



CONSTRUCTION PHASE HEALTH & SAFETY PLAN

For

Refurbishment
Works
At
55 Newton Street
Manchester
M1 1ET

Prepared by



M60 Construction

Tel: 07787335152

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AMENDMENT RECORD

ISSUE/REV	SECTION/APPDX	DATE	BY
Rev A			

PRE-START CONSTRUCTION INFORMATION

1.1 Scope of Works

Turning 55 Newton Street, from an existing office premises, into a town house with fire sprinkler system.

1.2 Programme of Works

Phase:	Phase 1
Start on Site Date:	TBC – July 2022
Duration:	16 Weeks
Handover:	TBC - Estimated late October 2022

1.3 Mobilisation Period

The amount of time allowed for the appointed Principal Contractor's planning and preparation before starting construction work on site is 2 weeks (based on a high level of pre-planning already having been undertaken due to unforeseen legal delays).

1.4 Project Directory

Refer to Appendix A for latest project directory.

1.5 End Use

Residential

1.6 Existing Records & Plans

The client has provided service plans comprising drainage, telecoms, power etc. for the existing property and may be viewed on site by prior arrangement.

Reference should additionally be made to (i) contract drawings, employer's requirements and contractor's proposal. The Principal Contractor has confirmed that with works will be let under a Design and Build

GENERAL INFORMATION

1.7 Project Outline

The works consist of ...

- Internal new soil pipes
- Electrical fit out including new consumer unit.
- Windows to be refurbished or new .
- Layout change stud walls .
- Small roof top balcony.
- New boiler, plumbing.
- Sprinkler System.

1.8 Project Programme

Work will commence on TBC July 2022 (16 week programme), initially this work will be to set out the site and to ensure security of the property. At this point a pre-start health and safety inspection will be carried out to ensure that health and safety compliance measures are in place.

Following the initial setting out of the site, work will start in earnest with reliance being placed on the scheme of works by M60 Construction.

1.9 Existing Environment

The property comprises of a basement, and ground/1st/2nd floor. Access to the property is via Newton Street and there is a quiet side street Bradleys Court. The property is currently not occupied and has not been used for any storage.

1.10 WorkingHours

Site working hours are:

Mon to Fri – 07.30 – 18:00

Sat -08:30-14:00

No time on Sundays or Bank holidays (Unless not audible from site boundary)

Personnel on site:

Minimum: 2

Maximum: 5

Contractors on site:

Maximum: 5

1.11 H&S Management Structure

The site will be managed in line with CDM Regulations 2015, this construction phase plan will identify the main risks to health and safety and set out arrangements to minimise those risks to an acceptable level.

1.12 Management

M60 Construction, as Principal Contractor, will give directions to their Site Manager and supervisors regarding the health and safety management of the project. They, in turn, will inform operatives and sub-contractors of any risks to their health and safety arising from the environment in which the project is to be carried out and the construction work itself.

1.13 Communication

Liaison will take place between the Principal Contractor and the Project Co- Coordinator on a regular basis via arranged weekly progress meetings and verbal phone calls as required. In addition, the Site Supervisor will have daily contact with the principal contractor to inform him of works being undertaken.

The Site Supervisors will hold weekly Tool Box talks, when all contractors will be encouraged to discuss and relate any health, safety and welfare issues arising from their project's activities. Matters arising will be communicated to the Principal Contractor for distribution to other interested parties. A weekly start up meeting (WSUM) shall be encourage and utilized to inform site personnel of works planned for the week and to discuss any issues.

In the event of an emergency or unexpected event, contact will be made with the principal contractor, to inform him of the event, so that he may in turn inform the other interested parties.

Additionally, but on an ad-hoc basis, it the current intention that the Principal Designer and Client representative

will be based in the office facility of the welfare area between 1 & 2 days per week. This will allow a far greater communication link / site monitoring presence – but will not be an alternative to the day to day site management regime that is in place.

1.14 Training and Induction

All operatives will receive a specific Project induction from the Principal Contractor or his representative before commencing any works on site.

Issues to be covered will include:

- • Site Rules.
- • Hazards arising from the project.
- • Emergency procedures.
- • The contents of the Construction Phase Health and Safety Plan.
- • Current activities and hazards

All operatives should have received their CSCS cards and are experienced and suitably trained for the plant and machinery to be used on the Project. CSCS cards are preferred but not a necessity; cards and licences from operatives shall be photocopied on site and kept in the CPP. Any individuals not having a CSCS card will only be allowed site access at the Principal Contractors discretion and will be based on previous knowledge of the individual's capability / safety awareness or via a site interview.

1.15 Personal Protective Equipment

All operatives shall wear the appropriate PPE, with the minimum requirement being safety footwear, hard hats and high visibility jacket. Additional PPE may be necessary and will be identified by the specific risk assessments. PPE will be checked by the site supervisor on a regular basis as he walks around site. Additional space PPE will be available on site for visitors. No one will be allowed to enter the site without the appropriate compliant PPE.

1.16 Risk Assessment/COSHH assessment

Contractors and sub-contractors will carry out risk assessments for any of their company's activities which pose a risk. Hazards will be identified, and the risks eliminated, controlled or reduced before producing a Method Statement.

The Site Supervisor shall communicate Method Statements to the appropriate operatives before commencing the work.

The Principal Contractor will request risk assessments and method statements from sub-contractors and shall check and approve them prior to the commencement of work.

All COSHH assessments will be co-ordinated and controlled by the Principal Contractor. Permission will be sought before hazardous substances are brought on to site and all control measures will be agreed before the commencement of work.

The Principal Contractor shall maintain risk assessments and method statements in the 'live' Construction Phase Health and Safety Plan, which shall be made accessible to all operatives and interested parties.

The Principal Contractor will monitor all work throughout the construction phase and any unforeseen items will be assessed for risk and the plan updated accordingly.

1.17 Site Access / Traffic Management

The site will be accessed via Newton Street, once on site traffic management will be conducted by M60 Construction and Designated areas have been agreed for vehicle parking, deliveries and site access for emergency vehicles if needed.

The traffic management will obviously evolve throughout the project, but initially it is sensible to outline here the basis (the layout being that of the response to the Planning Condition addressing Construction Management for traffic movement).

Access will be off Newton street, and sub contractors and labour will park in the car parks adjacent to no 55, Deliverys will be asked to come at non rush hour and be dropped on the pavement coned off and immediately moved inside .

Entrance/exit from the site for visitors/contractors

Off Newton Street

Siting of temporary containers

There will be no containers.

Parking for contractors, site operatives and visitors: As above parking will be in pay and display car parks opposite the site . Construction Phase documentation will evolve to clearly show this as the project proceed

On material deliveries will not likely exceed more than 2 deliveries. As far as practicable, materials will be safely stored inside 55 Newton Street, however, ready for immediate use.

1.18 Daily Booking In Procedure

All operatives will sign-in before commencing work, and sign-out before leaving site; ensuring sign out / sign in for any periods they leave site, however, short they maybe

The Site Supervisor will use this register as a checklist during the evacuation procedure.

1.19 Safe Systems of Work

M60 Construction operate a Permit to Work system and prior to the commencement of any works all relevant permits will be requested from the appropriate authorised person and issued to the relevant personnel.

Prior to the issuing any permits, discussions will be held with the client, and if necessary, their authorisation obtained.

- Permit to dig to uncover, expose or excavate near to buried services
- Permit to enter or carry out works within a confined space
- Hot works permit
- Permit to energise or de-energise electrical/gas/water equipment

HAV (Hand Arm Vibration) activities will be checked by site supervisor and controls ensured by operatives to reduce exposure to HAV. Any HAV activities should be assessed by contactor in specific task risk assessment.

Noise activities will be checked by site supervisor (and if deemed necessary a dB meter used) and controls ensured by operatives to reduce exposure to noise levels to individuals or those in the surrounding area.

1.20 Welfare Facilities

We will provide on-site welfare provision for this project.

Welfare facilities will include a flushable toilet and hot water for washing purposes. Mess facilities will include an area for the storage of protective clothing and an area for the consumption of food. The mess facility will also be provided with an electric kettle or boiler and a clean supply of drinking water. The welfare and mess facilities

will be located separate from but in reasonably close proximity to the work areas; in this instance, the welfare facilities will be located on the ground floor.

1.21 Barriers / Signs

Suitable barriers and signage will be positioned around any work activities to mitigate any harm to passers-by and to ensure that no accidental entry into a hazardous area can take place. The area was formerly used as an architect's office so the front door will be kept locked at all times.

1.22 Emergency Evacuation Procedure

All operatives are to be made aware of the Mustering Point in the event of an evacuation of the site, which will be at the front of the site entrance. The Site Supervisor shall ensure that all operatives are present and that it is safe to return before allowing the operatives back into the site.

1.23 Accidents / Incidents / NearMisses

M60 Construction will provide a First Aid Kit in the site messing area for use in the event of a minor injury. A minimum of one 'Appointed Person for First Aid' will be in attendance on the site at all times from each sub-contractor (identified by green hard hat). This person will be identified to all operatives. In the event of a minor injury, the injured person will advise his immediate supervisor before leaving his workplace to receive treatment. The incident will then be recorded in the accident book which will be situated in the Site Office area. The Project Manager will notify all necessary parties. In the case of a serious injury, the external emergency services will be contacted by the supervisory staff/ site management, with full liaison with the client.

1.24 HSE Reporting

Any dangerous occurrences, serious accidents or occupational ill health that occur because of this project. Will require reporting to the HSE in compliance with RIDDOR 2013, The reporting of these incidents to the HSE, shall be carried out by ISS Management.

Guidance on types of reportable accidents, dangerous occurrences and occupational ill health can be found via the link below:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Guidance on Riddor reporting can be found following the link below:

<http://www.hse.gov.uk/riddor/report.htm>

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The Principal Contractor will investigate all accidents, incidents and near misses in an attempt to avoid any recurrence and a report of the investigation issued to the client.

1.25 Auditing

The Principal Contractor will monitor the Construction Phase Health and Safety Plan throughout the project. Monitoring of on-site standards will be carried out by the Project Manager and findings presented at the review meeting with the client.

M60 Construction shall undertake CDM Review/Site Inspections and Housekeeping Audits on a regular basis throughout the project.

Key Performance Indicators:

- Segregation of contractors' activities
- Traffic Management System
- Adherence to Risk Assessments / Method Statements
- Housekeeping
- Adherence to delivery restrictions
- Site cleanliness
- Maintaining free egress routes
- CSCS records
- Records of toolbox talks and site inductions
- CDM Compliance & H&S Compliance

1.26 Fire Control Plan

A fire risk assessment and plan will be in place, detailing what to do in the event of a fire. This fire plan will be communicated to all and posted on the site office wall.

Fire Emergency Procedures.

In the event of fire on site, the follow procedures will apply;

- If a fire is discovered, sound the alarm by activating the nearest emergency air horn/klaxon issued to the teams working on site and detailed within the M60 Construction fire procedure and induction.
- Report the fire to the site supervisor who will phone 999 to call out the required emergency services.

- If possible and safe to do so, attempt to extinguish the fire using the appropriate equipment, BUT NEVER TAKE PERSONAL RISK.
- If the fire alarm is heard, evacuate the building via the nearest exit.
- Make your way to the allocated muster point at the front of the property.
- The site supervisors must report to the site manager to co-ordinate roll call.
- All operatives must report to the Site Manager who will carry out a roll call using the attendance register.
- Personnel may only re-enter the site once permission has been obtained and it is deemed safe to do so by site supervisors/Fire & Rescue
- Important: If within a welfare office or the site, always evacuate the area by the nearest escape route; in this instance, the only clear unobstructed route is the main entrance access. Due to the site of the site, although unlikely, it may be necessary to move to a distant part of the site if to get to the single point entrance it would mean passing within close proximity to the fire.
- Never delay the evacuation to collect personal belongings

Specific Information

The site supervisor and site manager will carry out a fire watch procedure in the half an hour before leaving site. Any works that may cause a fire must cease at least half an hour before leaving the site and be the final area checked before leaving to make sure that no signs of fire are visible before leaving for the day.

Fire fighting equipment will be located at the following positions;

- Welfare unit
- Site Office
- Given to contractors at work locations with fire alarm sounders (mobile air horns /claxons).

1.27 Scope of Works

This is a refurbishment of an existing office building, to be converted into a luxury town house .This consists of, all new electrics and plumbing, new stud walls, plastering, new kitchen, fire mist system to be installed by a certified company, all of the trades are certified, and sign off will be required once all works have taken place

1.28 Outline risk assessment

The principal contractor accepts that some of its operations may, unless properly controlled, present risks not only to our employees, but also others who may be affected by our undertakings.

We will take all measures reasonably practicable to eliminate or reduce these risks to the lowest acceptable levels.

We will also take all reasonable steps to ensure that all risk assessments carried out will detail the full range of hazards associated with the working operations, together with any necessary remedial actions.

The aim of the risk assessment process is to:-

- Identify hazards associated with the principal contractor and contractors undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Risk Rating Guide

HAZARD RATINGS

HAZARD	RATING	DEFINITION
HIGH	3	Hazard capable of resulting in death or major injury/illness (in conjunction with RIDDOR)
MEDIUM	2	Hazard resulting in personal injury/illness (requiring medical attention/brief absence from work likely, 3 day absence)
LOW	1	Hazard capable of resulting in minor injury requiring First Aid treatment only

LIKELIHOOD RATINGS

LIKELIHOOD	RATING	
HIGH	3	Likely to occur imminently or in the very short term. Hazards exist permanently or hazardous events occur daily or respectively throughout the day.
MEDIUM	2	Likely to occur in time. Hazard exists intermittently or hazardous event occurs occasionally throughout the week or month.
LOW	1	May occur in time. Hazard exists very infrequently or hazardous events occur yearly or less frequently.

HAZARD x LIKELIHOOD = RISK

Low 1-3

Medium 4-5

High 6-9

Risk rating for the 55 Newton Street project is:

4 = Medium risk

This means that the project requires:

- Good supervision at all times
- Assurance that control measures stated within risk assessments are in place
- Assurance that method statements are being followed
- Site safety inspections during the project
- Site reviews of risk assessments and method statements
- Assurance that PPE is worn as stated within risk assessment and method statements
- Assurance that competencies and qualifications are in place

1.29 Health and Safety Aims and Goals

It is our intention and ultimate goal to complete the project with no accidents, incidents or instances of ill health caused as a result of the works.

These goals will be achieved by promoting a positive safety culture during the project, together with the implementation of strict health, safety and environmental standards that will be monitored by the project management team.

1.30 Arrangements for regular liaison between all parties onsite

All contractors will attend a daily briefing prior to starting any works, risk assessments, methods of work and permits to work will be discussed together with any safe systems and potential hazards involved in the activities scheduled that day.

1.31 Arrangements for consultation with the workforce during the project

Effective consultation with the workforce will be achieved by the following means:

- Pre-Start meetings prior to contractors start onsite.
- Site safety and environmental induction for all contractors and visitors to site.
- Progress meetings will be held on a fortnightly basis to start the works, whilst technical meetings are likely to be more regular on a weekly basis this also includes site visits.
- Site Safety and Environmental tool-box talks carried out weekly or as required
- Open door policy on site the enable any issues to be raised with the site team in confidence.
- Site Co-ordination Meetings (as works progress).

Frequent co-ordination meetings will be conducted with our relevant trade foremen to ensure and record that all parties are fully aware of their roles and responsibilities within the construction programme.

Monthly health and safety meetings will be held on site to ensure the following;

- Raise awareness on site towards promoting a good Health and Safety culture
- Keep All persons informed of any changes to the Health and Safety legislations
- Address and monitor safety performance

1.32 Arrangements for the approval of risk assessment produced by contractors

Prequalification: No order will be placed with any Contractor or designer unless they have supplied the company with a fully completed Pre-qualification CDM Questionnaire and are apparent on our approved suppliers list.

Pre-contract Interview: No order will be placed with any sub-contractor or designer unless they can demonstrate that they can comply with all duties imposed by this document and will comply with the Health and Safety at Work Act 1974. Pre-Contract interviews are at the discretion of the Contracts Manager for the project.

Self-employed persons working on this project shall agree to abide by the requirements of this document and M60 Construction's Health and Safety Policies and Procedures.

The minimum criteria which each subcontractor must satisfy are as follows:

- A health & safety policy detailing the organisation and arrangements for managing health & safety.
- A named company health & safety advisor.
- Health & safety training and competency details of supervisory staff and operatives.
- All subcontractors will be required to provide a safety method statement and risk assessment for their individual works packages, the documentation provided will be vetted and approved by the Contract or site manager.
- The Site Manager will monitor work methods in accordance with the safety method statements, provided by the respective subcontractors.
- Our own Health and Safety staff and visiting senior management team will carry out further monitoring of subcontractor activities during the site health, safety and environmental inspections.

1.33 Copy of Site Rules

The following site rules are to be communicated to all site personnel during induction and displayed in the site offices.

General:

- Read and understand the site Construction Phase Plan relevant for the task to be undertaken.
- Please read and understand risk assessments and method statements and work in accordance with their provisions at all times.

- Do not interfere with anything provided in the interests of Health and Safety.
- Observe all site signage and notices there are there for your safety and information.
- Please report any unsafe acts or conditions to the site manager – remember a tidy site is a safe site.
- Avoid any disputes and comments with tenants/occupiers of premises, advise site management immediately.
- Permits to Work may be required i.e. hot works, please check and obtain these prior to commencing.
- The Company have a zero tolerance policy towards drugs and alcohol. Anyone found to be under the influence of drugs or alcohol will be immediately removed from site.
- Working hours on this site are: 7:30am – 5:30pm, please do not carry out any noisy operations until after 8:00am.

Access/Egress:

- The site traffic management plan is displayed in the site office – please familiarise yourself with its requirements.
- Site Access/Egress including pedestrian walkways will be as per the plan displayed in the site office. Please ensure these routes are maintained at all times.
- Please do not leave the site boundary unless authorised to do so.
- Please sign in and out everyday.

Site Facilities:

- Welfare facilities on this site include an office / canteen / drying room and toilets.
- The welfare facilities are provided for you; please keep them clean and tidy.
- Site parking is limited to the designated areas only.
- This site is strictly no smoking except in the designated smoking area provided for you.
- Please report any issues with the site facilities to the site manager.

Delivery of Materials:

- Delivery times are to be agreed with the site management. No deliveries outside of the agreed time will be accepted.
- All deliveries vehicles will be offloaded in the designated loading areas.
- All delivery vehicles are to be under the control of a qualified banksman when reversing.
- Store your equipment and materials in the designated storage areas only.

PPE/Work Equipment:

- Minimum PPE for this site is: hard hat, high visibility jackets and safety boots. PPE such as gloves, goggles or respiratory protective equipment should be worn as indicated on task specific COSHH assessments and method statements.
- Do not alter or adjust any with any site equipment unless authorised to do so this includes site scaffolds, mobile towers and electrical systems.
- Site Plant and Equipment cannot be used without proper training, induction and permission of the Site Management.
- All contractor tools must be 110v with a valid portable appliance test certificate available for inspection on request.
- The use of radios is not permitted unless authorised.

Fire/Emergencies:

- The fire and first aid plans are located in the site office – please familiarise yourself with their requirements.
- Please report all incidents and near misses/learning events to the site manager
- Do not obstruct fire escape routes and doors.

Site Specific Hazards:

- Work at height
- Asbestos
- Slips, trips and falls
- Excavations
- Lifting Operations
- Lone Working
- Traffic on Site

Environmental Management:

- Keep the site tidy and remove your rubbish to the required skips regularly. Please bear in mind that we may have various containers for different types for recycling and in line with our Environmental Policy and site waste management plan – if in doubt check.
- Please read and understand our Environmental Policy as displayed.
- Noise, vibration, dust and fumes are to be kept to an absolute minimum as works progress

1.34 Arrangements for manual handling

All manual handling operations that carry a risk of injury to the participants shall wherever reasonably practicable be avoided by:

Removing the need for the operation to be carried out, automating or mechanising the operation, where manual handling operations cannot be avoided, they shall be assessed by the Site or Contract Manager.

No person working for, or on behalf of a Sub-Contractor shall carry out manual handling operations that involve a risk of being injured, unless: they are competent and able to carry out the work, they have received manual handling training from a person competent to give such training, the works have been subject to a manual handling assessment and a safe system of work is documented and implemented that reduces the risk of injury to a minimum and they have received information on the load to be carried.

1.35 Arrangements for reducing noise and vibration

M60 Construction is committed to reducing the risk of noise-induced hearing loss and hand-arm vibration syndrome (HAVS). Where prolonged use of vibrating tools or where vibration exposure is likely to regularly exceed the action level for a particular tool/activity, the items listed below will be considered and implemented as necessary:

- Tool selection
- Vibration Control
- Maintain Blood Circulation
- Selection of Operatives
- Training and Awareness
- Health Surveillance

Potential sources of noise on this project include:

- Disc Cutters
- Nail Gun
- Power Tools

Measures in place to control noise and vibration include; working within the allowable nuisance thresholds during the prescribed times, use low vibration plant and keep use within the permitted durations, provide and enforce the use of new, good quality PPE, which exceeds the requirements.
Regular maintenance and servicing of equipment.

1.36 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures

The law requires commercial clients to provide contractors with relevant information about a structure, including stability and structural form and any significant design assumptions, suggested work methods and sequences. M60 Construction are not aware of any buried structures within the site. Should these be found during excavations they should be immediately reported to Site Management and then onto the Client. In the event of a find consider the following:

Key requirements are:

- Survey and assessment
- Preventing structural collapse
- Arrangements for demolition
- Consulting building control departments

Workers and passers-by can be injured by premature and uncontrolled collapse of structures, and by flying debris.

Survey and assessment

A competent person will carry out a thorough structural survey and assessment before any potentially load-bearing parts of a structure are altered.

The structural survey will consider:

- The age of the structure;

- Previous use;
- type of construction; and
- any nearby buildings or structures.

This information should be used to determine the steps required to prevent any collapse.

Preventing structural collapse

A competent person will decide the method and design of temporary supports. Temporary support provided must be designed, installed and maintained to withstand foreseeable loads and structures should never be overloaded.

Arrangements for demolition

Demolition or dismantling arrangements will be written down before the work begins. This safe system of work will be in the form of a safety method statement identifying the sequence required to prevent accidental collapse of the structure.

In addition to the design and method of temporary supports a safe system of work will include:

- Establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings;
- training and supervising site workers.

1.37 Work with or near fragile materials

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Fragile materials in the context of this project may include numerous element relating to welfare units, glass, therefore, in that aspect this section has been included in its entirety and although not all contextual it will reinforce awareness.

The law says that contractors and employers must manage the danger by avoiding work on or near fragile surfaces and controlling any remaining risk by use of stagings, guard rails, and fall arrest systems.

Those at risk must be told what the necessary safety precautions are and people carrying out the work have to be trained and instructed in the precautions required.

On business premises contractors will work closely with M60 Construction and agree arrangements for managing the work.

- Fragile surfaces
- Precautions

What you need to know

Falls through fragile surfaces, particularly fibre-cement roofs and roof lights, account for 22% of all fall from height fatal injuries in the construction industry.

Workers undertaking roof work and building maintenance can die or be permanently disabled when they fall through fragile surfaces.

Those carrying out small, short-term maintenance and cleaning jobs are over-represented in the injury statistics.

Everyone involved in this type of work, including clients, designers and contractors, will treat falls through fragile surfaces as a priority hazard.

Fragile surfaces

Fragile surfaces and materials will not safely support the weight of a person and any materials they may be carrying.

All roofs, once fixed, should be treated as fragile until a competent person has confirmed that they are non-fragile. In particular, the following are likely to be fragile:

- Fibre-cement sheets – non-reinforced sheets irrespective of profile type;
- Roof lights – particularly those in the roof plane that can be difficult to see in certain light conditions or when hidden by paint;
- Liner panels – on built-up sheeted roofs;
- Metal sheets – where corroded;
- Glass – including wired glass;
- Chipboard – or similar material where rotted; and
- Others – including wood wool slabs, slates and tiles.

Precautions

Effective precautions are required for all work on or near fragile surfaces, no matter how short the duration, whether the work concerns construction, maintenance, repair, cleaning or demolition.

Health and safety in roof work HSG33 [paras 170-202] is FREE to download and provides full details of the dangers presented by fragile surfaces and the precautions available. This guidance should be consulted by all involved in such work.

The hierarchy of steps to be taken to deal with the danger is:

- **Avoidance:** Plan and organise work to keep people away from fragile surfaces so far as possible, e.g. by working from below the surface on a mobile elevating work platform or other suitable platform.
- **Control:** Work on or near fragile surfaces requires a combination of stagings, guard rails, fall restraint, fall arrest and safety nets slung beneath and close to the roof.
- **Communication:** Warning notices must be fixed on the approach to any fragile surface. Those carrying out the work must be trained, competent and instructed in use of the precautions required.
- **Co-operation:** On business premises, contractors should work closely with the client and agree arrangements for managing the work.

1.38 Control of lifting operations

If sub-contractors undertake lifting operations or are involved in providing lifting equipment for others to use on site, you must ensure that you manage and control the risks to avoid any injury or damage.

Where you undertake lifting operations involving lifting equipment we will:

- plan them properly
- using people who are sufficiently competent
- supervise them appropriately
- to ensure that they are carried out in a safe manner

What you should know...

LOLER is supported by the Safe use of lifting equipment: Approved Code of Practice (ACOP) and additional free guidance from HSE.

While the ACOP is not law, this has been produced under section 16 of the Health and Safety at Work Act (HSW Act) and has a special status (as outlined in introductory page (ii) of the ACOP). This supports not only LOLER but also the general provisions of section 2 of the HSW Act and other regulations, including the Management of Health and Safety at Work Regulations and PUWER, in relation to lifting equipment and lifting operations.

Other more specific legislation may also apply, for example the Personal Protective Equipment at Work Regulations, when safety harnesses are being used for rope access work during activities such as window cleaning.

Many other organisations also publish guidance material on LOLER and its application in practice, which businesses may find helpful - much of which can be found using standard web searches. Additionally, HSE has developed Open learning guidance to assist anyone who wishes to learn more about LOLER.

What is a lifting operation?

Regulation 8(2) of LOLER defines a lifting operation as '... an operation concerned with the lifting or lowering of a load'. A 'load' is the item or items being lifted, which includes a person or people.

What is lifting equipment?

'Lifting equipment' means work equipment for lifting and lowering loads. This includes lifting accessories and attachments used for anchoring, fixing or supporting the equipment.

Selecting the right equipment

LOLER requires that lifting equipment must be of adequate strength and stability. This adds to the general obligations under PUWER regarding the suitability of work equipment.

Lifting equipment should be positioned or installed in such a way as to reduce the risk, as far as reasonably practicable, of the equipment or load striking a person, or of the load drifting, falling freely or being unintentionally released.

Where people are being lifted, there are additional requirements to prevent people from being injured in / by the carrier, including more frequent thorough examinations.

Marking of lifting equipment

All lifting equipment, including accessories, must be clearly marked to indicate their 'safe working loads' (SWL) - the maximum load the equipment can safely lift.

Where the SWL of any equipment or accessory depends on its configuration, the information provided on the SWL must reflect all potential configurations (for example, where the hook of an engine hoist can be moved to different positions, the SWL should be shown for each position). In some cases, the information should be kept with the lifting machinery, e.g. the rated capacity indicator fitted to a crane, showing the operator the SWL for any of the crane's permitted lifting configurations.

Accessories must also be marked to show any characteristics that might affect their safe use. This may include the weight of the parts, where their weight is significant.

Where equipment is to be used to lift people, it should be marked to indicate the number of people that can be lifted in addition to the SWL of the equipment.

Lifting equipment which is not designed for lifting people - but which might be used this way in error - must be clearly marked to indicate it should not be used to lift people.

Planning, organising and carrying out lifting operations

All lifting operations involving lifting equipment must be:

- properly planned by a competent person
- appropriately supervised, and
- carried out in a safe manner

In planning any lifting operation, the identification and assessment of risk is key to identifying the most appropriate equipment and method for the job. Lifting operations range from:

- the very simple and commonplace, where minimal on-the-job planning by trained, competent people may be all that is needed to manage risk ;to
- very complex operations, which require sophisticated and detailed planning / records, with very high levels of expert input, monitoring and supervision - undertaken by specially trained personnel.

1.39 Exposure to UV radiation (from the sun)

Contractors and sub-contractors will take necessary precautions in relation to possible exposure to UV radiation

Whilst all construction workers are at risk, those with pale skin are most at risk of skin damage, especially those with fair or red hair, with a lot of freckles or with a family history of skin cancer.

Short-term effects

- Burns.
- Skin dryness and itching.
- Eye irritation or conjunctivitis (where suitable goggles are not worn).
- Customers becoming trapped if the equipment fails mechanically.

Long-term effects

- Skin cancer.
- Cataracts (where suitable goggles are not worn).
- Premature ageing of the skin, which will look coarse, leathery and wrinkled

Contractors and sub-contractors must provide sun block if required, and ensure that employees cover up or work in the shade.

1.40 On site sleeping accommodation

Purpose built sleeping accommodation is not intended / envisaged on this project. However, if circumstances change it will be provided on site with adequate separation distances from the construction area. The sleeping accommodation will be incorporated within the site-specific fire risk assessment and will identify the fire precautions that will be required. Purpose built sleeping accommodation will include a flushing toilet, a sink and shower both with hot and cold (or warm) running water. A nearby separate area where meals can be prepared & eaten including means to boil water will also be in place.

On site accommodation and activity will be captured within contractor risk assessment.

1.41 Civil works including drainage and groundworks, cutting and filling where applicable

Scope of Works

As per Outline Schedule of Works by M60 Construction Ltd.

Responsibilities.

M60 Construction Limited.

General

Prior to the commencement of any works, all relevant permits will be requested as necessary. All works must have the relevant risk assessments and method statements carried out prior to commencing with the information passed onto the respective operatives.

Operatives must wear the appropriate PPE for the tasks that they are performing, i.e. safety goggles, hard hats, gloves etc. and be suitably trained/ experienced for the tasks that they are required to perform.

Specific

Specific method statements and risk assessments supplied.

Plant/Tools to be used.

- 110 Volt power tools (Electric breaker)

C.O.S.H.H.

COSHH details for materials to be provided with RAMS.

Risk Assessments.

See enclosed information in the relevant section.

1.42 Electrical Power Supply installation to site and lighting

Scope of Works

As per Outline Schedule of Works supplied by M60 Construction

Responsibilities

SIGMA

General

Prior to the commencement of any works, all relevant permits will be requested as necessary.

All works must have the relevant risk assessments and method statements carried out prior to commencing with the information passed onto the respective operatives.

Operatives must wear the appropriate PPE for the tasks that they are performing, i.e. safety goggles, hard hats, gloves etc. and be suitably trained/ experienced for the tasks that they are required to perform.

Specific

Specific method statements and risk assessments to follow.

Plant/Tools to be used.

- Step ladders / podium steps
- 110v power tools

- MEWP
- Cordless power tools
- Hand tools
- Meters
-

C.O.S.H.H.

COSHH details for materials to be provided with RAMS

Risk Assessments.

See enclosed information in the relevant section.

1.43 Formation of and Surfacing of roads, pavements and parking areas

Not Applicable

1.44 Landscaping to the site areas

Not Applicable

1.45 Boundary Treatment and Fencing

Not Applicable

1.46 Thermoplastic lining for parking zones

Not Applicable

APPENDICES

APPENDIX A
PROJECT DIRECTORY

APPENDIX B
PRE-CONSTRUCTION PACK

APPENDIX C

ACCIDENT & EMERGENCY HOSPITAL DETAILS

Name of Nearest Hospital.....Manchester Royal Infirmary

Address..... Oxford Road, Manchester, M139WL

Telephone number.....01612761234

APPENDIX D
CONTRACTOR RISK ASSESSMENT & METHOD STATEMENTS

TBC

APPENDIX E
F10

APPENDIX F
DRAWINGS AND SPECIFICATIONS

As per Application Number 131084/FO/2021

APPENDIX G

EXISTING KNOWN SERVICES

There is a existing sprinkler system in the building with 2 bar of pressure in it this would make it live and to get it capped off would mean turning the water supply off outside the building via United Utilities.

There is also a live electric feed into the building, leading to the meter and consumer unit.

Phase 1 & 2 Geo-Environmental Report

Please refer to the Geo-Environmental Report document in Appendix H of the Pre-Construction Information document at Appendix B of this document.

APPENDIX I PROGRAMME

1st July -1st Aug 2022

Disconnect Electrics leaving a couple of temporary sockets for transformers 110v . Remove all plaster from walls, temporary fixings, bag up all debris ready to be taken away to a skip off site, on all floors .

1st Aug -1 Sept 2022

All 1st fix
Joiner
Plumber
Electrician
Sprinkler/Mist system
Window refurbishment

1st Sept-1st Oct

Plastering
Mist coat
Tiling
2nd fix
Plumber
Electrician
Joiner
Kitchen Fitted

1st Oct- 1stNov

Decoration
Final Fixes
Commissioning
Snagging

APPENDIX J
COSHH DATA

APPENDIX K
CDM REVIEWS & SITE INSPECTIONS/AUDITS

APPENDIX L

FIRE INDUCTION & PROCEDURE

This will be dealt with on site via the site induction.

APPENDIX M PERMITS

Hot works

Permit to dig

APPENDIX N
FALLS FROM HEIGHT EMERGENCY PLAN

APPENDIX O

CERTIFICATES & QUALIFICATIONS

SIMON CREASEY ACIOB

SMSTS

APPOINTED PERSON

1ST AID

LOLER

SCAFFOLD INSPECTION

WIAPS

CERTIFICATE/DIPLOMA SITE MANAGEMENT CHARTERED INSTITUTE OF BUILDING

CPCS TELEHANDLER 18M

APPENDIX P

SITE INDUCTIONS

All site inductions will be carried out via the site manager to all persons entering the site records will be kept including cscs numbers.

APPENDIX Q
TOOL BOX TALK RECORDS

APPENDIX R

CONSTRUCTION METHOD STATEMENT SYNOPSIS (to assist Discharge of Planning Conditions 4)

Synopsis response within Condition 4, as follows:

(a) No works shall take place, including any demolition, site clearance or ground works, until a Construction Method Statement comprehensively detailing the phasing and logistics of Demolition/construction has been submitted to and approved in writing by the local planning authority.

The method statement shall include, but not be limited to:

(i) Construction traffic routes, including provision for access to the site

Construction traffic routes will evolve down Newton Street, and Bradleys Court for off loading materials as Bradley sCourt is less busy than Newton Street.

(ii) Entrance/exit from the site for visitors/contractors/deliveries

The front door will be controlled entrance will allow suitable directional information for visitors (whether by foot or in vehicle), contractors and deliveries.

(iii) Location of directional signage within the site

Directional signage will be employed and amended to suit the progress of the works to clearly identify safe routes and designation of accessible areas.

(iv) Siting of temporary containers

N/A

(v) Parking for contractors, site operatives and visitors

*NCP
CARPARK
OPPOSITE
SITE*

(vi) Identification of working space and extent of areas to be temporarily enclosed and secured during each phase of demolition/construction

55 NEWTON STREET

(viii) Schedule for large vehicles delivering/exporting materials to and from site

The majority of vehicles movements for the first phase of works will be in the early site clearance phase and will, to minimise the period of additional traffic, be condensed to a two week period where DEBRIS IS REMOVED NOT AT PEAK TRAFFIC TIMES VIA

(ix) Storage of materials and /machinery on site

As far as practicable, materials will be safely stored in 55 Newton Street however, due to the nature of the first phase of works being predominantly clearance works, item delivered are likely to be called off in tranches suitable for placement for immediate use.

(x) Measures to control noise and dust

Due to the period of the part of works dust control measures are envisaged as required we will keep all windows closed and wear the appropriate ppe to stop dust escaping vacuum cleaners will also be used . However, should any airborne matter be noted, we will review the matter.

(xi) Details of street sweeping/street cleansing / wheel wash facilities

Vehicles exiting the site will be marshalled, inspected. Road cleaning requirements to roads outside of the site will be assessed daily for vehicle road sweep requirements.

(xii) Details for the recycling/disposing of waste

All waste will be bagged and taped up, it will be taken away from site and disposed of in an off site skip .

(xiii) Hours of working

Working hours will likely be 7.30am to 6.00pm, but in line with the permission requirements, no works will be undertaken that are audible at the site boundary outside of 0800 to 1800 on weekdays and 0800 to 1300 on Saturdays, and at any time on Sundays or Bank Holidays.

(xiv) Phasing of works including start/finish dates

No Phases

Start 1st July 2022

Finish 1st November 2022

(xv) Details of Reasonable Avoidance Measures to protect amphibians, reptiles and terrestrial mammals during the period of construction.

N/A

(b) The approved Construction Method Statement shall be adhered to throughout the construction period for the development.

Noted.

APPENDIX S

CONSTRUCTION SITE OPERATING PROCEDURES COVID-19

Introduction

M60 Construction sites operating during the Coronavirus Covid-19 pandemic will ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on our sites of all sizes in line with the Government's recommendations on [social distancing](#).

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any construction activity will not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites will remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

Self-Isolation

Anyone who meets one of the following criteria must not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Site

Wherever possible workers should travel to the site alone using their own transport and sites need to consider:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home.

Site Access Points

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Hand Washing

- Provide additional handwashing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on-site
- Ensure soap and freshwater is readily available and kept topped up at all times
- Provide hand sanitiser where handwashing facilities are unavailable
- Regularly clean the handwashing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently

- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Eating Arrangements

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay on-site once they have entered it and not use local shops.

- Dedicated eating areas should be identified on-site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on-site, it should provide pre-prepared and wrapped food only
- Payments should be taken by contactless card wherever possible
- Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Changing Facilities, Showers and Drying Rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on-site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

- Non-essential physical work that requires close contact between workers should not be carried out
- work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers

- Single-use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used:
 - *Lower their capacity to reduce congestion and contact at all times*
 - *Regularly clean touch points, doors, buttons etc.*
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and between use by different operators

Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

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
 - Lift and hoist controls
 - Machinery and equipment controls
 - Food preparation and eating surfaces
 - Telephone equipment
 - Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

- Stairs should be used in preference to lifts or hoists

Information and instruction to reduce risk

- Site personnel will be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues
- Frequently clean and disinfect objects and surfaces that are touched regularly using standard cleaning products
- Keep everyone updated on actions being taken to reduce risks of exposure on site
- Make sure everyone's contact numbers & emergency contact details are up to date
- Make sure site management know how to spot symptoms of Coronavirus (COVID-19) and are clear on any relevant processes & procedures in case someone onsite is potentially infected and needs to take the appropriate action
- Make sure there are places to wash hands for 20 seconds with soap and water and encourage everyone to do so regularly
- Provide hand sanitiser and tissues for site personnel and encourage them to use them

What to do if someone develops symptoms of coronavirus (COVID-19) on-site

If someone becomes unwell on-site with a new continuous cough or a high temperature, they should report it immediately to the Site Manager

The sick person should be sent home and advised to follow the stay at home guidance

If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access

In an emergency call 999 if they are seriously ill or injured or their life is at risk

Do not visit the GP, pharmacy, urgent care centre or a hospital

If a colleague has helped someone who was taken unwell with a new continuous cough or a high temperature they do not need to go home unless they develop symptoms themselves (they should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection)

It is not necessary to close the site or send any site personnel home unless government policy changes

Keep monitoring the government response for the latest details

Cleaning & waste

Cleaning an area with standard cleaning products after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people

If an area can be kept closed and secure for 72 hours wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours

Wherever possible wear disposable gloves/aprons (these should be double-bagged then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished)

Using a disposable cloth first clean hard surfaces with warm soapy water

Disinfect surfaces with cleaning products normally used

Pay particular attention to frequently touched areas and surfaces such as grab-rails, stairwells and door handles

If an area has been heavily contaminated such as with visible bodily fluids from a person with coronavirus (COVID-19) consider using protection for the eyes, mouth and nose as well as wearing gloves and an apron

Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning.

Remember

- Wash your hands with soap and water often (do this for at least 20seconds)
 - Always wash your hands when you get home or in to work
 - Use hand sanitiser gel if soap & water are not available
 - Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
 - Put used tissues in the bin immediately and wash your hands afterwards
 - Avoid close contact with people who have symptoms of Coronavirus
 - Only travel on public transport if you need to
 - Do not touch your eyes, nose or mouth if your hands are not clean
 - Government guidelines on-site and being adhered
 - Clean kitchen and remove all tools and equipment from the area
 - Clean and keep clean WCs & basin and all welfare facilities
- No food or drink to be left lying around canteen areas

Operatives Name	Operatives Signature	Date
Simon Creasey		
Alan Cookson		
Luke Edmondson		
Neil Brame		
Rhyan Gibson		