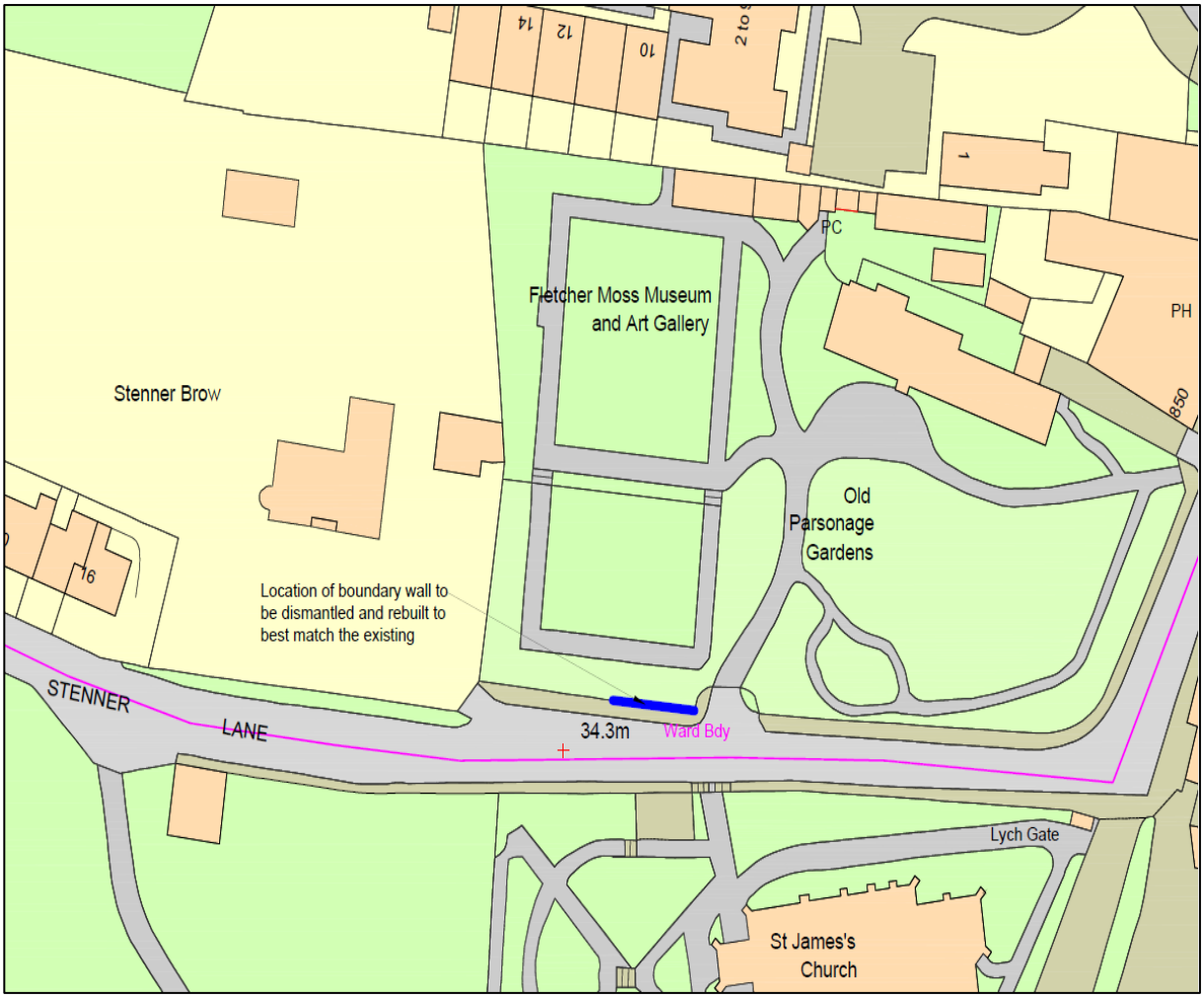
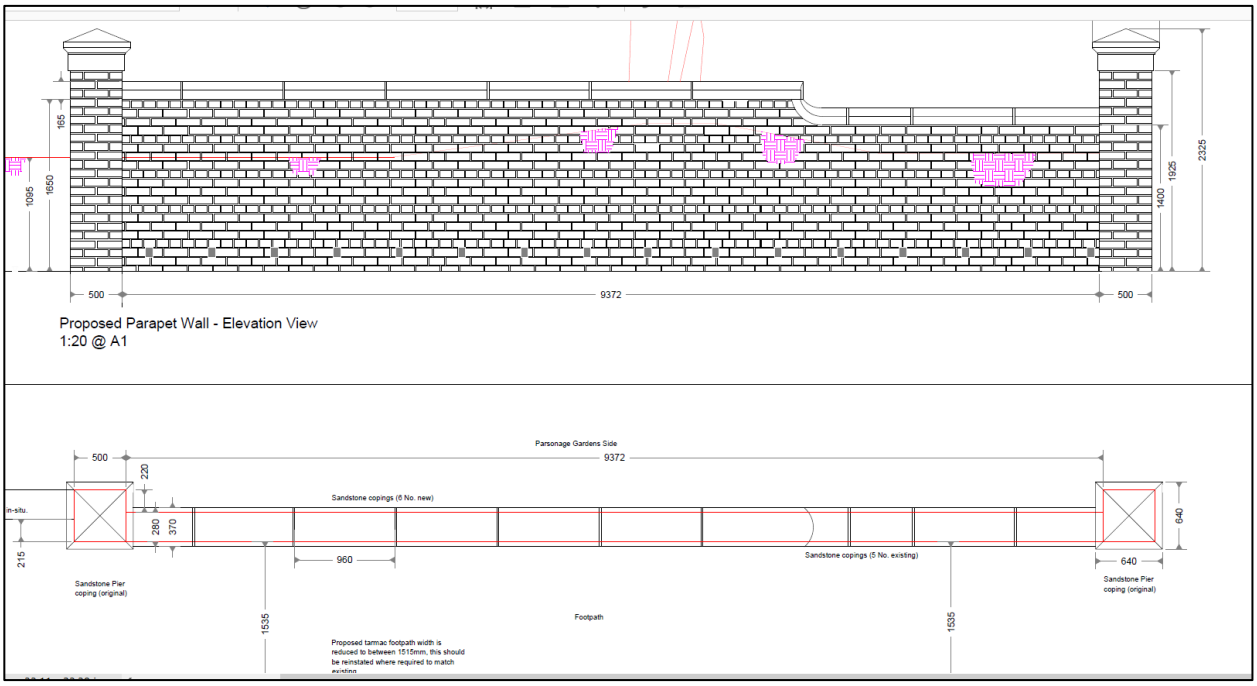
ontract name:	**Fletcher Moss Botanical Gardens** Stenner Lane, retaining wall repairs. M20 2RQ		
Client:	PARKINSON		
Effective start date:	**01.06.26**	**Effective end date:**	**TBC**
Working hours:	**7.30am – 3.30pm**		
Written by	**Lee Parr (Mobile 07941 562 907)** **Contracts Manager at Duggan and Parr Stone Repair services** **Rev Date: 12/05/2026**		
Location of the Works:			

The section of wall is 10.3m Long x average 1.8m High from ground level.

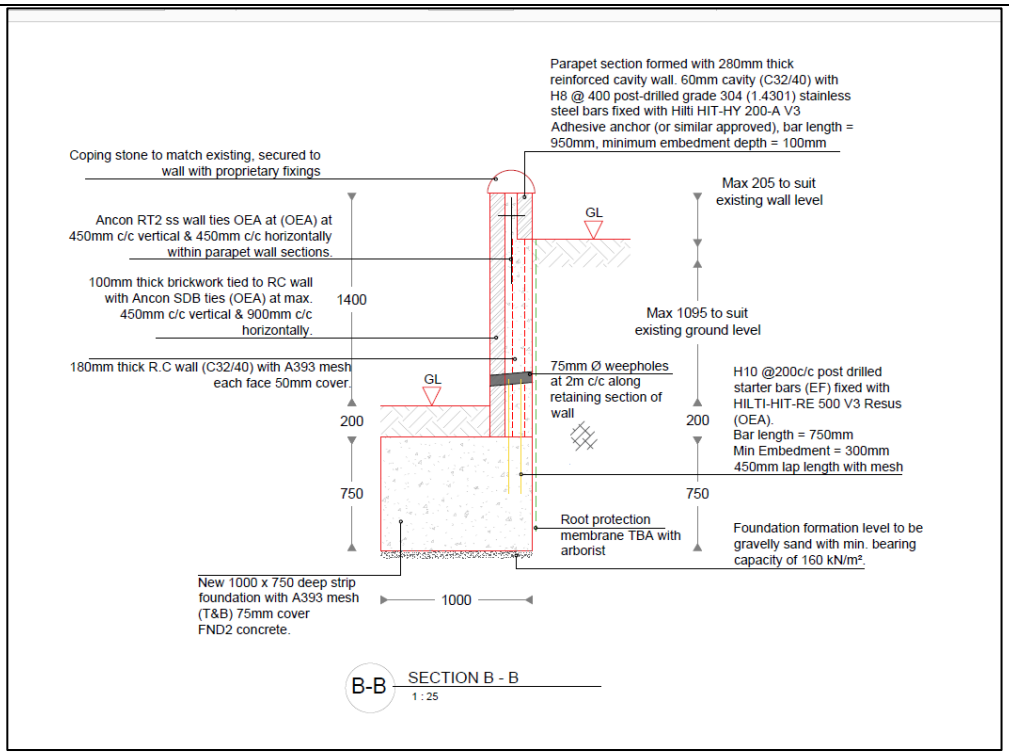


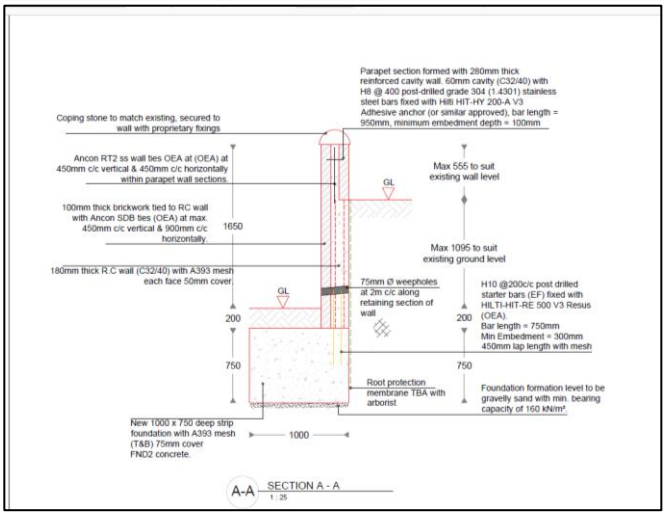
Below photo shows site as it is now:





Description of works and Method of completing tasks.	This retaining Brick wall that is being pushed outwards because of various tree and shrub roots. **Method:** • Site inductions' setup and stages of the works program will be discussed with the work force on site. Workforce has previously been to site and are aware of the proposed works. Lee Parr (writer) will be on site at the start of works • 2 areas of samples of the lime pointing have already been done on site previously. **SPECIAL CONSIDERATIONS** • Tree roots to be protected during groundworks. Minimise root damage, if there are roots physically obscuring the new foundation, prune them neatly using bypass secateurs or a pruning saw. • Within the tolerance zones to prune back any roots encountered in the foundation trench of the new boundary wall, roots should be cut back using a clean hand saw. Hessian sacking will be put over exposed roots immediately to prevent desiccation. • Do not cut roots using digging equipment of any kind. Works to be agreed with MCC arborist. Tree / retained soil not to be undermined by new foundation. Existing ground levels are not to be altered. • Contractor must try to do the work over as short a period as possible, minimising exposure of the soil. • Protect surrounding plants and trees before start of works **1.Carefully remove Copings and Pier Caps set aside for reuse. DOFF Clean stone.** Carefully dismantle brickwork down to GL using Masons tools, saving existing bricks "IF POSSIBLE" **2. Removal of spoil** and earth retained inside Old Parsonage Gardens Grounds (Approx. 20m3) - when sections of boundary walls have been taken down carefully hand excavate adjacent retained earth to establish extent of removal required to allow for rebuilding requirements including foundations. CA approval and agreement on extent of roots to be removed. Consultant Arboculturist to be present on site during this exercise. Allow for reinstating graded spoil back to original location, between 700mm to 1000mm earth/spoil to be removed at sections of retaining wall that are to be rebuilt. See SE design and specification for requirements. **3. Undertake localised brick replacement:** To existing brickwork to boundary wall. Brickwork and pointing either missing or deemed beyond repair should be replaced with bricks to match existing profile, Indent repairs using brick in colour and profile to match existing, subject to agreed sample. CA approval and agree extent of brick repairs and repointing to be cut back on site 4.**Install New Strip Foundation:** Install new foundations to walls to be rebuilt. The foundation design and specification will be provided by CPP Structural Engineer. See drawing reference FMO- MCC-XX-XX-DR-S-005 Structural Details.





5. Rebuild Wall Sections: Refer to SE design and specification for proposed foundation and wall design. Using reclaimed bricks (where practicable), lime based mortar for pointing to best match existing rebuild wall. Sample for lime based mortar to be approved by planning prior to starting on site. Additional new bricks should best match existing, sample to be provided to CA for approval. Refer to SE design to include weep holes and drainage requirements for retained earth and expansion joints if required. See drawings FMO-MCC-XX-XX-DR-B-003 Existing Masonry Details and FMO-MCC-XX-XX-DR-B-004 Proposed Masonry Details for information showing sections of walls to be removed and rebuilt.

6.Cleaning: On completion of the rebuilding and alterations to the boundary wall allow for 15 metres section of wall to be cleaned down using Doff cleaning system to remove biological growth and loose surface contaminants (subject to sample area agreed with CA). This will only be required on the brick elevation facing the road at Stenner Lane.

RISK ASSESSMENT:

PERSONS AT RISK		
E = Employees	T = Tenants	V = Visitors
C = Contractors	P = Public	

Calculation of Risk Pre & Post Control of Risks
Low
Medium
High

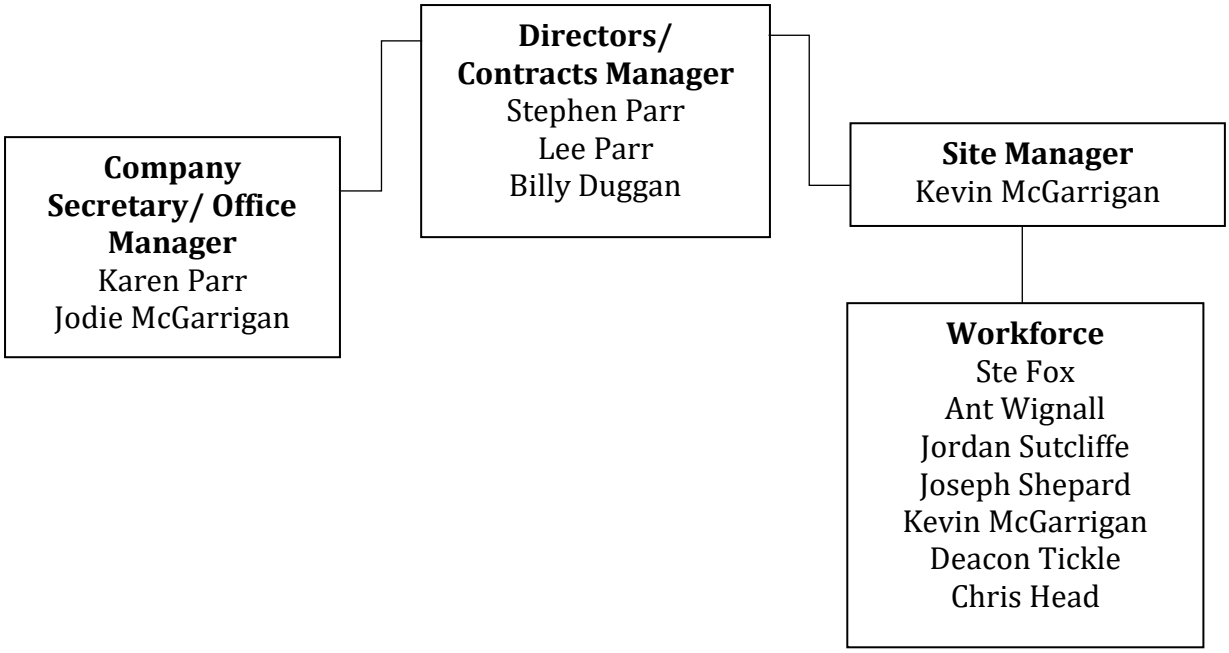
Activity / area of concern	Hazard Risk	Persons at Risk	Pre control Risk rating	Control measures	Post Control Risk Rating
Lifting Manual Handling	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper	E C T P V	H	All staff to be trained in the correct manual handling techniques. Team Leader on site is responsible for ensuring that all staff abide by these techniques at all times. The distance that the load needs to be carried should be minimized as much as possible. For heavy loads an appropriate number of people must carry the load together to avoid injury to any one individual. Where possible mechanical aids should be used to assist in the movement of heavy objects and minimise the amount of lifting required by staff. No individual should attempt to carry more than they feel is safe – it is the responsibility of the staff member to inform the team leader on site of any personal health issues that could affect their ability to perform lifting tasks – before he/she begins a lifting task.	L
Electrical	Electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	E C T P V	H	Electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. Battery equipment to be used as much as possible Staff inspect equipment and report (to supervisor) any defective plugs, discoloured sockets or damaged cable/ equipment. Defective equipment taken out of use safely and promptly replaced. Only adequate and appropriate electrical equipment well maintained to be used.	L
Vibration from use of equipment such as angle grinder	Exposure to vibration can lead to the development of 'vibration white finger' (VWF)	E C T P V	H	If needed, angle grinders replaced with block splitter. No significant vibration left.	L

Activity / area of concern	Hazard Risk	Persons at Risk	Pre control Risk rating	Control measures	Post control Risk Rating
Cutting out old Masonry	Inhaling Dust can cause silicosis Eye, loss damage, Blindness	E C T P V	H	The operatives are to wear full PPE provided by DP Stone. The work area will be sealed off and deemed safe from the public by others. If needed, dust extraction units will be used when cutting out masonry and mortar from the joints.	L
Removing mortar using ArborTech and Grinder	Inhaling Dust. Eye, loss damage, Blindness Vibration hand and arm damage	E C T P V	H	The operatives are to wear full PPE provided by DP Stone and will were gloves, dust masks, ear defenders. (See data sheets the operatives have read with safety instructions and useful information.) The work area will be sealed off and deemed safe from the public by others. Dust control will be damping down area, sheeting on scaffolding (if needed) and monitoring works. Dust extraction units will be used when cutting out masonry and mortar from the joints. The works will be coordinated to keep to trigger times of power tools.	L
Lime splashes when pointing	Eye, loss damage, Blindness Skin irritation and dermatitis	E C T P V	H	The operative is to wear full PPE provided by DP Stone. Gloves and protective glasses will be used when in contact with lime. The work area will be sealed off and deemed safe from the public.	L
All work areas Public/Third Parties	Injuries to third parties as a result of being in vicinity of works	E C T P V	H	Works area adequately signed and barriers in place. Liaise with third parties, do not permit anyone not authorised onto site area.	L
Access/egress	Blocked access/egress could cause problems if needing to enter/exit area in emergency	E C T P V	H	The exit/access to building/works area kept clear and free from trip hazards at all times. No storage of any materials/items on access/egress routes. Access/egress kept well-lit with emergency lighting available and maintained. Regular monitoring and checks made to ensure good access/egress is maintained.	L

Activity / area of concern	Hazard Risk	Persons at Risk	Pre control Risk rating	Control measures	Post Control Risk Rating
Operating cement mixer and Hand Mixer	Workers could be crushed or cut if the mixer topples or they get caught in moving parts. Damage to electrics could result in a shock.	E C T P V	H	Mixer is 110 volts. Mixer is fully guarded and guards in place during operation and placed on firm ground.	L
Hazardous substances, mortar	Direct skin contact with the mortar could also cause bricklayer contact dermatitis and burns.	E C T P V	H	Risk of dermatitis or cement burns and precautions explained to all workers. Use cement or cement containing products within the use-by date. Direct skin contact to be avoided, CE marked PVC gloves used when handling mortar. Good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms.	L
Fire/explosion	All operatives in the vicinity could suffer from smoke inhalation or burns.	E C T P V	H	Suitable fire extinguisher kept in site office and welfare block. Good housekeeping monitored by supervisor. Supervisor to brief all workers on first day on emergency arrangements agreed with principal contractor.	L
Noise	Occupational deafness, Tinnitus, hearing loss	E C T P V	H	Where necessary undertake specific noise assessments. Ear protection available and worn.	L
Stepping on nails and sharp objects	All workers could suffer foot injuries.	E C T P V	H	Safety boots with steel toecaps and mid-soles provided to all workers. Waste disposed of in skips.	L
Welfare/first aid	Good facilities help prevent dermatitis etc.	E C T P V	H	Welfare facilities are available on site, including: flushing toilet; hot and cold running water, soap, towels and full-size washbasins; heated kitchen with kettle etc. First-aid: site supervisor is the appointed person for first aid. First aid kit available in his van.	L

Activity / area of concern	Hazard Risk	Persons at Risk	Pre control Risk rating	Control measures	Post Control Risk Rating
Dust from cutting bricks ,stone and mortar	Dust exposure could cause silicosis	E C T P V	H	If needed, a dust extraction unit will be used.	L
Slips & Trips	Staff and visitors may be injured if they trip over objects or slip on spillages	E C T P V	H	General good housekeeping. All areas well lit. No Trailing leads or cables. Staff keep work areas clear. Storage of materials controlled and kept tidy. Staff wear safety footwear with good grip. Condition of floors, stairways and paths checked and damaged surfaces signed and repaired as soon as possible. 'Clear up as you go' policy adopted and enforced – all equipment, cleaning materials etc to be cleared away as soon as job completed. Warning signs for wet floor and other hazards, e.g. 'work in progress' or 'beware trailing cables'. Cordless tools used wherever possible, if tools or machines have trailing cables then nearest socket to work point used and cones/signs put out. Lighting illuminates all walkways and stairs and is checked regularly blown lamps etc replaced immediately, other faults reported to electrician for repair as soon as possible.	L

Management of the works: Management structure & responsibilities



Duggan and Parr

Role	Name	Contact no.
Directors	Stephen Parr/ Billy Duggan	079609 44100/ 077991 26961
Contracts Manager	Stephen Parr / Lee Parr	079609 44100
Site Manager & First Aider	Kevin Mcgarrigan	
Workforce	Jordan Sutcliffe	Joe Shepherd
	Ant Wignall	Chris Head
	Ste fox	Deacon Tickle
Company Secretary	Karen Parr	01942 604697

Responsibilities of the Duggan & Parr Management Team

Following table details site management team responsibilities through the contract & are specific to this site. These responsibilities complement each individual's general responsibilities given in the Health & Safety Policy.

Task/Responsibility	Nominated person (s)
Oversee and run contract	Stephen Parr / Lee Parr
Contractual Issues	Stephen Parr / Lee Parr
Management of Site and Records	Stephen Parr / Lee Parr
Liaison with Client	Stephen Parr / Lee Parr
Emergency Services liaison	Stephen Parr / Lee Parr
Permit to work control	Stephen Parr / Lee Parr
Pedestrian management co-ordinator	Stephen Parr / Lee Parr
Plant co-ordinator	Stephen Parr / Lee Parr
Work/lifting equipment inspection	Stephen Parr / Lee Parr
Safety Compliance on Site	Stephen Parr / Lee Parr
Inductions	Stephen Parr / Lee Parr
Toolbox Talks	Stephen Parr / Lee Parr

Safety and Health goals for the project

Safety management is founded on a Zero Harm approach to safety and health that requires an absolute adherence to standards at all times and an intolerance of unsafe acts of conditions, Duggan & Parr, therefore, expects its business to be fully accountable for communicating, training and implementing health & safety standards.

Project health & safety goals:

- To complete the project free of incidents.
- To conduct the undertaking of the works without complaint or claim.
- To cause the minimum disruption to residents and the travelling public.
- To comply with statutory requirements under the health and safety at work act 1974, the construction (design and management) regulations 2015 and other relevant legislation
- To comply with the requirements specified by the CDM coordinator in the pre-construction information pack and by the client.

Arrangements for monitoring and review of performance:

Monitoring performance

Duggan & Parr have a system in place for site inspections. On this scheme the Site Manager is responsible for ensuring that weekly Health and Safety Inspections are completed. These ensure compliance with health and safety legislation through the implementation of an effective reporting and review process. The results are reported in through the company system to identify trends in the behaviour of site staff. These results are fed back to the site management team.

Duggan & Parr operates a system of unsafe act/near miss reporting ensuring individuals Health and Safety compliance. Copies of all near misses will be kept in the site files.

Duggan & Parr will hold formal progress meetings at which safety; health and the environment will be the first item on the agenda. This enables any issues to be aired and so resolved.

Review of performance

The results of site inspections and near miss analysis are discussed at the progress meetings. This enables the goals set for the contract to be reviewed. The end of contract meeting is the final review of the contract performance and can be used to decide if the goals set were met and were adequate.

Arrangements for management of the works:

Arrangements for regular liaison between parties on site

Formal liaisons between parties on site will be carried out in a series of site meetings. These will be minuted and other meetings will be held as required. Minutes from these meetings will be circulated to all parties and a copy will be kept in the site records.

Arrangements for construction with the workforce

Throughout the works ongoing consultation with the workforce will occur in the following ways to encourage and support a safer working culture;

Induction	Before starting work on the project all site operatives, subcontractors, site management teams and clients representatives will be inducted and informed of the site rules, hazards and risks that will or may arise whilst the works in progress.
Daily briefings	At the beginning of every shift Duggan & Parr issue a daily briefing outlining all works to be carried out, control measures in place and place and the outstanding risks and hazards that may remain. The work force is actively encouraged to raise any health and safety or operational issues that may have occurred previously or that experience suggests that better, safer procedures exist. All operatives will sign the briefing records sheet.
Toolbox talks	Toolbox meetings will be given to groups of up to 20 people. Meetings will be conducted by the immediate supervisor of the workmen concerned. A library of toolbox talks is maintained to assist Site Management carrying out these talks but also alternative may be covered. This may be to ensure site-specific issues can be tackled and is part of the companies aim to provide Health and Safety awareness training/information during the completion of site operations. All personnel who have been given the specific toolbox talk will sign the acceptance sheet that accompanies each toolbox talk. Site personnel are encouraged to give their feedback on the talk with this feedback recorded on the acceptance sheet provided.

Arrangements for site access

Access to Stenner Lane is from Wilmslow Road, between The Didsbury Public House and The Old Cock Inn Public House. The contractor will need to establish what materials and equipment will need to be delivered to the work areas by hand or by plant. The footpath in the park should not be used by large vehicles or plant for off loading materials.

Arrangements for site inductions

The specific site induction will be given to all persons who will be involved with working or visiting on site. This will include sub-contractors and members of the clients management team.

For personnel whose first language is not English, the site manager/inductor may refuse induction should they assess the persons understanding of the induction, instructions are not sufficient, potentially increasing risk to themselves or other parties.

The induction informs all persons of the site rules, emergency procedures and reporting procedures. The induction outlines each person's responsibility to health and safety on site. The induction enables permit to work systems to be outlined and discussed and appropriate training records to be checked. Records of site-specific induction will be held specific files created in accordance with the Duggan & Parr safety file system.

Delivery drivers will be permitted access to the site under the passport system which entails a brief induction and a notification of where they can access the site safely.

Under certain circumstances it may be necessary to re-induct persons onto the site i.e. if they repeatedly break site rules. This will mean a return to the site offices where a full induction can take place.

Should circumstances or significant changes take place in the works, this induction may be given again or updated, noting the changed circumstances.

Arrangements for on-site training

At induction, details of the qualifications of all personal working on the contract will be obtained with details recorded and maintained within the contract documentation.

On site training will be ongoing and consisting of:

- Daily task briefings of the activities planned and will cover the hazards control measures, remaining risks, the work processes, entry and exit routes and any hazardous materials use.
- Tool box talks.
- Any specific briefing or training that may become apparent as change in circumstances or following incident investigation recommendation's.

All recipients will record their attendance, company they represent and sign a register. The topics and contents of the briefings will be noted in site files along with the register.

Power/ Water

Client to provide.

Welfare Facilities

Client to provide.

First aid arrangements

All persons receiving the site induction will be made aware of who first aiders are and how to contact them and the location of the first aid points and all other first aid kits. The location of first aid facilities and the identity of first aiders will also be displayed. The contact details and directions to the nearest hospital will be communicated to employees at site induction.

The first aid box will be stocked in accordance with the first aid at work code of practice, appropriate to the number of personnel on site. A nominated first aider(s) will be responsible for ensuring first aid facilities are available and kept stocked. Should the need occur, training of further personnel would be undertaken to ensure adequate arrangements are maintained on site at all times.

Eyewash treatment facilities will also be maintained with the first aid kit.

Burns treatment kits will be maintained with the first aid kit.

Arrangements for controlling significant site risks:

Delivery and removal of materials, equipment and waste from site

Deliveries of materials and equipment will be scheduled to meet the progress of the works program including co-ordinating arrivals with road space occupancy and lay down areas compatible with the safe loading and unloading.

The site manager is responsible for the management of waste on site ensuring that contractors employed also adhere to the site requirements and provide any relevant documentation necessary.
The maintenance of plant and equipment
All plant to be checked daily, any defects to be reported.
All plant and equipment used on the project will be delivered to site with relevant test certificates present. All plant and equipment used will be serviceable, fit for purpose and operated by trained, competent operators. All plant will be inspected on a daily basis with the result recorded. Where faults have been highlighted the plant will be removed from operation until repaired accordingly.
Traffic routes and pedestrian controls
Traffic management will be in place for new routes and pedestrians walkways.
A site traffic plan will be in place for all works, the traffic plan is a pictogram, of where vehicles and plant are permitted to access and egress site, the preferred travel route through site, normal and emergency parking arrangements, it should also highlight where any potential areas of conflict between activities could arise so that special arrangements or control measures needed to minimise risk can be implemented. The traffic plan is also to be used to record events that suddenly change on site i.e. weather, breakdown or sudden influx of vehicles. Working areas will be managed to ensure that pedestrian routes are segregated from site traffic routes. All persons working or visiting site will wear high visibility clothing.
Storage of materials and equipment
Store site materials correctly.
All materials on this contract will be stored in the site compound before being distributed to the work area. Hazardous materials will be stored in secure containers in the compound. Materials will be secured in fenced areas at all times. Materials will be stacked securely a maximum of two pallets high with any pipe work directly on the ground. Stock piles in the compound area will be monitored that they remain stored safely, in a stable condition. Fuels and lubricants will be delivered in double skinned bunded tanks, fit for purpose. Work at height whilst offloading will be continually monitored to ensure control measures are in place as required.
Arrangements for controlling health risks:
Asbestos
If any asbestos is discovered during the works, the operation will cease and the client will be informed immediately.
Dealing with contaminated land
If any contamination is discovered during the works, the operation will cease and the client will be informed immediately.
Manual handling
The majority of the works operations are machinery based activities however some works activities may involve the requirements to manually handle materials and equipment. All operatives receive regular training and refresher training in manual handling safe practice. Machinery, grab lorries, and kerb lifting apparatus will be available for use as required and the work force instructed where and when to use this equipment.

Emergency information directory	
Wythenshawe Hospital	
Address:	Southmoor Road, Wythenshawe, Manchester, M23 9LT
Tel:	0161 9987070
Health and safety executive	
HSE info line:	08701 545500 (Info line in HSE's public enquiry contact centre is and is your first point of contact with HSE)
Environmental agency	
General enquiry line:	08708 506506
Emergency hotline:	0800 807060 (reporting pollution incident)
Local emergency services	
Police/ Fire/ Ambulance:	**Tel: 999**

Site rules	
Incident reporting	
Accidents/incidents	Must be reported to foreman/site manager before the end of shift
Serious events/incidents	Need to be reported immediately to the site management, the operation will be stopped and the drugs and alcohol testing procedure implemented. This will require the operative(s) involved to give a breath and urine test.
Near hits/unsafe acts	Reported by filing an entry in a 'near miss' book, this can be done personally, by reporting it to a foreman or during the daily briefing for your next shift.
Mandatory PPE requirements	
• Hard hat • High vis • Prismatic jacket for night time working • Safety footwear • Gloves	
Additional PPE	
Safety glasses, Ear defenders, dust masks, etc as required by regulations and risk assessments.	
Traffic management	
Only designated persons with the correct certification may install and maintain traffic management on site.	
Site access and vehicles	
• Site speed limit of 15mph, 5mph past personnel. • Be aware of moving plant in work areas, the site compound and any tip locations. Use designated pedestrian routes where provided. • Mobile phones must not be used whilst driving. • Only use designated site access and exit routes. • Delivery vehicles must come to the compound for an induction and upon entering site drivers must report to the designated banksman. • The reversing standard must be followed.	
Electrical equipment	
Equipment must be inspected and checks recorded. Cables to run tidy at all times.	
Lifting equipment	
All lifting equipment and accessories must hold a current certificate of thorough examination and have recorded inspections weekly.	
Noise and vibration	
Ensure hearing protection work in accordance with noise and risk assessments.	
Work at height	
All work at height to be under permit to work. All equipment for work at height must be inspected and operated by trained and competent persons only.	
Asbestos	
During examination or maintenance works if any asbestos containing material is suspected or discovered operatives must cease work immediately and report to site manager.	
Ground contamination	
During examination or maintenance works if any contamination is suspected or discovered operatives must cease work immediately and report to site manager.	
Hazardous substances	
Substances must be: • Stored and labelled correctly in a bund or on bunded pallets and disposed of correctly. • Empty containers still pose a risk to the environment as residual material may still be present in or within them. • COSHH data is required for all substances used on site.	
Manual handling	

Use mechanical means to move materials/equipment where possible. If manual handling unavoidable ensure trained in correct lifting techniques and undertake assessment of operation – report any issues to your supervisor.
Drug paraphernalia
In the event of suspicious substances or drug paraphernalia discovered all operatives are to cease work and report it to the site manager immediately.
Mobile phones
Mobile phones must not be used on site other than inside the site office, inside a stationary vehicle or at an approved/designated point. Hands free mobile phones must not be used when a vehicle is moving, the vehicle must be parked in a safe place with the park brake applied.