SYLK EXTERIOR SYSTEMS

# SYLK EXTERIOR SYSTEMS LTD




# CONSTRUCTION PHASE HEALTH & SAFETY PLAN

| PROJECT TITLE | Chorlton Mill, 20 Hulme St, Manchester M1 5BW |
|---|---|

J & JB Wride
Health and Safety Services Limited

SYLK EXTERIOR SYSTEMS

## COMMITMENT TO HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE

All Sylk Exterior Systems employees are committed to health, safety, and environmental priorities, which we value just as highly as cost, time, and quality.

We believe our people are our most valuable resource, so protecting their health, safety, and welfare—and that of anyone affected by our work—is essential. We also accept responsibility to reduce our environmental footprint by managing waste, cutting pollution, conserving energy, and being considerate neighbours.

Our straightforward aim is to prevent accidents and avoid harm to individuals, the environment, and the company itself. At minimum, wherever we operate, we follow all relevant laws and collaborate with clients, consultants, contractors, and regulators to improve industry standards.

We hire capable staff and support their professional growth through regular reviews, mentoring, training, and acknowledgement.

Management encourages awareness of best practices and legal requirements through robust management systems, effective communication, consultation, audits, and expert guidance.

A director has been tasked with monitoring and routinely reviewing the company's health and safety policy. Each director must implement it and ensure proper financial and physical resources are provided. Line managers are responsible for applying it practically at job sites, assisted by well-supported company specialists. All employees are urged to participate actively using established engagement procedures.

Sean Hughes
Director Responsible for Health and Safety

Date: 9th February 2026

SYLK EXTERIOR SYSTEMS

# Chorlton Mill - Update Sheet

| Date | Comments | Produced / Revised by |
|---|---|---|
| 9th February 2026 | Document produced | Dan Wride CMIOSH |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

SYLK EXTERIOR SYSTEMS

# CONTENTS


| NO. | SECTION |
|---|---|
| 1 | NATURE OF THE CONSTRUCTION WORKS AND PRINCIPAL PARTIES |
| 2 | PROJECT CONSTRAINTS / RESTRICTIONS |
| 3 | HEALTH, SAFETY AND ENVIRONMENTAL RISK ASSESSMENTS |
| 4 | KEY EMERGENCY INFORMATION |
| 5 | MANDATORY / ADVISORY POSTERS, DOCUMENTATION, EQUIPMENT & SIGNAGE |
| 6 | SITE MANAGEMENT TEAM |
| 7 | FIRE AND EVACUATION PROCEDURE / NEAREST A&E HOSPITAL |
| 8 | STANDARD SETTING |
| 9 | METHOD STATEMENTS: - |
| | • DETAILS TO BE INCLUDED IN SUBCONTRACTOR METHOD STATEMENTS |
| | • METHOD STATEMENT APPRAISAL SHEET |
| | • COSHH ASSESSMENT CHECKLIST |
| | • COPIES OF SUBCONTRACTORS METHOD STATEMENTS / RISK AND COSHH ASSESSMENTS |
| | • METHOD STATEMENT BRIEFING REGISTER |
| 10 | COMPETENCY OF CONTRACTORS |
| 11 | WORK PLATFORMS |
| 12 | HOT WORK PERMIT |
| | COPIES OF PLANT AND OPERATOR TRAINING CERTIFICATES, SKILLS CERTIFICATES, INSPECTION REGISTERS ETC. |
| | CARRIERS LICENSE, WASTE TRANSFER / CONSIGNMENT NOTES |

# NATURE OF THE CONSTRUCTION WORKS

This document describes the practical procedures that will be implemented to manage risks, satisfy legal obligations, and ensure a safe workplace during installation of the VariAL-through-fix flat panel rainscreen system.

## Description of Works

A flat panel rainscreen system will be installed on two elevations at the property's eastern corner.

- **Welfare and storage**
  - A designated laydown area will be set up inside the gated pedestrian walkway between Chorlton Mill and Macintosh Village.
  - Materials, equipment, mobile plant and a suitable skip shall be delivered to site by third-party suppliers shall be placed within this area.
  - Suitable welfare facilities are provided by the Client within the basement of Chorlton Mill.

- **Installation of the VariAL-TF flat panel system**
  - A Hop-up, Delta Deck, or mobile access tower will be used to reach the panels at the base of each elevation.
  - A Snorkel S3370RTE scissor-lift type mobile elevating work platform (MEWP) or a Niftylift HR17N cherry-picker type MEWP will be used where higher access is required.
  - Work will be carried out from the private balcony on the 4th floor. A Delta Deck or narrow mobile access tower will be used for higher access as needed.
  - The existing cladding panels and insulation will be removed.
  - New support brackets and mullions will be installed.
  - New stonewool insulation and Tenmat fire barriers will be installed.
  - The VariAl cassette panels will be installed.
  - A photographic record of the work made before, during and after installation.

Sylk Exterior Systems will act as Principal Contractor during these works.

Date of Commencement: The indicative start date is W/c XXX

Total Contract Duration: 8 weeks

<u>Welfare and storage</u>

A shared messroom, shared toilet and site office has been made available within the basement of Chorlton Mill. The messroom is large enough to accommodate a maximum workforce of five persons.

A designated laydown area will be set up within the gated pedestrian walkway between Chorlton Mill and Macintosh Village.

A covered skip shall be provided for the storage of waste. Materials, equipment, mobile plant delivered to site by third parties shall be kept within this area when not in use. Small tools and fixings shall be removed from site or stored within the messroom at the end of each shift.

## The Site

Chorlton Mill is located on Hulme Street in Manchester. The building contains a mixture of commercial units and residential accommodation.

The eastern corner of the mill is clad with rainscreen aluminium panels that are to be replaced. The ground floor entrance to 20 Hulme Street is located adjacent to these panels; and whilst there is no requirement to close this access, residents and visitors must be adequately protected during the construction phase.

Sylk Exterior Systems will be required to partially occupy the public highway of Hulme Street and the pedestrian walkway between Chorlton Mill and Macintosh Village. Heras fencing and signage will be used to segregate the laydown area.

The Client has secured permission from the adjacent landowner for Sylk Exterior Systems to access and occupy the gated pedestrian walkway. A Mobile elevated working platform/cherry picker permit should also be obtained from Manchester City Council prior to the commencement of work. A traffic management plan has been prepared for each MEWP location.

There is no provision for on street parking. A loading bay is located Hume Street which may be utilised during the delivery and collection of mobile plant, but other delivery vehicles will be directed to enter the laydown area via the existing gate.

The pedestrian walkway is gated. Both gates appear to be in good order and must remain closed and secured when not in use.

## Existing Services

There are no plans to break ground. Live connections to external lighting etc. should be isolated/disconnected by the Client during the works.

## Party Wall Issues

There are no party wall issues with respect to the Party Wall Act 1996 and adjoining properties that will be affected during the construction phase. A Party Wall Surveyor will be appointed by the Client and Notices served if necessary.

## Documentation

This project is not notifiable.

An asbestos management survey has been provided by the Client. No materials suspected to contain asbestos are identified.

An asbestos refurbishment and demolition survey is not available, but the age of the building fabric in the location of the works is likely to be after the year 2000.

Pre-construction information (WE/24/811/JE V1.0) is provided by the Principal Designer WhiteleyEaves Ltd.

## PRINCIPAL PARTIES

| | |
|---|---|
| **Client:** | Chorlton Mill Management Ltd<br>c/o Living City Asset Management Ltd<br>10 Durling Street<br>Manchester<br>M12 6FS<br>Email: garethf@livingcity.co.uk |
| **Principal Designer:** | WhiteleyEaves Ltd<br>Hollinwood Business Centre<br>Albert Street<br>Oldham OL8 3QL |
| **Principal Contractor:** | Sylk Exterior Systems,<br>The Tannery, Water Street,<br>Stockport<br>SK1 2BP<br>enquiries@sylkexteriors.co.uk |

## CONSTRAINTS / RESTRICTIONS

- ***Work*** on the project ***may not proceed without*** the completion of this safety plan and the signature of the Project Manager.

Project Manager……

Date……

- ***Work*** on the project ***may not proceed without*** the completion of the health, safety and environmental risk assessment.

- **Other constraints / restrictions affecting the execution of the project are to be listed below by the Site Manager.**

These may pertain to, but are not limited to, the following matters:

- Planning control
- Noise control
- Restricted access
- Traffic control
- Pedestrians
- Client requirements / Activities
- Limited working hours
- Parking / unloading
- Energy supply
- Adjacent premises
- Security

**Give full details below:**

| Item No. | Constraint/Restriction | Comment |
|---|---|---|
| **1.** | Parking/unloading | There is no provision for on street parking.<br><br>A loading bay is located Hume Street which may be utilised during the delivery and collection of mobile plant.<br><br>Other vehicles will be directed to enter the laydown area via the existing gate during deliveries and collections.<br><br>A trained banksman must assist vehicle drivers entering or leaving the pedestrian walkway, and during loading or unloading. |
| **2.** | Security | Heras fence panels with safety signage shall be used to segregate laydown area within the pedestrian walkway between Chorlton Mill and Macintosh Village.<br><br>Heras panels should be placed in suitable feet and double clipped. The Heras fence line should be temporarily secured at each end to the building.<br><br>Access gates to the pedestrian walkway and the laydown area must remain closed and secure when not in use. |

| | | |
|---|---|---|
| **3.** | Limited Working Hours | Work should be completed during normal working hours.<br><br>If weekend work is required, this will be agreed with the Client prior to commencement. |
| **4.** | Interface with Others | Employees are only permitted to access/egress Chorlton Mill using the routes agreed with the Client. Employees should exit the welfare area using the walkway to the rear of Chorlton Mill.<br><br>Emergency escape routes should never be obstructed by plant, equipment or waste.<br><br>Whilst there is no requirement to close the ground floor entrance to 20 Hulme Street, residents and visitors must be protected from contact with mobile plant and falling articles. This will be achieved through the use of suitable exclusion zones and marshalling:<br>• The base of each MEWP will be positioned in accordance with the relevant traffic management plan (i.e. adjacent to the building line within the pedestrian walkway, or on the pavement of Hulme Street).<br>• A MEWP/cherry picker permit should be obtained from Manchester City Council prior to the commencement of work.<br>• All movement of the MEWP will be assisted by a competent banksman.<br>• Chapter 8 traffic barriers etc. should be used to establish an exclusion zone around the base of the machine.<br>• Pedestrians using the entrance to 20 Hulme Street should not walk beneath the cherry-picker platform. The banksman shall marshal this route and temporality stop work as necessary.<br>• Hand tools should be tethered.<br><br>Only the necessary work equipment and materials shall be taken onto the premises. Work equipment (i.e. access equipment and hand tools etc.) should never be left unattended. All equipment shall be accounted for before leaving the premises.<br><br>Small hand tools and fixings should be stored within the welfare area overnight.<br><br>Materials, mobile plant and waste should only be stored inside the designated laydown area. Footpaths and the public highway are to be kept clean.<br><br>Regular communication should be maintained between employees and the Sylk Exterior Systems supervisor during the work. Mobile phones etc. shall be checked beforehand. |

| | | |
|---|---|---|
| | Interface with other (continued) | Employees of Sylk Exterior Systems should wear identifiable clothing/ID badges during the work.<br><br>Adjacent property owners, residents and the public shall also be respected:<br>• All engagement with residents, business owners and members of the public is to be led by the Client.<br>• Employees of Sylk Exterior Systems shall refrain from using offensive language.<br><br>Care should be taken to ensure secure doors etc. are closed after entry. Doors should never be opened for others who may not be authorised to enter the building.<br><br>The client has arranged for Sylk Exterior Systems to be given access to the 4th floor balcony where the apartment is currently unoccupied.<br>• The condition of the apartment and the balcony should be photographed prior to commencement of the work and upon completion.<br>• Where necessary, a representative of the Client should accompany the employees of Sylk Exterior Systems when entering the apartment.<br>• Materials and equipment are not be stored on the balcony or within the apartment.<br><br>There are no party wall issues with respect to the Party Wall Act 1996 and adjoining property. A Party Wall Surveyor will be appointed and Notices served if/when necessary. |
| **5.** | Noise | Noisy work activities are not allowed to be undertaken outside of normal working hours.<br><br>The use of loud radios is prohibited. |
| **6.** | Waste removal and management | Waste should be separated and re-cycled where possible.<br><br>Waste should be contained within a covered skip.<br><br>A licensed carrier shall be used for waste disposal. |

| HEALTH, SAFETY AND ENVIRONMENTAL RISK ASSESSMENT | | | | | |
|---|---|---|---|---|---|
| **SITE:** PUTNEY BRIDGE | | | | **DATE:** 17TH SEPTEMBER 2025 | |
| **NO.** | **HAZARD** | **RISKS (AND TO WHOM)** | **FREQ' L.M.H.** | **SEV'Y L.M.H.** | **CONTROL MEASURES** |
| 1. | Vehicle movement | Injury to employees and members of the public through contact with vehicles and mobile plant | M | H | Access to the site is via Hulme Street.<br><br>Parking on Hulme Street is prohibited. A loading bay is located Hume Street which may be utilised during the delivery and collection of mobile plant.<br><br>Other vehicles will be directed to enter the laydown area via the existing gate.<br><br>A trained banksman must assist vehicle drivers entering or leaving the pedestrian walkway, and during loading or unloading. |
| 2. | Security | Trespassers, injury to children and others | H | H | Heras fencing and signage will be used to create a laydown area within the pedestrian walkway between Chorlton Mill and the Macintosh Village using<br><br>Heras panels should be placed in suitable feet and double clipped.<br><br>The Heras fence line should be temporarily secured to the adjoining building line at each end.<br><br>The pedestrian walkway is gated. Access gates to the pedestrian walkway and the laydown area must remain closed and secure when not in use.<br><br>Access gates should not be opened for others who may not be permitted to enter the premises. |
| 3. | Environmental | Harm to the environment | M | M | All waste shall be removed via a licensed contractor. Consignment notes shall be retained on file to demonstrate responsible disposal.<br><br>The use of substances hazardous to health and the environment is not envisaged. |

| | | | | | |
|---|---|---|---|---|---|
| 4. | General Welfare | Ill health, sanitation and well-being of employees | M | M | Copies of Employers Liability Insurance Certificate and the H.S.E. Health and Safety Law poster are to be displayed.<br><br>All employees to be inducted and briefed on the contents of their method statement before commencing work.<br><br>Copies of the Company Health & Safety Policy shall be available to all employees<br><br>All employees shall be made aware of the Client's fire and emergency procedures.<br><br>An accident book, suitable and sufficient first aid box and qualified first aider shall be available to all employees<br><br>All employees and visitors shall be accountable in the event of an evacuation. All employees shall report to the welfare area on arrival and sign attendance register.<br><br>The welfare facilities provided include seating, lighting, hot running water, sanitary conveniences, and facilities for the preparation of hot food and boiling water.<br><br>Sylk Exterior Systems will ensure that all facilities are in good order prior to the commencement of work.<br><br>Personal protective equipment shall be provided and maintained to be worn by all employees as necessary |

| | | | | | |
|---|---|---|---|---|---|
| 5. | Fire, explosion or collapse of structure | Danger of death or serious injury to employees | M | H | At the time of writing this CPP there are no work activities planned that require the use of fuel gas (LPG etc.).<br><br>Diesel fuel etc. for the purposes of refuelling shall not be stored on the premises.<br><br>Should there be a need to cut panels, brackets or mullions, this will be done using a mini grinder or chop saw fitted with an abrasive wheel.<br>• Operatives shall wear safety goggles and hearing protection.<br>• A powder filled extinguisher provided by Sylk Exterior Systems should be immediately available during hot work.<br>• Where necessary a permit to undertake hot work should be issued by the Client.<br><br>Sylk Exterior Systems will defer to the Client's existing arrangements for fire safety and evacuation.<br><br>All employees involved in site operations shall receive a site induction prior to commencing work.<br>• This induction shall include how to raise the alarm, the location of fire extinguishers and muster point.<br>• The fire and evacuation arrangements shall be incorporated within this health and safety Construction Phase Plan.<br>• A muster point is located on the car park controlled by Chorlton Mill off Cambridge Street.<br><br>Visitors shall be escorted at all times or site inducted before being given access to site.<br><br>A fire and evacuation plan shall be displayed by the Client. Employees shall be aware and understand its contents. |

| | | | | | |
|---|---|---|---|---|---|
| | Fire, explosion or collapse of structure (continued) | Danger of death or serious injury to employees | M | H | Any firefighting equipment brought to site should be inspected on a weekly basis by the Site Manager.<br><br>Fire extinguishers provided on the premises by the Client should be unobstructed and inspected/serviced at intervals not exceeding 12months.<br><br>Access / escape routes shall be kept clear at all times.<br><br>Smoking is not allowed anywhere on the premises. |
| 6. | Work at Height | Injury to employees / others.<br>Falls of materials | H | H | Low level activities shall be carried out using a Delta Deck, narrow mobile access tower, or a purpose-made 600x600mm hop-up.<br><br>A Snorkel S3370RTE scissor-lift type mobile elevating work platform (MEWP) or a Niftylift HR17N cherry-picker type MEWP will be used where higher access is required.<br><br>The client has arranged for Sylk Exterior Systems to be given access to the 4th floor balcony where the apartment is currently unoccupied.<br>• The balcony obstructs positioning of the MEWP.<br><br>A Delta Deck or narrow mobile access tower shall then be used where higher access is required from the balcony. **Hop-ups must not be used on the balcony.**<br><br>The balcony appears to be structurally sound.<br>• Where necessary plywood boards or similar will be used to protect the decking.<br><br>Hand tools should be tethered when working at height.<br><br>Work should not be undertaken during wind speeds exceeding 12.5ms |

| | | | | | |
|---|---|---|---|---|---|
| 7. | Use of scissor-lift or cherry-picker type MEWP | Death or serious injury to employees and others through failure of the lifting equipment or contact with falling articles | H | M | Each MEWP should be thoroughly examined at intervals not exceeding 6 months.<br><br>Visual checks should be completed prior to use. A written weekly inspection should be completed and recorded.<br><br>Operators of MEWPs shall hold current training certification (i.e. IPAF 3a/3b).<br><br>The base of each MEWP will be positioned in accordance with the relevant traffic management plan (i.e. adjacent to the building line within the pedestrian walkway, or on the pavement of Hulme Street).<br><br>A MEWP/cherry picker permit should be obtained from Manchester City Council prior to the commencement of work.<br><br>All movement of the MEWP will be assisted by a competent banksman.<br><br>Chapter 8 traffic barriers etc. should be used to establish an exclusion zone around the base of the machine.<br><br>Pedestrians using the entrance to 20 Hulme Street should not walk beneath the cherry-picker platform. The banksman shall marshal this route and temporality stop work as necessary.<br><br>Employees working from the cherry-picker MEWP will wear a full body harness secured to the platform anchor via a fixed length fall restraint lanyard.<br><br>A person familiar with operation of the ground controls shall be in attendance to lower the platform in the event of an emergency.<br><br>Hand tools should be tethered when working at height. |

| | | | | | |
|---|---|---|---|---|---|
| | Use of scissor-lift or cherry-picker type MEWP (continued) | Death or serious injury to employees and others through failure of the lifting equipment or contact with falling articles | H | M | Keys to the machine should be removed when not in use. |
| 8. | General Waste | Housekeeping and Environmental issues | H | M | General waste is to be cleared as work progresses and removed to the covered skip.<br><br>All materials shall be reused / recycled where possible.<br><br>The skip provided should be covered to deter unauthorised access.<br><br>All waste removed shall be identified by the appropriate code from the European Waste Catalogue and be carried by registered carrier. |
| 9. | Dust | Chronic lung disorder | M | L | The work activities planned are unlikely to create dust. |
| 10. | Noise | Harm to employees or others | M | M | Activities likely to produce excessive noise should not be undertaken before 8am.<br><br>Where noise levels are between 80-85dB(A) ear defenders shall be supplied and made available to those who wish to wear them.<br><br>Where levels exceed 85dB(A) ear defenders shall be provided and worn by all exposed.<br><br>Suppliers shall be consulted to determine the best type of defender for the noise emissions.<br><br>Employees shall be properly instructed in the use, care and storage of defenders.<br><br>Job rotation shall be considered to reduce individual exposure. |

| | | | | | |
|---|---|---|---|---|---|
| | Noise (continued) | Harm to employees or others | M | M | Suppliers' advice shall be sought to obtain quieter plant and machinery when possible.<br><br>Plant and equipment shall be serviced on a regular basis to reduce noise emissions.<br><br>Signs and barriers shall be placed where necessary to protect others from noise emissions. |
| 10. | Vibration | Vibration white finger | M | L | All work tasks involving vibration shall be taken into account: -<br><br>• The amount of vibration<br>• How long the equipment is used and the condition of use.<br>• The posture of the operative<br>• The temperature at which the work is carried out.<br><br>Where possible the work shall be done without using high vibration tools. Where possible, all new tools shall have vibration controls built in by design.<br><br>Details of safe usage times shall be obtained from suppliers / manufacturers. Operatives shall be instructed in the correct use of vibrating tools and ensure job rotation as necessary, to reduce exposure to a minimum.<br><br>Operatives shall be instructed to recognise and report the symptoms of injury i.e.<br><br>• pins and needles<br>• severe pain and numbness<br>• loss of grip strength<br>• loss of sense of touch. |

| | | | | | |
|---|---|---|---|---|---|
| 11. | Manual handling | Muscular/ skeletal injury | H | M | Each manual handling task shall be individually assessed in accordance with the Manual Handling Operations Reg's 1992.<br><br>Manual handling shall be avoided wherever possible.<br><br>Correct gloves, footwear, clothing etc. shall be worn.<br><br>Individuals should not lift materials in excess of 25kg unaided.<br><br>Heavier items should be joint lifted where practical.<br><br>Operatives shall be instructed and trained to employ good manual handling techniques.<br><br>Care should be taken when handling cladding panels at height. Work should not be undertaken during strong winds exceeding 12.5ms. |
| 12. | Personal protection | Injury to employees or visitors | H | M | Centurion type site helmets to BS.EN397 shall be worn at all times unless otherwise agreed with the Site Manager.<br><br>Protective footwear shall be worn at all times.<br><br>High visibility clothing shall be worn at all times.<br><br>Abrasion resisting gloves shall be worn for general handling.<br><br>All employees shall be instructed and trained in the correct use, maintenance and storage of PPE.<br><br>Employees shall be trained as to these requirements.<br><br>Re-training shall take place as and when required. |

Produced by: Dan Wride CMIOSH

SYLK EXTERIOR SYSTEMS LTD
Key Emergency Information

| | |
|---|---|
| **SITE CONTACT NAME:** CRAIG WOODS | |
| **MOBILE:** | 07792 122664 |
| | |
| **EMERGENCY SERVICES** | 999 |
| | |
| **HOSPITAL ACCIDENT UNIT ADDRESS:** MANCHESTER ROYAL INFIRMARY<br>OXFORD RD,<br>MANCHESTER M13 9WL | |
| **TELEPHONE:** | 0161 2761234 |
| **EMERGENCY SERVICES ACCESS ROUTE:** HULME STREET | |
| **ASSEMBLY POINT:** MUSTER POINT LOCATED ON THE CAR PAR OFF CAMBRIDGE STREET | |
| **HEALTH AND SAFETY EXECUTIVE:** REDGRAVE COURT,<br>MERTON RD,<br>BOOTLE L20 7HS | |
| **E-MAIL:** | WWW.HSE.GOV.UK |
| | |
| **SAFETY ADVISORS:** J & JB WRIDE HEALTH AND SAFETY SERVICES LIMITED<br>6 MEADS GROVE,<br>ASTLEY,<br>MANCHESTER M29 7HE | |
| **TELEPHONE:** | 01942 836611 |
| | |
| **LOCAL AUTHORITY** MANCHESTER CITY COUNCIL,<br>TOWN HALL,<br>ALBERT SQUARE,<br>MANCHESTER M2 5DB | |
| **TELEPHONE:** | 0161 234 4343 |

**SYLK EXTERIOR SYSTEMS**
**Mandatory / Advisory Posters, Documentation, Equipment & Signage**

**Welfare Area:**

Copy of current Employees Liability Insurance Certificate on display.

Health and Safety Law poster displayed with necessary boxes completed.

Fire Action Plan prepared by the Client displaying: -

- Appointed person(s) responsible for contacting and directing emergency services.
- Appointed fire warden responsible for weekly register of firefighting equipment.
- Location of muster point; and
- Location and phone number of local hospital.

Name of site first aider and location of first aid box.

$CO^2$ and water filled fire extinguishers.

Site rules.

Relevant safety information and posters.

**Site:**

Safety signage / PPE requirements at site entrance.

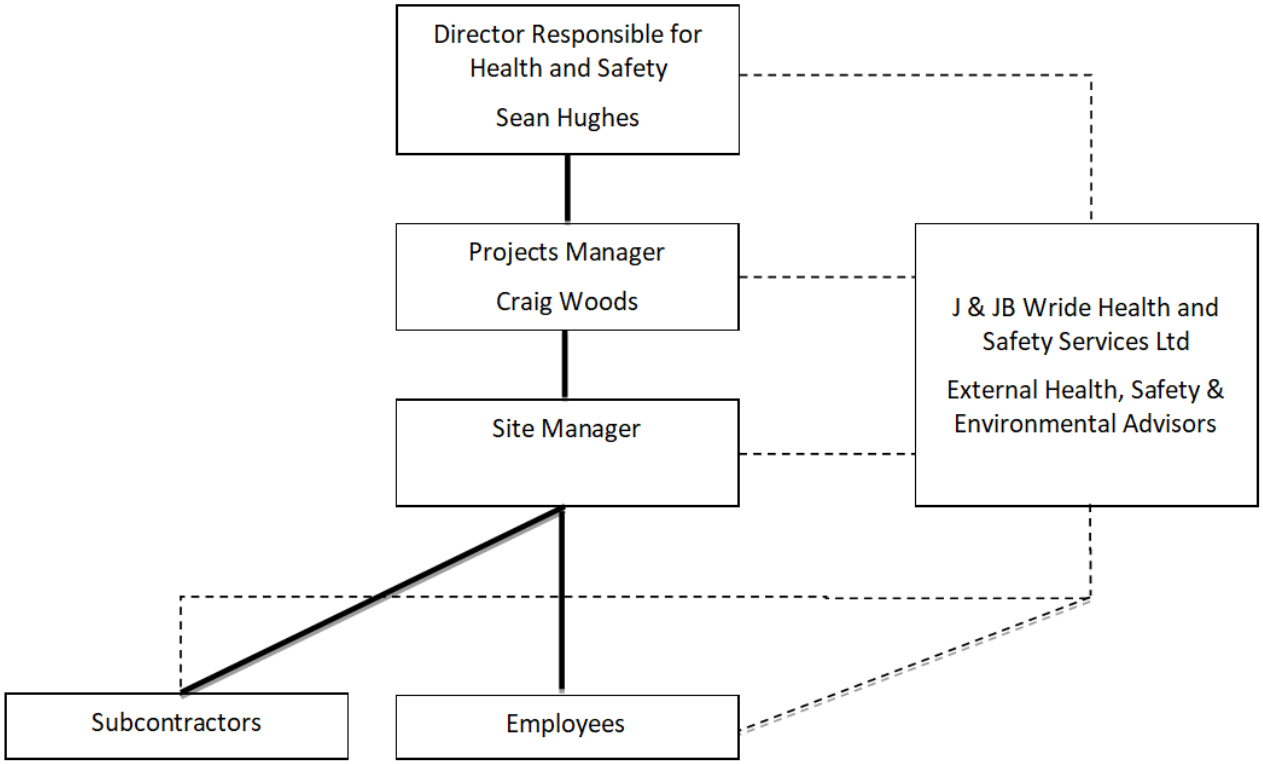
Site Manager contact number on Heras fencing.

Warning signage displayed on Heras fencing.

Signage for prohibited areas / exclusion zones.

## Project Management Team

The management structure for the company in respect of the health and safety of this project is as follows:




Site Manager

TBC

Site Safety Manager

Site safety to be covered by the Site Manager as part of his responsibilities.

Fire Warden

To be the responsibility of the Site Manager or his appointed person

Site Inductions

To be the responsibility of the Site Manager or his appointed person

Competency of Management

The site manager hold as a minimum the CITB SMSTS / SSSTS certification.

All persons working on the site will be required to have a CSCS card.

Company Health, Safety & Environmental Advisors

Mr Dan Wride CMIOSH (07714094252) – J & JB Wride Health and Safety Services Limited

Health and Safety Goals / Arrangements for Monitoring and Review

To carry out the specified works with due regard to the health and safety of all persons on site without putting them at risk, in compliance with all current and pending UK Health and Safety legislation, Sylk Exterior Systems Health and Safety Policy and safe systems of work to achieve safety goals of: -

- All accidents frequency rate of 5.0/100,000 man hours
- Reportable incident frequency rate of **NIL**
- To complete the works without creating any environmental pollution due to dust, noise, smoke or contamination.

Site safety will be monitored: -

**PRO-ACTIVELY**

- By determining project health and safety objectives and targets.
- By regular health and safety inspections by the Site management.
- By periodic health and safety inspections by Sylk Exterior Systems health and safety advisors.
- By periodic inspections by Sylk Exterior Systems senior management.
- By reporting of all near misses that may occur on site, thorough investigation by management of any such near miss and implementation of corrective action.

**REACTIVELY**

- All accidents will be investigated by the site management to determine the underlying cause.
- Details of all such incidents will be passed to the Site Management for assimilation.
- All reportable accidents will be investigated by J & JB Wride Health and Safety Services Limited and findings reported to senior partners
- Where deficiencies are identified, remedial action shall be instigated by Sylk Exterior Systems to prevent a recurrence.

# FIRE AND EVACUATION PROCEDURE

On discovering a fire:

1. Immediately make others around you aware of the situation by shouting ‘FIRE’ whilst on site and use the nearest alarm call point if safe to do so.

2. If safe to do so, remove flammable material from the area and extinguish the fire using the extinguishers available. If there is any danger whatsoever, leave immediately.

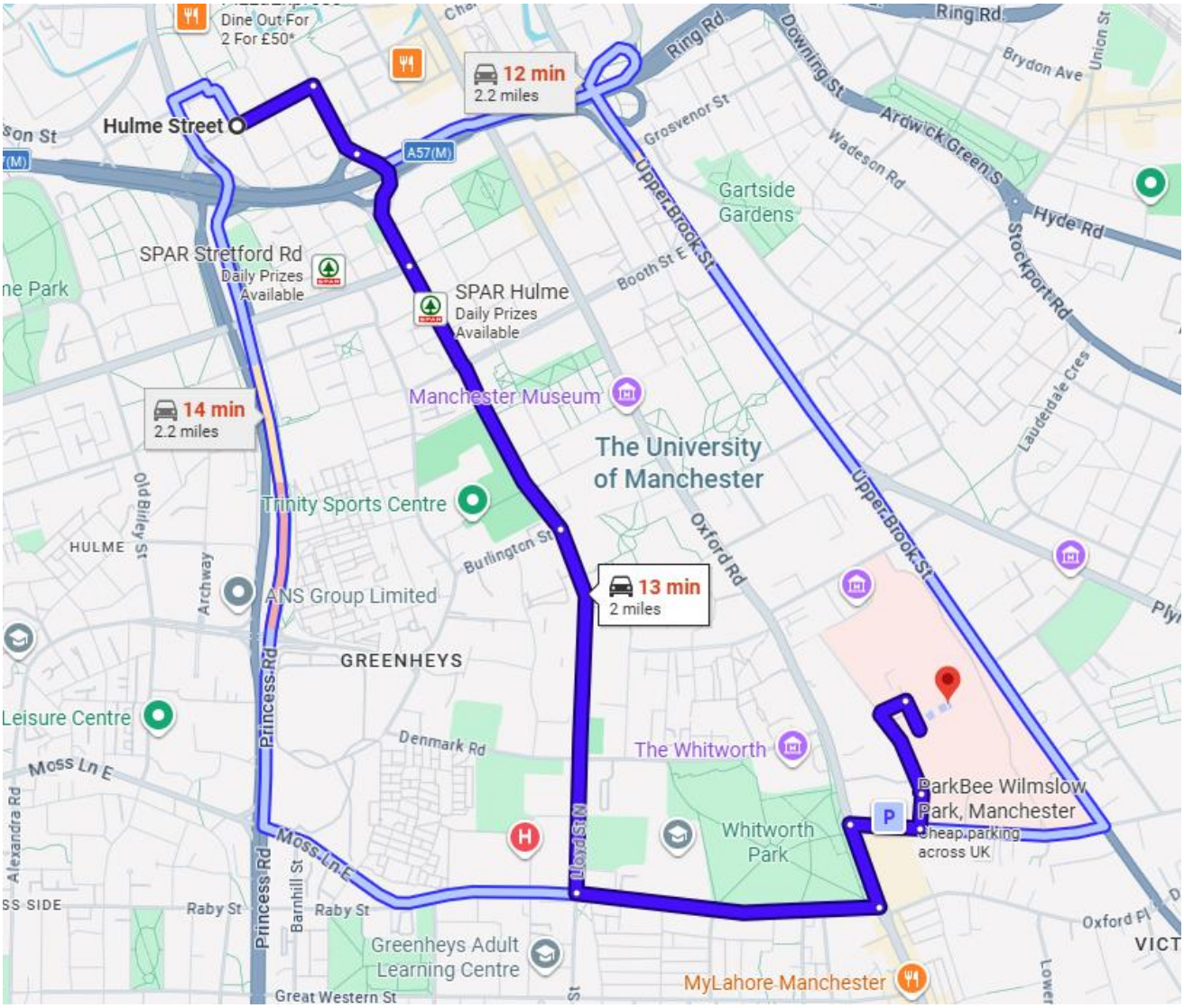
3. The Sylk Exterior Systems Site Manager shall notify and direct the emergency services as necessary. The Client shall also be informed at the earliest opportunity.

4. Make your way to the fire muster point located on the car park off Cambridge Street. Do not leave the muster point until you have been checked as present and told you can leave.

SYLK EXTERIOR SYSTEMS

# NEAREST A&E HOSPITAL

MANCHESTER ROYAL INFIRMARY
OXFORD RD,
MANCHESTER M13 9WL
Telephone: 0161 276 1234




- Take Hulme St to Cambridge St/A5067
  2 min (0.2 mi)
- At the roundabout, take the 2nd exit onto Cambridge St/A5067
  47 sec (0.2 mi)
- Take Lloyd St N to Moss Ln E/B5219
  4 min (0.8 mi)
- Continue on Moss Ln E/B5219 to Hathersage Rd
  3 min (0.5 mi)
- Continue on Hathersage Rd to your destination
  2 min (0.3 mi)

## STANDARD SETTING

The works will be carried out in accordance with the following requirements:

- All employees shall receive a site health and safety induction prior to any work commencing, and at intervals thereafter should the nature of the works change significantly.

- All employees shall have received the appropriate level of CSCS / IPAF training. Training cards / certificates (not copies) must be presented at the induction.

- Copies method statements / risk and COSHH assessments shall be presented to Sylk Exterior Systems site management for appraisal, at least 7 days before those work activities are due to commence. The documents shall then, if necessary, be returned with any comments / additional requirements attached, to be revised accordingly prior to any work taking place.

- All employees involved in that particular work activity must be briefed and understand the requirements of their respective method statement before the work commences. A copy of the completed briefing register must be handed to Sylk Exterior Systems site management.

- Any additional instruction / information during the course of the contract will be given in the form of a toolbox talk.

- Supervision is required as deemed necessary by Sylk Exterior Systems site management with those fulfilling the role trained in supervisory skills as well as health and safety.

- All current thorough examination certificates for mobile plant must be presented before that item of plant can be used on site.

- Weekly inspection register must be completed for all work equipment, lifting equipment and lifting accessories.

- Hand / arm vibration safe usage times need to be determined and daily use monitored.

- Unless specifically dictated by virtue of the nature of the work or working environment, a professional safety adviser will conduct a safety inspection at regular intervals.

- Contractor's fire extinguishers are to be visually checked on a weekly basis.

## EMPLOYEE CONSULTATION

- All employees shall be given the opportunity for consultation regarding any health, safety, or environmental issues at the time of induction and during method statement briefings.

- Regular toolbox talks shall be given by the Site Manager during the contract period on issues specific to site activities.

- Periodic formal consultation meetings shall also be undertaken.

## GENERAL WASTE REMOVAL

- All general waste removed shall be identified by the appropriate code from the European Waste Catalogue, be carried by registered carrier and delivered to a licensed tip.

- Inert / non-hazardous waste shall be removed in accordance with the Environmental Protection (Duty of Care) Regulations 1991.

- All hazardous waste shall be removed in accordance with the Hazardous Waste Regulations 2005

- Copies of all consignment and waste transfer notes shall be available for inspection.

## MOBILE PLANT & EQUIPMENT

- Mobile plant and equipment shall only be operated by competent and authorised persons.
- Hazard warning lights and audible warnings (where fitted) shall be operated on all mobile plant in use.
- Any manoeuvring where there is a risk of contact with persons or property shall be under the control of an experienced banksman.
- Mobile plant must be made secure and the keys removed when not in use.
- Drip trays and a spill kit must be used if there is a risk of spillage
- Suitable barriers shall be in place to prevent unauthorised persons encroaching into the work area during lifting operations.
- All lifting equipment and lifting accessories will be thoroughly examined in accordance with the requirements of the Lifting Operations Lifting Equipment Regulations 1998. Daily pre-use inspections shall be completed and recorded.

## WORKING AT HEIGHT

Scissor-lift / cherry-picker type MEWP

- All mobile elevating work platforms (MEWPs) shall have been chosen, tested thoroughly examined at 6 monthly intervals, inspected daily and used in accordance with the requirements of the Lifting Operations and Lifting Equipment Regs 1998.
- Records shall be made available of all tests, examinations and weekly written inspections.
- All operators of shall have been properly trained and carry a current training certificate.
- Persons working from a cherry-picker type MEWP shall wear a full body harness secured to the correct platform anchor via a fixed length fall restraint lanyard.
- The maximum safe working load of each platform shall not be exceeded.
- A designated person, able to lower the platform using base controls in the event of an emergency, shall be available at all times.
- Communication devices should be checked beforehand.
- Barriers and warning signage shall be erected whenever there is an interface with pedestrians or the public highway. Access routes that cannot be closed should be marshalled and the work temporarily stopped as people approach the work area.
- Protective devices in the form of guarding or locking devices shall be in place on scissor lifts to protect others whilst descending.
- Hazard warning lights shall be operated on all plant in use.

- Any maneuvering where there is a risk of contact with persons or property shall be under the control of an experienced banksman.

- Hand tools shall be tethered.

- Extreme care shall be taken when handling large sections of flat materials such as cladding panels etc. that may act as a sail.

- Work shall not be undertaken from a MEWP when wind speeds exceed 12.5 m/s.

---

SYLK EXTERIOR SYSTEMS

Mobile Towers

- Mobile towers shall be erected strictly in accordance with the manufacturer's / hirer's instructions.
- Mobile towers shall only be erected by fully trained and experienced persons with current PASMA training certificates in place
- All mobile towers shall be scaff-tagged to inform of current status
- 'Do not Use' signs shall be displayed on towers in the process of being erected, dismantled or altered to prevent unauthorised usage.
- Towers over 2 metres high shall be inspected at least every 7 days by a competent person and a register kept. Additional inspections shall be carried out after alteration or repair.
- Barriers shall be erected where there is a risk of injury to others.
- The platform height of freestanding mobile towers shall not exceed 3 times when used externally and 3½ times internally. Additional outrigger supports shall be used when necessary.
- All mobile towers shall be fitted with double handrails and toe boards. Patent brick guards shall be fitted if stacked materials exceed the toe board height.
- Mobile towers shall only be accessed internally.
- Wheel locks shall be on when in use and no persons shall be allowed to ride on a tower being moved.

Podium Platforms / Delta Deck

- Podium platforms shall be erected on a firm level base.
- The podium platform shall be erected in accordance with the manufacturer's instructions.
- Once erected, podium platforms and Delta Decks shall be checked to ensure all components, hooks and locking mechanisms fit and operate correctly.
- Platforms shall not be overloaded – one man and hand tools.
- Access must via the platform and serrated rungs where provided. Safety gates should be closed when the platform is in use.
- Brakes shall all be engaged when the platforms are in use.
- The guardrails shall always be fully closed when in use.
- Operatives shall not stand on the guardrails.

- Work undertaken from podium platforms shall be carried out ‘end on’ if possible and overreach when working is not acceptable

- Podium platform shall be moved by pushing horizontally near the base making sure the route is clear at ground level and up to the height of the platform before starting to push.

- Outriggers shall be provided if extra stability is required.

## TOOLS & EQUIPMENT

- All tools and equipment shall be selected, inspected and maintained in accordance with the requirements of the Provision and Use of Work Equipment Reg's 1998
- Tools shall be fit for purpose and shall not be used for operations they are not designed for.
- All portable electrical tools and leads shall have a visual and current PAT testing label, which will have on it the date of the next test (3-monthly).
- Operatives required to change carborundum abrasive wheels shall have been properly trained in accordance with the requirements of PUWER.
- When using vibratory tools or equipment, information must be provided on known vibration levels and the controls necessary to keep it below the daily exposure action value.
- 'Stanley' type knives are to have retractable blades
- Halogen lights are not permitted to be used unless properly mounted on a rigid structure.

## PERSONAL PROTECTIVE EQUIPMENT

- Safety helmets must be to BS EN 397 type 1 and the wearing of helmets is mandatory.
- Protective steel toe capped, midsole protected footwear and high visibility tops shall be worn at all times.
- Additional specific personal protective equipment shall be provided and worn as determined by risk assessment.

## HEALTH AND SAFETY FILE

A Health and Safety File will be produced by the principal designer at the end of the project period.

Sylk Exterior Systems shall provide any additional information necessary for inclusion in that file.

# SITE RULES

These site rules apply to all persons who enter this Sylk Exterior Systems site, including employees, visitors and representatives

- Private vehicles are not permitted to park on Hulme Street.
- All site employees and visitors must report to the site welfare area on arrival and sign the daily attendance register.
- All personnel shall undergo induction training on arrival prior to commencing work on site.
- All loading / offloading must also be directly into the designated laydown area.
- Site boundaries to be made secure when unmanned.
- No work activity shall be undertaken until all those involved have been briefed on and understand the content of the respective method statement. A briefing register must also be signed and dated.
- Noisy work activities can only be carried out during normal working hours.
- The wearing of hard hats, high visibility tops and protective footwear is mandatory.
- Additional PPE must be worn in accordance with specific site rulings and/or the requirements of the method statement relating to that work activity.
- Observe all safety signage and notices.
- No person is to operate any mechanical plant or equipment unless they have been trained and have been certificated as competent.
- Vehicles / mobile plant are not to be manoeuvred in restricted areas unless under the control of an authorised banksman.
- Fuels and other hazardous substances must be stored safely away in secure containers and handled strictly in accordance with their respective COSHH assessment.
- All work areas are to be kept clear and tidy with waste removed as work progresses.
- Ensure all waste is placed in the designated skips.
- The consumption of alcohol and drugs is prohibited.
- Smoking is not allowed anywhere within the building or welfare unit
- Food is only to be consumed in the messroom.
- Loud transistor radios or personal stereos are not allowed on site.

- In the event of a fire or emergency ensure that the requirements of the fire and evacuation plan are followed. Proceed to the muster point on the car park off Cambridge Street and remain there until instructed otherwise by Sylk Exterior Systems site management.

- No personnel shall indulge in fighting, horseplay or practical jokes within the site perimeter.

- Report any plant defect or unsafe situation to the Site Manager.

- Every accident and near miss event must be reported to the Site Manager.

- Welfare facilities are available for your use. Please wash your hands before eating food and refrain from eating anywhere other than in the mess room.

SYLK EXTERIOR SYSTEMS

# SAFETY INDUCTION REGISTER

| Site:<br><br>Chorlton Mill, Hulme Street, Manchester | | | |
|---|---|---|---|
| Name (Print) | Signature | Company | Date |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Name of Person Giving Induction Training:……...

Signature:

SYLK EXTERIOR SYSTEMS

# DETAILS TO BE INCLUDED IN CONTRACTORS METHOD STATEMENTS

- Name of Company,
  Date
  Title of Method statement
  Name of person who produced it

- Description of work to be undertaken including: -
  1. Location
  2. Duration
  3. Sequence of activities

- Resources
  1. Name of supervisor and contact No:
  2. Number of operatives
  3. Plant / equipment
  4. Carriers and tipping arrangements

- Assessments for all significant risks, including: -
  1. Personal protective equipment
  2. Manual handling
  3. Access / egress
  4. Loading / off-loading
  5. Others at risk
  6. Working at height
  7. COSHH, dust, noise

- Additional control measures necessary including: -
  1. Permits
  2. Segregation
  3. Security
  4. Rescue
  5. Special training

- To whom and how will the contents of this method statement be passed on
  1. Confirmation of employees briefing
  2. Ongoing training e.g. daily briefings, toolbox talks

- Monitoring and Compliance
  1. Site supervision
  2. Amendments issued as and when necessary

SYLK EXTERIOR SYSTEMS

# METHOD STATEMENT APPRAISAL

| | | |
|---|---|---|
| Name of Contractor: | | Date Issued: |
| Document Title: | | Method Statement No: |

| Item | Yes | No | N/A | Comments |
|---|---|---|---|---|
| 1. Heading | | | | |
| Company, Title, Revision No, Date | | | | |
| 2. Work Description | | | | |
| What is to be done | | | | |
| Location | | | | |
| 3. Supervision | | | | |
| Name | | | | |
| Contact No: | | | | |
| 4. Risk Assessments (of all significant risks | | | | |
| Access / egress | | | | |
| Place of work | | | | |
| Work equipment | | | | |
| Manual handling | | | | |
| Work at height | | | | |
| COSHH (noise, dust, vibration etc) | | | | |
| 5. Necessary Control Measures | | | | |
| Permits | | | | |
| Security | | | | |
| Special training (confined space, tower erection, use of plant | | | | |
| Specific PPE requirements | | | | |
| Waste management | | | | |
| 6. Resources | | | | |
| Personnel and their training | | | | |
| Sub-contracted work element | | | | |
| Plant / equipment | | | | |
| Materials | | | | |
| 7. Emergency Arrangements | | | | |
| Rescue procedures | | | | |
| Special first aid requirements | | | | |
| Spillage containment | | | | |
| 8. Temporary Amended Systems | | | | |
| Traffic routes, emergency arrangements | | | | |
| 9. Communication | | | | |
| Confirmation of operatives briefing | | | | |
| 10. Monitoring and Compliance | | | | |
| Monitoring by whom | | | | |

| Additional comments: | | |
|---|---|---|
| Overall Acceptance Status (A or B) | ✔ | Date |
| Cat' A – Accepted. Work can proceed | | |
| Cat' B – Not accepted. Resubmission required | | |
| Sign Off: Print Name | | Sign: |
| | | |

SYLK EXTERIOR SYSTEMS

# COSHH - HAZARDOUS/ FLAMMABLE SUBSTANCES ASSESSMENT CHECKLIST

| |
|---|
| Contract: |
| Work to be Undertaken: |
| Location on Site |
| Activity or Process |
| Hazardous Substance Used or Created<br>(Use one form for each substance) |

TICK APPROPRIATE BOXES

| Yes | No | | Yes | No | | Yes | No | | Yes | No | | Yes | No | | Yes | NO | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | FLAMMABLE | | | TOXIC | | | IRRITANT | | | OXIDIZING | | | HARMFUL | | | CORROSIVE |

| | | YES | NO |
|---|---|---|---|
| 1. | Is manufacturers hazard information sheet available & included (Please attach) | | |
| 2. | Will employees be given information concerning hazard? (Please attach details) | | |
| 3. | Will employees be given specific training? (Please attach details) | | |
| 4. | Will personal protective equipment be provided for employees? | | |
| | a. Masks and R. P. E. | | |
| | b. Goggles / Spectacles | | |
| | c. Gloves | | |
| | d. Overalls | | |
| | e. Boots | | |
| | f. Other Equipment | | |
| 5. | Will exposure monitoring and/or control measures be required & details given below? | | |
| 6. | Will health surveillance be necessary and are details given below? | | |
| 7. | Does this substance need to be disposed of by an Authorised Disposal Contractor? | | |
| 8. | Have First Aid requirements been included? | | |
| 9. | Have storage requirements for the substance been provided or arranged with site? | | |

SYLK EXTERIOR SYSTEMS

## GIVE DETAILS OF SAFETY PRECAUTIONS REQUIRED INCLUDING AS APPROPRIATE HEALTH, CONTROL & MONITORING

Signature: ..... Print…….....
Date: .....

SYLK EXTERIOR SYSTEMS

# METHOD STATEMENT BRIEFING REGISTER

| Site:<br>Chorlton Mill, Hulme Street, Manchester | Date: |
|---|---|
| Method Statement Title: | No: |

I understand the contents of the method statement and shall undertaken the work activity strictly in accordance with its health and safety requirements

| Name (Print) | Signature | Company | Date |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Name of Person Giving Briefing: .....

Signature:

SYLK EXTERIOR SYSTEMS

# CONTRACTORS PRE-TENDER HEALTH & SAFETY QUESTIONNAIRE

In accordance with the requirements of the Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2015, it is necessary for us to assess the health and safety competence of all contractors we employ.

To be considered for future work with this company, the questionnaire must be completed and returned together with any appropriate documentation.

| **CONTRACTORS DETAILS** | |
|---|---|
| Name of Company | |
| Address | |
| Telephone No: | Fax No: |
| *I certify that all details contained in this questionnaire are correct*<br><br>Signature……. Date…….....<br><br>Name & Initials…… (BLOCK CAPITALS PLEASE)<br><br>Title…….... | |
| Nature of Business and maximum contract value for which you wish to be considered<br><br>……...<br><br>……... | |

| **PLANNING & DOCUMENTATION**<br>(tick appropriate box to confirm documents attached) | |
|---|---|
| 1. Health & Safety Policy (including line management chart) | |
| 2. Copy of current Employer's Liability Insurance Certificates | |
| 3. Sample Risk Assessments | |
| 4. Sample COSHH Assessments | |
| 5. Sample Method Statements (for a similar activity if possible) | |
| 6. Sample of Site Safety Inspection Reports Completed | |
| 7. Sample of Safety Audit Reports Completed | |
| 8. Waste Management Plan | |
| 9. Environmental Management Plan | |
| 10. Any Other Relevant Information | |

SYLK EXTERIOR SYSTEMS

## INSURANCE DETAILS

Please provide a copy of your current Employer's Liability Insurance Certificate

Expiry date: .....

Employer's Liability cover: .....

Public Liability cover: .....

Product Liability cover: .....

## HEALTH AND SAFETY ASSISTANCE

Please name the competent person or organisation responsible for assisting you with health and safety issues in accordance with the requirements of the Management of Health & Safety at Work Regulations 1999

Name of person…….....

Employed by…….....

Address……..……

Qualifications……..…

## HEALTH AND SAFETY TRAINING AND RESOURCES

Please list the expertise / experience and training qualifications of the following

Safety
Director……..……
……

Contracts
Manager……
……..……

Supervisors……
……

Please list any training given to employees (e.g. C.S.C.S. Passport training certificate, Site safety awareness, specific skills training.

……
……..……
……
……
……

| DO YOU EMPLOY SUB-CONTRACTORS | Yes | | No | |
|---|---|---|---|---|

if the answer is yes, please provide information on how these sub-contractors are assessed to determine their competency

……
……
……
……
……
……

**COMMUNICATION**

What are your procedures for communicating with workers / subcontractors whose first language is not English

……
……
……
……
……
……

**FIRST AID**

Does your company have trained first aiders or appointed persons within your own workforce.
Please provide details: -

……
……
……
……
……
……

**SAFE SYSTEMS OF WORK**

Please detail how your safe systems of work are brought to the attention of all employees on site (e.g. risk assessments, COSHH assessments, method statements)

……
……
……
……
……
……

SYLK EXTERIOR SYSTEMS

**SAFE SYSTEMS OF WORK (Continued)**

How is additional safety information passed on during the course of the contract

……
……
……
……
……
……

**INSPECTIONS, AUDITS & MONITORING**

Please explain how monitoring of health and safety performance is undertaken

……
……
……
……
……
……

**ACCIDENT STATISTICS**

Please provide your accident statistics for the last three years

| | Last Year | | Previous Year | | Year previous to that | |
|---|---|---|---|---|---|---|
| No of fatalities | | | | | | |
| No of reportable injuries (RIDDOR) | | | | | | |
| No of reportable injuries to others (RIDDOR) | | | | | | |
| No of employees | | | | | | |

**H. S. E. ENFORCEMENT**

Please give any details of prohibition notices, improvement notices or prosecutions served upon your company during the last three years

……
……
……
……
……
……

| ANY OTHER RELEVANT INFORMATION |
|---|
| Trade or health and safety group membership, safety awards, safety initiatives, health surveillance, technical support etc.<br>……<br>……<br>……<br>……<br>……<br>…… |

| For Completion by Sylk Exterior Systems Personnel Only: | | |
|---|---|---|
| Reviewed by: | | Current Status: A, B, or C |
| Date Reviewed | | |
| Date of Next Review | | |
| Comments | | |

A = Satisfactory, B = Awaiting Further Information, C = Rejected

SYLK EXTERIOR SYSTEMS

# TOOLBOX TALK REGISTER

| **Site:** Chorlton Mill, Hulme Street, Manchester | **Date:** |
|---|---|
| **Title of Toolbox Talk:** | |

| Name (Print) | Signature | Company |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of Person Giving Toolbox Talk …….

Signature:

SYLK EXTERIOR SYSTEMS

# INSPECTION REPORT OF SCAFFOLDS, WORK PLATFORMS, FALL ARREST & PERSONAL SUSPENSION EQUIPMENT IN ACCORDANCE WITH THE WORK AT HEIGHT REGULATIONS 2005

| Site Address | Day | Month | Year | Time |
|---|---|---|---|---|
| | | | | |

| Location and Description of Workplace |
|---|
| |

| Details of any matter identified that could give rise to a risk to the health and safety of any person |
|---|
| |

| Can work continue to be carried out safely | **YES** | **NO** | If not, name of person informed |
|---|---|---|---|
| | | | |

| Details of any action taken as a result of the matters identified above |
|---|
| |

| Details of any further action considered necessary |
|---|
| |

| Name and position of person making the report | Date report handed over |
|---|---|
| | |

SYLK EXTERIOR SYSTEMS

# HOT WORK FIRE & SAFETY PRECAUTIONS

| | |
|---|---|
| Location<br>……<br>……<br><br>Description of Work<br>……<br>…… | Permit No:<br><br>Date<br><br>Hot Work Start<br><br>Hot Work Finish |

Control Measures Necessary
……
……
……
……
……

I confirm that the area of work has been inspected and the control measures indicated above should be taken to ensure a safe system for hot work
Name of Person Issuing Permit
(PRINT)……

Signature: Position:

I confirm that the contents of the hot work permit has been explained to me and I understand the requirements and responsibilities placed upon me
Name of Person Doing Work
(PRINT)……

Signature: Position:

Completion of Hot Work
I confirm that I have completed the work authorised by this permit

Signature: Time:

Cancellation of Permit

Signature:

Inspection of Work Area covered by Hot Work Permit after cancellation

30 mins 2 hours 4 hours (Please circle)

Fire Warden/Security Name
(PRINT)……

Signature: Time:

## THE PERMIT

1. This permit must be displayed at the work activity or kept with the person carrying out the work.
2. The permit must be returned to the issuer immediately on completion of the work.
3. All control measures specified must be put in place before work proceeds.
4. Work shall stop immediately if requested to do so by an authorised person.

## THE WORK AREA

5. Fire extinguishers and the like must be kept in the vicinity of the work taking place.
6. Ensure that all evacuation routes are known and clear before commencing work.
7. The work area shall be kept clear of unauthorised persons during work activities.
8. Work areas shall be kept clear of any combustible materials.
9. Barriers, signs and the like shall be placed to protect and warn others.

## THE WORK EQUIPMENT

10. All personal protective equipment specified by this permit or the risk assessment shall be worn at all times.
11. Portable power tools shall have guards in position at all times

## Isolations (insert any specific requirements)

12. Electrical……..……...

13. Gas……..……

14. Mechanical……