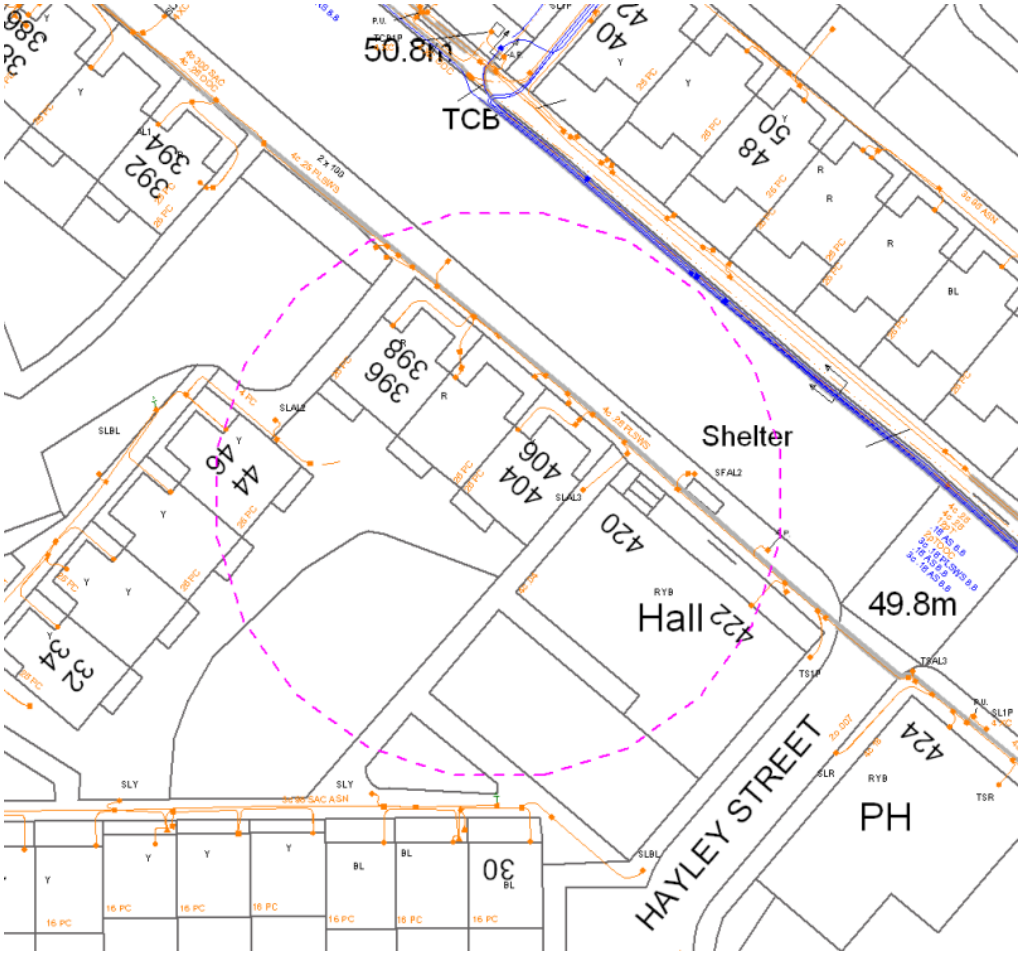
- Individual hand sanitisers provided to all staff
- Hand sanitiser stations
- Standard warning and information signage
- Additional antibacterial wipes and spray provided
- Provision of additional hand soaps and paper towels
- Adjusted travel arrangements
- Restrictions placed on welfare areas (and some working areas) for maximum number of people permitted.
- Re-arrangement of kitchen/ canteen areas to allow 2 metre social distancing at all times
- All staff reminded with signage and text message communication to keep 2 metres apart at all times, wash hands regularly and report any issues.
- A risk assessment completed with specific control measures that all operatives must follow
- Anyone with symptoms of high temperature (37.8C or more or they are hot to touch on their chest or back) or a new persistent cough will be sent home to self-isolate. Following NHS and government guidance at all times, see "sources of information" section below
- Implementation of a standard operating procedure
- Benchmarking training sessions carried out with Contracts Managers, Foremen and Site Managers
- Specific Covid-19 information given at induction
- Tool box talk implemented
- Specific information provided to sub-contractors prior to works commencing
- If anyone informs us that a member of their household has symptoms, they will be sent home to self-isolate. Anti-bacterial cleaning products will be used to sanitise areas they have been in contact with upon their departure
- Regular hand washing is required with soap and water for 20 seconds (operatives are informed to wash their hands regularly and particularly when going into or from a new area or if they have left the premises and returned) – ongoing supplies of additional antibacterial hand soap and disposable hand drying towels will be provided
- Break times are staggered to minimise the amount of people in welfare areas to ensure social distancing of 2 metres can be maintained
- Tasks are individually assessed to ensure that operatives can maintain social distancing of 2 metres, if they cannot, work must stop immediately, If 2 metres distance cannot be maintained this task cannot continue until government guidance changes.
- If we are unable to carry out a task that compromises any of the control measures set out in the risk assessment, the work must stop immediately, if this decision impacts the project programme the client & principal designer will be informed immediately
- Operatives are informed during their induction and subsequent tool box talk that they shouldn't:
    - Shake hands with each other
    - Share items that they regularly use, such as cups, pens, tools etc
- They are also advised to do the following:
    - Ring or email people instead of going to see people face to face
    - Sneeze or cough into a tissue (or sleeve / hand if you don't have a tissue) and to immediately after do not touch any surfaces and wash hands STRAIGHT AWAY
    - Maintain social distancing of 2 metres at any time
    - Regularly wash their hands for 20 seconds with anti-bacterial handwash

- Use hand sanitiser as supplied
- Cancel any non-essential meetings or hold them over the phone or other means of video/audio conferencing
- Tell us if they are feeling unwell or if a member of their household is unwell too.

- Additional cleaning regimes are in place using antibacterial products to clean contact points throughout the site and in particular the welfare areas and entrance and exit points
- Additional information has been printed on the signing in sheets for operatives to sign to confirm each morning
- Ongoing monitoring of total numbers of staff on site to ensure overcrowding does not occur and staff are able to maintain 2 metres social distancing
- Using floor markings around site entrances (where queuing may occur) staggering start times and keeping overall numbers to a minimum by carrying out spilt shifts (where necessary and possible)
- Operatives are traveling alone (where possible) – where this is not possible clear guidance and control measures provided on permitted number of people per vehicle, cleaning regimes and expectations during this time. Pre-agreement with relevant operatives prior to travel taking place.
- When attending petrol stations disposable gloves provided must be worn at all times
- Vehicles must be regularly cleaned down with antibacterial wipe or spray

Existing Services

- Mains electricity
- Gas
- Water & Wastewater
- Telecommunications
- Fire Alarm



Amspec will ensure that all services affected by construction activity will be isolated by the The electrical & mechanical sub-contractors
Liaison with the building facilities management to ensure isolation do not affect other building users.
The risk assessment and method statement checklist will be used to review all RAMS. The RAMS will be checked by the Contracts Manager and the Contracts Team before work commences

Parking

- Longsight Community centre is located on Stockport Road which operaters a 40mph speed limit
- Surrounding roads will typically be busy during the hours of 8am-9am & 3pm to 5pm - care to be taken when arranging deliveries to & from site
- There is unrestricted parking on the adjacent Hayley Street including a parking bay for four cars. In addition to this there is unrestricted parking on Tollgate Close, less than 100m from 422.

Asbestos

R&D survey has been undertaken by Lucion (14th August 2020) with only 1 piece of ACM detected in the boiler room. The full report is attached to this document in the appendices.

IF ASBESTOS CONTAINING MATERIALS ARE SUSPECTED – STOP WORK AND REPORT TO SITE MANAGEMENT IMMEDIATELY
SAMPLES MUST BE TAKEN AND RESULTS RETURNED BEFORE WORKS CAN CONTINUE ON THE SUSPECTED AREA
WARNING SIGNAGE MUST BE DISPLAYED AND THE AREA MUST BE SEGREGATED TO PREVENT UNAUTHORISED ACCESS
WORK MUST NOT CONTINUE UNTIL RESULTS ARE RETURNED

Working Hours

Amspec will operate on site between the hours of 7.30am-4.00pm

Out of hours working (overtime) must be pre-agreed

Work on site will be within the following hours.
Monday – Friday 0730-1800
Saturday 0830-1400
Sunday & Bank Holidays No Work

Site Security

- Site boundary will need to be secured via perimeter frencing / hoarding to promote security for the duration of the works to deter trespasser & vandalism
- All operatives must report to the rear entrance – ring the phone number displayed on the sign to gain access (the door will open automatically once this contact has been made)
- All operatives and sub-contractors will wear Amspec branded high visibility vests. The vests must be kept in good condition to ensure that the printed logo is readable/legible at all times
- All operatives must sign in and out on a daily basis.
- Any keys or access fobs MUST be kept secure at all times and not transferred to any unauthorised personnel
- The site foreman is responsible for ensuring the security of the site at the end of every day. A daily check will be completed at the end of each shift.
- All operatives and sub-contractors must sign into site upon arrival
- All fire exit doors must be secure at the end of each day
- Keys must be kept secure at all times
- Physical Barriers and Signage must be in place to warn others of no access areas
- In the event of unauthorised access this must be reported to site management immediately

F10 HSE Notification

An F10 is not currently required for this project based on the programme & operatives
Should this change it will be arrange via Client of contractor on their behalf

Communication

During the project it will be essential to have good communication with the following

- Neighbouring Land users

- Businesses
- Other contractors

This will be communicated via signage / tool box talks / site co ordination meetings via our Site Manager / Foreman

Health & Safety Goals

- Identification in advance of potential hazards, and organising the work activities so as to minimise the risks arising from them;
- Setting and achieving essential basic standards for safety, health and the environment and aiming to achieve best construction practice through a process of education and development;
- The presence of a nominated person on site whose role will be to manage safety on site, including the identification and rectification of any potentially dangerous situations;
- Establishing the site so that all necessary safe working procedures and equipment are implemented and used
- Ensure all workers are given induction training prior to access to the site, and making appropriate arrangements to brief visitors
- Establish a site safety committee with regular meetings and follow up actions, to which each contractor is to nominate a representative.
- Site management team to carry out daily briefing with all operatives and contractors to discuss hazards, risks and control measures.
- Investigate all near miss findings to identify trends and put appropriate actions in place based on these findings
- Prevent and reduce accidents on site with the aim of achieving zero harm. Investigate all accidents to identify root cause and to implement future preventative measures.

Amspec will work in conjunction with the client goals and ensure these are encouraged throughout the construction phase;

- Aim for zero accidents and incidents during the project
- Zero enforcement action taken over the duration of the project

Carry out continuous monitoring of health and safety application within the project teams and provide feedback for improvement

- Providing Structures that can be safely maintained

Site Meetings –

Sub-contractors & Operatives: Daily briefings will take place on site
Team Meetings: Principal Designer, Principal Contractor – Frequency to be agreed with Contracts manager
Agendas & frequency to be confirmed, the plan will be updated with this information once confirmed

Design Changes

- Up to date drawings issue sheets will be provided
- RFI schedule put into place
- Formal meetings agreed with client and minutes taken and distributed.
- Design changes via contract instruction from the client

Exchange of design information

- Meetings with the site team and designers
- Face to face meetings with the designers and the management team to establish progress or changes

Selection and Control of Contractors

- All sub-contractors are subject to the Amspec pre-qualification process
- Due diligence is carried out to check competencies, policies, insurances, accreditations and other relevant information
- Full site inductions are completed with all sub-contractors
- All sub-contractors must wear Amspec branded hi-visibility vests

Welfare

Welfare facilities are as follows:

  - Toilets
  - Washing Facilities
  - Drinking Water
  - Facilities for rest

- Welfare facilities will be allocated onsite within the basements & we will supply tables / chairs / microwave & kettle
- Toilets within the basement for contractors use
- Site office will be located on the 1st floor
- All facilities must be kept clean and tidy at all times
- Any issues identified must be reported to site management immediately
- Dispose of food waste properly, do not encourage vermin
- Smoking is not permitted in the work or welfare areas (see smoking section above)

- Bottled drinking water will be provided - Also refer to the Covid-19 section and risk assessment for further information on cleaning regimes

Nearest Hospital

Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL
Map & Directions to Nearest Hospital is included in appendices 10 of this plan and will be displayed on the site board.

First Aid / Accident Reporting

- The first aider is: Dave Johnson
- First aid kits are located within site welfare facilities
- All accidents must be reported immediately to site management
- Accident forms must be completed and investigation will take place following any accident
- The client and principal designer will be notified of any accidents, incidents, dangerous occurrences & near misses on site
- Project Manager will cover until foreman cover arrives on site

RIDDOR Reportable Incidents

Any injuries resulting in a fatality from a work-related activity will be reported immediately.

Any of the following injuries will be reported immediately:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
- covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

Accidents that result in over seven-day incapacitation will be reported within 15 days of the accident date.

Dangerous occurrences:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Near Misses

- All Near misses must be reported to site management immediately
- All near misses will be recorded centrally to identify trends and implement improvement actions where necessary.
- See appendices 3 of this plan, near miss tool box talk and near miss forms provided

#DON'T DISMISS A NEAR MISS

Near Miss; An event not causing harm, but has the potential to cause injury or ill health

Health & Safety Executive

#SEE IT, REPORT IT

If you see anything on site that is unsafe or could have resulted in a person being injured or causing damage to property, **REPORT IT**. Equally if you spot good practice(s) that you would like to share with the team you can also use this form to **REPORT IT**. *Please place this reporting card into one of the designated boxes on site to be retrieved by site management.*

Site Name / Location	Name	Date & Time Reported
	☐ Wish to remain anonymous	
Type of Report	**Description / Further Details**	
☐ Near Miss ☐ Unsafe act /conditions ☐ Good Practice ☐ Other		

****For any immediate safety concerns please report this to a member of the site management team immediately****

Risk Assessments & Method Statement (RAMS)

- Risk assessments and method statements for all tasks undertaken will be developed prior to works commencing to identify all hazards
- All sub-contractors must submit RAMS for approval prior to works commencing
- No task must take place without a suitable and sufficient risk assessment in place
- All RAMS will be reviewed and the RAMS checklist must be used
- All RAMS will be signed by all operatives and sub-contractors on site

Fire Safety

- The Fire Marshal is: Dave Johnson
- Emergency escape plan is included as section 5 of this CPP
- Carry out daily fire watch checks
- In the event of a fire –the nearest call point will be activated. Verbal commands will be given during evacuation to exit the building immediately
- The fire marshal will check all areas are clear prior to leaving the building

Fire Strategy

- This will be as per the buildings current arrangement
- Amspec are to notify Stuart Hogg when we will need to block off any of the 2no fire exits during our works as this will restrict / reduce occupancy levels within the building during this time
- Emergency evacuation point to be identified 1st day onsite & advise during operatives' inductions in the event of a fire
- Fire risk assessment located with appendices of this plan

Waste Removal & Deliveries

- Skips are to be lockable and situated at least 3 metres away from the building
- Transit of waste, materials or equipment is not permitted through areas occupied by other parties during normal working hours
- Large deliveries will be planned and agreed
- All deliveries will be taken to the working area, this will be organised by foreman
- All deliveries will be made to the goods in entrance
- Only licenced waste disposal companies will be used

Storage of Materials –

- Materials must be supplied with a "just in time" approach to ensure that materials do not accumulate on site
- Store materials in small quantities at all times Hazardous materials will be kept in lockable containers, kept in small quantities only and COSHH assessments will be completed for all relevant materials

Significant Hazards/Risks:		
Main Hazards on site	**Hazard present**	**Control Measures**
Asbestos		
Covid-19	Yes	- Covid-19 risk assessment carried out - Signage in place to remind staff of social distancing, handwashing/sanitising, cleaning regimes - Sanitising stations provided at site entrances, cleaning products available at all times and monitored by site management. - Screening at site entrances for symptoms of Covid-19 - Welfare areas limited for number of people and breaks are staggered - Operatives travelling alone or where this is not possible maximum number of people restrictions are in place in vehicles along with cleaning regimes and hand sanitisers - Operatives who have symptoms of Covid-19 are not permitted on site - any potential contaminated areas will be thoroughly cleaned
Work at height	Yes	Podiums, mobile towers should be erected by competent and trained operatives. Work at height equipment to be inspected regularly. Risk assessment and methods statement in place at all times
Dust No silica dust measure required for this project.	Yes	Good housekeeping on site, keep dust to minimum. P3 masks must be worn and operatives face fit tested. Tool extraction used at all times Only hoovers fitted with heap filters permitted to clean up dust on sit
Noise	Yes	NO NOISY WORKS IS PERMITTED FROM 9:30AM ONWARDS Do not exceed WEL, noise free areas provided for breaks. Ear defenders provided. Any noisy works to include structural drilling or

		sustained noisy activity must be undertaken out of normal working hours
Vibration	Yes	HAVS Chart to be used at all times RAMS cover where required Control vibration by trigger times Ensure that tools being used are in good condition Pre-use visual check of tools, checking for signs of damage/defect/tampering
Manual Handling	Yes	Manual handling training provided to all operatives; mechanical lifting used where possible. Risk assessment in place
Electricity	Yes	RAMS and training information provided from electrical contractor; all services isolated.
Risks to members of the public	Yes	Cordon off work area using barriers and signage. Inform other building users of the works taking place
COSHH	Yes	Provide COSHH assessments where required and PPE if recommended.
Lifting Equipment	Yes	Complete weekly LOLER checklist.
Work Equipment	Yes	Complete weekly PUWER checklist, ensure all tools are PAT tested.
Excavations	Ye s	- Only trained and competent staff to carry out the task - Physical barriers and signage in place before work begins - Temporary works register updated Ensure live services are known before work begins, use line search before you dig to obtain the relevant information and drawings of live services - Ensure CAT scanning takes place before excavation work begins - Ensure adequate supervision in place at all times - Monitor weather conditions and stop work during adverse conditions - Ensure that a thermal comfort risk assessment is carried out - Ensure that open excavations are always covered at the end of each day and that physical barriers are

		secure and clear signage displayed. - Guard rails to be implement to edge of fragile surface -

Conduct of Working

- Works must be completed with minimal disruption and in such a manner to maintain safe access and egress
- Risk assessment and method statements will be in place for all tasks undertaken taking into consideration all hazards associated with the task.
- We will ensure that appropriate control measures are in place for the control of dust, noise, vibration and potential conflict between contractors, tenants, materials and vehicle movements
- A full programme of works will be developed and agreed

Smoking

- This building is a NO SMOKING building (including the use of e-cigarettes)
- Congregating and smoking at the entrance area and immediately outside the building is STRICTLY prohibited
- Individuals MUST NOT congregate and smoke at entrances and exit doors
- Only use designated smoking areas

Dress Code

- All operatives will wear as a minimum Amspec branded high visibility vest
- Amspec employees must wear branded workwear including t-shirt, jumper and hi-visibility vest.
- All workwear must be kept in a suitable and presentable condition at all times

Protecting the public

- Appropriate segregation (use of physical barriers where appropriate) must be put in place at all times to segregate the areas where construction activity is taking place
- Risk assessments are in place at all times covering minimising noise, dust, fumes and vibration hazards – appropriate control measures have been identified to ensure that operatives and the public are protected
- Any temporary alterations to fire detection systems will be closely monitored and use of temporary equipment (detection, means of raising an alarm) will be put into place at all times. Signage will be used to clearly mark and identify altered fire routes and exits. Escape routes will be agreed and will ensure that compliance is maintained throughout the construction phase.
- The appointed foreman will ensure that regular security checks are carried out
- Use of warning signage to clearly demonstrate areas where construction activity is taking place and particularly to identify "no access areas"
- A signing in book will be in place and regularly monitored by site management, all staff, visitors must sign in
- Full site inductions will be completed with all staff and visitors
- Members of the public will not be permitted to site

Permits to Work

- Permits to work for the following areas must be completed prior to work commencing:
    - Confined space
    - Permit to dig
    - Hot works permit
    - Permit to work on electrical services
    - Isolation permits
    - Permit to use waste chute
    - Permit to use heavy machinery
    - Service Permit
    - Site specific (check with site prior to works commencing if any other permits are required)
    - Close Working (Covid-19)
- Permits to work will only be issued by the Foreman / Site Manager

Site Induction

- Full site induction will be provided to all operatives and visitors upon arrival – see appendices 7 of this plan

Health and Safety File

Health and Safety File

The Client, Designers, Principal Contractor, and Contractors have a legal duty to supply information for compiling the Health and Safety File in accordance with the CDM Regulations.

The contents of the Health and Safety file are quite specific and are detailed below.

The Principal Designer has the responsibility to ensure that the Health and Safety File is prepared and ultimately delivered to the Client at Practical Completion.

The Principal Contractor is responsible for obtaining any relevant information from other sub-contractors for inclusion in the Health and Safety File.

Handover CDM Health and Safety Information arrangements:

The Principal Contractor shall populate the information required on a template supplied by the Principal Designer, the preferred format of the Client is a 'cloud based' system, no hard copies.

A link to the appropriate folder(s) will be supplied by the Principal Designer upon completion of the works.

Settlement of the final account will not take place without the handover of the information required to complete the Health & Safety File. Therefore, it is incumbent upon the Principal Contractor to provide the required information in a timely manner.

The outline requirements for the Health and Safety File will be in accordance with guidance provided within the Construction (Design and Management) Regulations 2015. This will include the following:

(a) a brief description of the work carried out;
(b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
(c) key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
(d) hazardous materials used (e.g. lead paints and special coatings);
(e) information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
(f) health and safety information about equipment provided for cleaning or maintaining the structure;
(g) the nature, location, and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;
(h) information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

Safety Communication

Role	Induction	Tool box talk	Open Door Policy	Site Meetings	Individual consultation	Other
Project Team	Yes			Yes		Safety Review
Site Manager / Supervisor	Yes	Yes		Yes	Yes	
Sub-contractor supervisors	Yes	Yes	Yes	Yes	Yes	

Site operatives	Yes	Yes	Yes		Yes	
Work team	Yes	Yes	Yes		Yes	Method statement briefings
Visitors	Yes		Yes			

Appendices

Ref	Appendix Information	Details	Included Y/N
1	- Scope of Works - Programme of Work - PCIP	To Be Added	Y N Y
2	Temporary Works Register		Y
3	- Risk Assessments & Method Statements (RAMS) - Dynamic Risk Checklist - Near Miss Reporting		Y Y Y Y Y
4	- Electrical Isolation - Air & Water Pipe Test		Y Y
5	Fire Information		Y
6	Covid-19 (Coronavirus) Information		Y
7	- Site Induction - Contractors certificates		Y
8	Asbestos Information		Y
9	Drawings		Y
10	- Amspec Site Rules - Nearest Hospital - Emergency contacts		Y Y Y
11	Project Summary		Y

12	F10 HSE Notification	If required client or amspec on clients behalf can arrange	NA
13	Permits To Work		Y
14	Toolbox Talks		Y
15	Traffic Management Plan & Internal Logistics	TO BE ADDED	N
16	Planning Conditions		