TMT

DESIGN + REFURBISH + FIT OUT

CONSTRUCTION PHASE PLAN

One Piccadilly Gardens,
Manchester, M1 1RG

08.05.2026

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SUMMARY

This Construction Phase Plan (CPP) records the arrangements for managing the significant health and safety risks associated with the construction phase of this project. It is the basis for communicating these arrangements to all involved in the construction phase and is intended to be easy to understand and as simple as possible.

REV	REV DATE	STATUS	PREPARED	CHECKED	APPROVED	SM SIGN OFF
-	08.05.2026	Initial Issue	MH	JA	JA	

02 PROJECT DESCRIPTION

DESIGN + REFURBISH + FIT OUT

DESCRIPTION OF THE PROJECT

The Scope of works will include the following:

- Extension to existing lift and Stair well
- Creation of new rooftop pavilion and external terrace
- Cladding installation
- PV Panels installation
- Full internal refurbishment
- Roof replacement works
- Modification to the walkthrough enclosing Reception area

PROJECT PARTICULARS

LOCATION	KEY DATES		F10 NOTIFICATION
One Piccadilly Gardens, Manchester, M1 1RG	START	22.05.2026	**F10 NOTIFICATION NO.** Anticipated operatives No – Anticipated contractor No - F10 Notification No -
	END	18.06.2027	

CLIENT
Legal and General Assurances (pension Management) Limited

PRINCIPAL CONTRACTOR
TMT Commercial Contractors Ltd Kingfisher Court Yew Street Stockport SK4 2HG [redacted] Jonathan, Along with Tom Traynor (Managing Director) & Michael Houghton (H&S Manager) will be ultimately responsible for this project from a Health & Safety aspect. Out of hours contact - 24/7*

PROJECT MANAGER

Colliers
Chancery Place
Brown Street
Manchester
M2 2JT

[redacted]

PRINCIPAL DESIGNER

DLG Architects LLP
Town Centre Houe
The Merrion Centre
Leeds
LS2 8LY

[redacted]

ARCHITECTURAL DESIGNER

DLG Architects LLP
Town Centre Houe
The Merrion Centre
Leeds
LS2 8LY

[redacted]

MEP CONSULTANT

Hoare Lea
Royal Exchange
Manchester
M2 7FL

[redacted]

FIRE CONSULTANT

Hoare Lea
Royal Exchange
Manchester
M2 7FL

[redacted]

COST CONSULTANT

Colliers
Chancery Place
Brown Street
Manchester
M2 2JT

[redacted]

INTERIOR DESIGNERS

Ekho Studio
4th Floor East Wing
The Globe
Bridge Street
HD7 5JN

[redacted]

STRUCTURAL ENGINEER

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Clink Street,
London
SE1 9DG

[redacted]

PRINICPAL DESIGN BR

DLG Architects LLP
Town Centre Houe
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ACOUSTIC ENGINEER

Hoare Lea
Royal Exchange
Manchester
M2 7FL

[redacted]

TMT PROJECT TEAM	
SITE MANAGER	Daniel Cain – Site Manager [redacted] Jon Waldron – Site Manager [redacted] Daniel & Jon will be responsible for the daily activities onsite and along with the running of site from a Health & Safety Aspect. Daniel & Jon be the onsite point of call for TMT.
HEALTH AND SAFETY MANAGER	Michael Houghton [redacted] Michael will be responsible for ensuring that TMT meet and surpass the requirements set within the CDM Regulations and will have ultimate responsibility for the whole construction project.
DESIGN MANAGER	Siobhan Keighley [redacted]
M&E DESIGN MANAGER	Andy Henderson [redacted]
QS	Ciaran Sterritt [redacted]

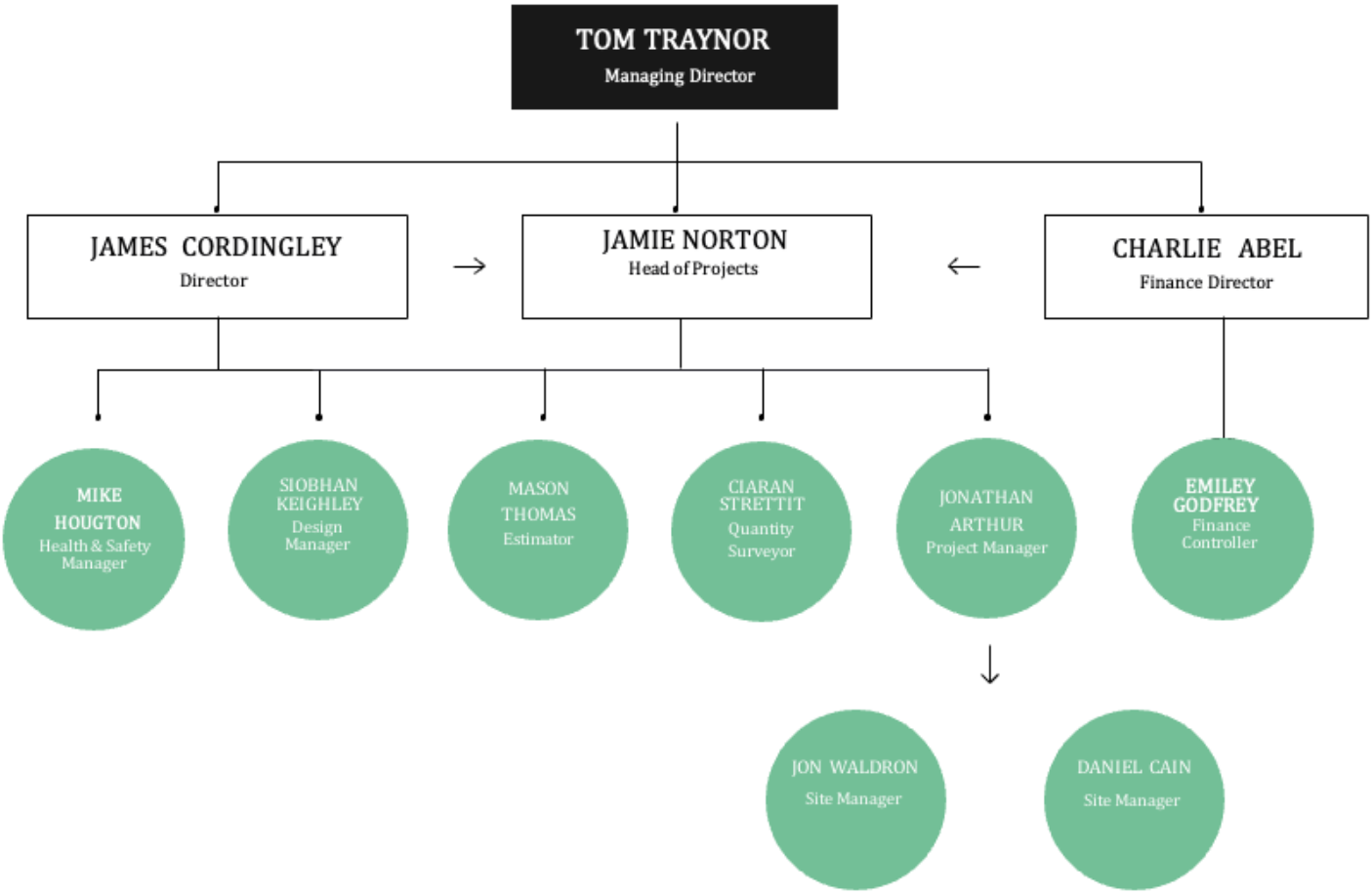
EXTENT OF EXISTING RECORDS

Pre-construction information pack has been issued by the Principal Designer, Environmental Plan, Building and Site Services Plan and Structural Surveys have been issued. Existing O&M's have been issued by Colliers.

New and proposed layout drawings and local services drawings have been provided and utilised. This should be reviewed prior to commencement.

YOUR PROJECT TEAM

Organisation Chart



Our Company Structure

Our people shape everything we do, their passion and expertise drives us forward, we are always pushing the limits of what's possible and developing new ideas to ensure our approach is unique.

03 CONTROL OF SITE SPECIFIC RISKS

03

CONTROL OF SITE-SPECIFIC RISKS

3.1- Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.

Works at Height

- Use of steps and hop-ups for short term use only (15mins) – steps will be limited onsite
- Use of podiums for the majority of working at height removing short duration access equipment
- Working platforms will be installed and inspected by a PASMA trained operative ONLY
- Competent person (IPAF / PASMA) only to operate MEWP and build a tower scaffold
- Pre-user checks and inspections to be completed by a competent person only
- Works to be completed from within the boundary upon the plant deck and terraces

Roof Works

- Works will be completed within the edge protected areas only – top scaffold deck
- Fire Fighting equipment will be always present during works
- Communication channels will be established with ground level in case on an emergency
- Fragile roof components will be protected prior to commencement
- Adequate and sufficient PPE will be always worn during removal and installation
- UV protection to be onsite
- Materials, equipment and waste never to be stored upon the roof and removed daily via the fixed hoist
- Mechanical aid to be utilised to migrate materials and waste to and from the roof – hoist
- Leading edges and falls from height must be fully protected – central core level roof covered with existing mansafe
- Mansafe must be tested and inspected
- Harness must be inspected by a competent person prior to commencement – any defected harness to be removed from service
- No loose material to be stored on roof overnight or during periods of high winds
- All materials must be fully secured
- Check weather reports and determine wind speeds for safe working and laydown of materials

Falling materials from roof works

- Scaffolding to be wrapped to prevent falling materials
- Drop zones must be protected – communications required on both levels during installation of scaffold
- Tools to be tethered to mitigate falling tools and equipment
- Hoist height to be extended with scaffolding to enable materials to be tied in transit
- Isolation points on the floor fixed using heras fencing and access obtained when hoist is at ground level

Works at Height – Working upon the roof and elevations

- Our works will start by erecting a full height scaffold up each elevation to the roof deck level and then creating a full width platform with a 1500mm high handrail encapsulating the roof level
- Man safe system to be clipped onto when working upon the plant deck roof
- Permits are required for all work at height. These must be signed off by each subcontractor working on the roof and scaffolding
- Task specific RAMS to be produced and signed up to on site

Roof removal

- Roof removal completed from within the newly built edge protection to the top roof
- Demolition and WAH permit completed prior to commencement
- All areas must be isolated prior to arrival
- Waste removed and taken down via the hoist at each corner of the building and placed directly into the skips

3.2 - Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring

Exposure to harmful substance

- All materials to be assessed and less harmful products used where possible.
- Provide all necessary protective equipment and PPE, screening and protection.
- All personnel to be aware of flammable liquid and vapour from the substance.
- Follow procedures outlined in data sheet and COSHH assessment.
- Good ventilation to be maintained.
- Coshh container supplied and adequately sign posted, if required.
- Fuels, oils, and chemicals must be suitably stored in well-ventilated areas away from drains and watercourses to prevent them from entering the water table through accidental spillage. ‘Suitable storage’ means specific bunded areas (110% of the total volume of the contents) or in double-skinned containers which are secure and safe from accidental damage and vandalism.
- Spill kits, drip trays and bunds will be present onsite to prevent and mitigate spillages/pollution to existing watercourse, land or air.

COSHH assessments are included within the TMT site folder and should be reviewed and understood by the contractors prior to use. Additional COSHH Assessment will follow from specific Sub-Contractors. Adequately storage requirement will be provided.

3.3 - Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999

N/A

3.4 - Work near high voltage power lines

N/A

3.5 - Work exposing workers to the risk of drowning

N/A

3.6 - Work on wells, underground earthworks and tunnels

N/A

3.7 - Work carried out by divers having a system of air supply

N/A

3.8 - Work carried out by workers in caissons with a compressed air atmosphere

N/A

3.9 - Work involving the use of explosives or risk if explosion

N/A

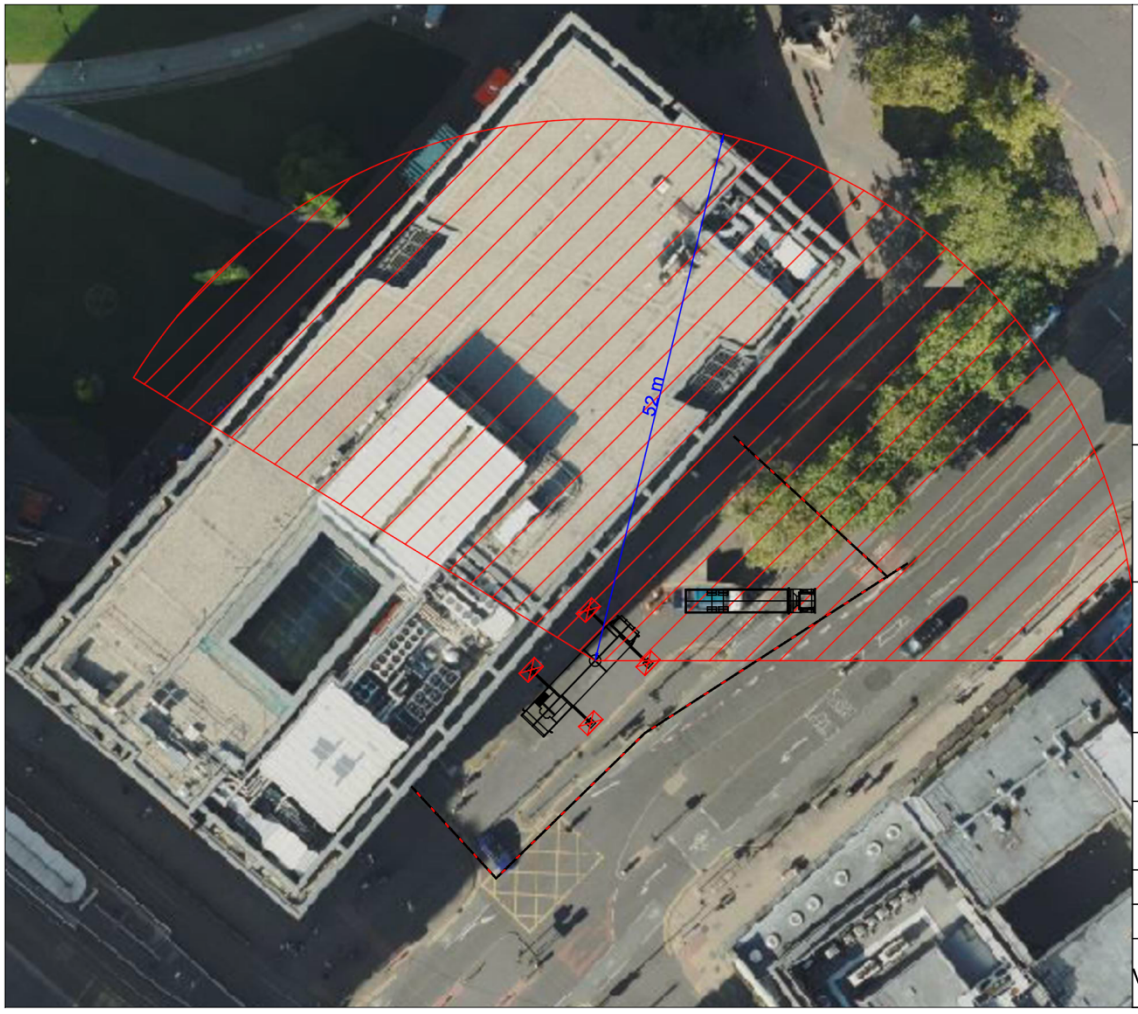
3.10 - Work involving the assembly or dismantling of heavy prefabricated components

Removal and installation of plant

- Plant to be isolated and drained down at source up the roof level prior to being removed
- Cabling and pipes to be disconnected
- Condenser units to be disconnected and lifted to pallet trucks and moved to the hoist
- Hoist located into the scaffold will lower and lift old and new plant to the roof space
- Contract lift will be utilised for larger materials lifting onto the roof and that cannot fix or exceeds the hoist weight limit

Steelwork Installation / Precast ang Glazing

- Steelwork delivered and lowered into loading bay using Hiab
- Forks used to migrate steel into positions for lifting
- Lifting equipment to be inspected and all LOLER certs in date and present
- Contract lift used to move steel to the roof area
- Lift pad installed prior to commencement
- Steelwork fixed into newly built boxes cast into additional concrete upstands on the roof
- Area fully segregated off with edge protection and internal segregation
- Genie lift utilised upon the roof to lift steel into position
- All works and weights to be signed off by the SE prior to commencement
- Weather reports to be monitored and no lifting in adverse weather



ONE PICCADILLY GRD
MANCHESTER
M1 1AF

W3W -
FANS.FAKES.SHED

Vantage Solutions

Vantage Solutions
Unit 7
Park Seventeen
Whitefield
M45 8FJ
Tel: 07904175715

Customer:
TNT

Project:
OPG

Drawn: MB | Scale: NTS

Date: 04.11.25 | Rev: 1

Drawing No:
VAN.D.OPG

04 RISKS IDENTIFIED IN THE RISK REGISTER

04

RISKS IDENTIFIED IN THE RISK REGISTER

Exposure to Asbestos

- Building was built after the year 2000 – HSE deem the building Asbestos Free. However, proceed with caution and raise any dubois materials with the Site Managers ASAP – stop works Immediately

Exposure to live utilities – gas, electric, water

- Works to services by qualified personnel only
- Live working not permitted unless for test/commissioning
- Services to be identified from existing drawings and supplementary investigations
- Service runs to be isolated – live working not permitted
- Where there is a risk of electrocution or electrical fire, the contractor shall ensure that all electrical circuits are disconnected before commencement of work
- Boundary connections completed by service provider operatives only
- Isolation certification and labelled any live services must be issued and highlighted prior to works to the services throughout the building enable refurbishment and strip out works
- Permit to work, safe systems of work and lock-out-tag-out (LOTO) to be used during isolations
- All electrical works must be completed in accordance with the Electricity at Work regulations 1989
- The appointed person on site is responsible for the site electrical isolation and issuing of isolation certification

Dust generation

- Dust suppression to be used along with good dust collection techniques to prevent dusts becoming airborne throughout the office demise and external area
- Dust cubes located throughout site to clean the air internally throughout the project
- Waste removed daily from its designated area into a wait and load vehicle placed in the loading bay to the front of the building
- Systematic approach to strip out works minimises dust products – additional suppression techniques used during removal works
- Piecemeal deconstruction of existing finishes, flooring and ceilings to minimise the excessive dust production. Removal of boards and ceiling tiles methodically with continuous spraying to dampen airborne dust being produced
- Any hazardous waste will be removed via a licensed contractor only – waste transfer note provided
- Suitable RPE and face fit testing to be provided prior to commencement
- Working areas to be segregated off to prevent dust migration
- Unavoidable cutting operations to utilise equipment fitted with dust extraction (class m)
- Scaffolding to be wrapped in netting to minimise dust production from the façade refurbishment works

Manual Handling during the project

- Break elements into smaller packages making them more manageable.
- Use mechanical aid – hoist built into the scaffold and internal lifts
- Use of wheeled bins and pallet trucks to remove waste and migrate materials
- Multi-person lifting
- Trolleys and bins to be utilised where possible for transportation of materials, plant and waste
- Goods lift utilised to move materials up to the various floors and stored within the storage area
- 500kg hoist installed directly into the scaffolding to enable materials ingress and egress from various areas to the façade and the roof

Hot works leading to fire / loss of life

- Use of cold cutting where practicable and mitigate all hot works procedures
- Adherence to TMT's Fire Policy and Hot works procedure.
- Fire-fighting equipment to be present during the duration of the project.
- Fire watch must be implemented after Hot Works.
- FRA to be completed initially and updated throughout the construction phase.
- Fire extinguisher will be present during this works and hotworks permit must be implemented with additional fire watches in this area
- No hotworks to the façade without strict restrictions in place, detailed methodologies, fire blankets, extinguishers and hot works permit

Security

- Maintain one point of access to site for all operatives and visitors – enclosed turnstile
- External hoarding to be secured at all times and supervised when open.
- CCTV to be place upon the hoarding
- All external doors will be locked and turnstiles locked with shutters at the end of the working shift.
- Site equipment must be left locked and secure at end of working day.
- Clearly valuable items should be hidden or removed from site outside of working hours.
- All internal storage containers will be locked and left secure at the end of each working shift.
- Scaffold access to be removed/covered daily for out of hours.

Fire Safety

- Building alarms being removed – installation of howler kits throughout the building
- Fire watch and fire-fighting equipment to be established on site within Howler Stations
- Safety Hub SHR09 with extendable detection system installed fully compliant with JCOPs
- Call points active on the howler stations both internally and externally
- Assembly point to be established and always maintained.
- Activation of existing system outside of working area which will remain operational.

Traffic Management

- Clear designated routes will be established with loading and unloading points.
- Banksman to be present during vehicle movement and HIAB use.
- Deliveries to be scheduled outside of peak times due to the busy adjoining properties where practicable – follow logistical plan to aid for constant removal of waste throughout the duration. Heras fencing to be built to create a controlled waste route
- Deliveries will be phase and designated to the front of the building through a controlled unloading and loading point for site. Access via the side vehicle gate and only opened when

supervised and must be kept locked at all time when not in use – this will be opposite the statue upon Piccadilly Road

General public present around the building and surrounding road

- Public protection measures to be implemented to prevent damage to personnel/property
- Adherence to access routes and works completed outside of normal working hours
- Neighbouring staff and tenants to be made aware of the work and ensure access routes and storage area locked off to prevent access.
- General public will be prevented from access the working area via locking access routes and doors.
- Fixed hoarding built to segregate the working area and to aid rear materials access and waste removal

Reduction of Noise & Vibration

- Selection of plant and equipment that produces less noise and vibration – electrical equipment.
- Minimise works creating noise and vibration through selection of different work techniques.
- Selection of PPE & RPE to prevent damage to the operative and minimise health & safety impacts to the user – manage and record all HAVS and noise production.
- Out of hours works to be complete excessive noisy works, where deemed to excessive during the normal working day.
- Identify high noise levels using noise meter where required. Areas where noise level are above the upper action value (85dB(A)) will require operatives to wear suitable and sufficient ear protection
- Ear protection will be available to operative who are working in area where noise exceeds the lower action value (80dB(A)) but does not exceed the upper action value
- Selection of appropriate equipment to minimise vibration exposure – selection of suitable PPE additionally
- All contractors RA to identify any equipment used as part of their work which may exceed the EAV of 2.5m/s2
- Trigger times to be understood and communicated to operatives
- Job rotation and regular breaks to be implemented and this to be detail in contractors RA
- Recording of tool usage a=to be undertaken and issued to TMT by the contractor where usage is over the EAV

Delivery & Removal of materials

- Drop of points for all materials implemented to the front of the building and access through the side hoarding and utilise the hoist externally
- Routes to be fully fenced off where loading an unloading will be completed on the side of the building where the new lift and staircase extension will occur and banksman present leading towards to the loading bay at the front of the building
- Deliveries of materials, plant and equipment will be stored upon floor suite as needed
- Vehicles will be loaded, and their load secured ready to leave site
- All waste to be recorded and waste transfer tickets sent to the main office

Slips, trips and falls

- Debris to be removed periodically and segregated ready for removal from site
- Materials and plant never to be stored in access & egress routes throughout the building especially the fire exit stairwell
- Areas around the welfare, transit routes and floor plates, to be cleaned daily
- Materials to be stacked and stored safely in controlled areas
- No materials to be left in the working area and cabling never to outside of the barriers to prevent trip hazards for staff and operatives
- Clip and tie in temporary lights to the soffit to mitigate trailing leads
- Raised access flooring to be sectioned off when lifted and signage installed
- Never alert scaffolding
- Do not climb or reach out of access equipment

Waste Removal

- All waste to be bagged, where possible, and disposed of correctly
- Waste must not accumulate on site
- Waste to be removed to prevent any risk of fire and prevention of safe access around site
- Waste containers with flammable or potentially toxic waste must not be left near openings in the building. Waste to be locked during down hours
- All waste to be place segregated within Piccadilly Gardens and removed via wait and load wagon located in the loading bay – same process will apply for removing waste as per delivery of materials
- Waste to be lowered utilised external hoist

Vehicles movements

- Designated vehicle unloading and loading point created in the loading bay, materials routes fenced off the protect the general public
- Additional access point within the basement to the front of project to aid materials access and waste removal – controlled via signage and banksman in this area
- Speed limits enforced
- Deliveries taken in the loading bay and taken directly into the site via controlled routes and double doors in the hoarding to the side of the building
- Delivery schedule to be produced minimising the vehicles onsite at any one time
- Bankman present during any off loading and loading round the side of the building

Control of Lifting Operations

- All lifting operations will be accompanied with a lift plan, site specific rams and rescue plan.
- Only competent personal to operate lifting equipment
- Competency cards issued prior to commencement
- Pre-user inspections, LOLER certificates and sling inspections completed and to be in place before any lift
- Exclusion zones created with physical barriers and signage before any lift
- Contract lift to be completed for all crane lift
- Lift pad installed prior to lift
- Hoist utilised to lift materials to the area of works externally

Emergency Procedures and Means of Escape

- Fire emergency exit routes are to be established, adequately signed installed and routes kept free of obstructions. Where temporary lighting is required emergency lighting should also be provided for the escape routes
- Existing emergency exit routes for the site's existing emergency procedures, must be maintained for the adjacent buildings – reinstall if being removed
- Emergency procedures are to follow a logical sequence if more than one incident needs to be tackled at a time
- Ensuring access / egress routes are kept clear and unobstructed at all times
- Existing stairwells to be left clear or materials removed immediately upon fire alarm activation to allow for safe egress of all site operatives

Removal of Refrigerant Gas

- All refrigerant gas to be removed using recovery machines and cylinders adhering to legal regulations (F-Gas)
- All to be completed by a competent person/company under strict RAMS
- Cylinder and machines to be set up within a self-contained area and access restricted to this area for all other no unauthorised personnel onsite

05 MANAGEMENT OF WORK

DESIGN + REFURBISH + FIT OUT

05

MANAGEMENT OF THE WORK

5.1 – Health and Safety aim for the Project

TMT Commercial Contractors Ltd have set out the following standards and expectations:

- To achieve, as far as is practicable, a site with zero harm to site operatives, existing building occupants and general public
- Prevent accidents and ill health and promote well-being for everyone directly involved in the development work and anyone who may be affected by it including surround neighbours,
- Treat occupational health issues with the same priority as safety and environmental issues and this must be adhered to at all times as the building is still operational and we have the responsibilities of the staffs and tenants occupational health issues.
- Prevent Environmental incidents – minimal envisaged but all hazardous substances to be stored correctly onsite.
- Maintain regulatory compliant on this project at OPG, with all applicable legislation, planning conditions, consents, licenses and permits complied – any changes will be requested through ask
- Optimise positive and minimise adverse impacts on land, water, noise and air quality through safe design and safe site practices
- To ensure safe access and egress to and from the site per floor, existing tenants will be redirected away from TMT's access points. All other areas will be blocked off to prevent access into our construction site
- Reduce waste through design and good practice. Maximise the re-use and recycling of materials arising during demolition, remediation, and construction
- Minimise carbon emissions, and optimise the opportunities for efficient water use, re-use and recycling and the identification of, sourcing and use of environmentally and socially responsible materials
- To protect pedestrians and adjacent occupiers from any risks associated with the site
- To ensure all persons visiting the site have been given basic safety information on any hazards associated with the current phase of work – induction within induction presentation
- To ensure visitors are always escorted around the site and issued with visitor PPE
- Ensure operatives act in a safe manner and wear personal protective equipment appropriate to the task in hand
- To investigate any accidents or incidents on site and take note of any recommendations coming from accident and incident investigations
- To use (where required) professional support for assisting in the safety of the site
- To provide regular toolbox talks throughout the project issued via Breadcrumb

These safety goals are monitored and discussed during site meetings and actions given to the appropriate personnel.

5.2 – Site Rules

- Report to the Site Manager on arrival at site, sign in completed via entering turnstiles
- Complete site induction prior to arrival and further induction completed on first day – 8am
- Operatives must hold a relevant and in date CSCS Card (or equivalent) appropriate to their role, responsibilities, and activities onsite. All documentation to be uploaded to Breadcrumb app
- TMT Commercial Contractors Ltd operate a zero-tolerance stance on many safeties related issues
- Read and work to your risk assessment / method statement – if you have any problems with the contents raise these with your manager immediately and stop works – TMT has the authority to stop any works onsite that's unsafe or is seen as an unsafe act. All signed via breadrcrumb
- Always wear the minimum personal protective equipment, Hard hat, Hi Vis and safety boots.
- Wear additional personal protective equipment when it is deemed necessary for any specific undertaking or activity – Hard hat, safety boots and high vis jacket to be worn at all time, additional items may be required upon specific tasks – this will be highlighted in your RAMS
- Ensure plant and tools are secure when left unattended and or dismantled when not in use
- Do not use radios or personal music equipment on site
- The use of mobile phones and other personal audio-visual equipment on site is only permitted in designated area
- Do not consume food or drink on site other than in the designated canteen
- Any operative suspected of being under the influence of drugs and / or alcohol will be told to leave site and their respective employer will be informed
- Persons displaying racist, sexist, violent or threatening behavior will be asked to leave site and not return
- Compliance with safety signs always displayed onsite
- The site operates a 110v supply only for onsite equipment
- You may only operate plant and equipment that you are trained/authorised to use, and carry out tasks for which you are authorised and competent
- Inform the Site Managers if you have been prescribed medication or have a medical condition that may be relevant for the work that you carry out
- Do not interfere or misuse anything provided in the interests of health and safety
- If you require an adaptation to scaffolding, inform the Site Manager and wait for confirmation
- If you see any hazardous situations, tell the Site Manager and immediately stop the works, if safe to do so.
- Keep the site in a tidy condition to prevent fires, slips, trips and falls, raise all items to Wayne
- Store equipment in the designated areas only
- Report all incidents, spills, near misses and accidents to the Site Manager
- Ensure safe working practices are followed as detailed in individual risk assessments and method statements
- Be familiar with the location of first aid equipment, fire extinguishers, fire exits and the site assembly point, please view site plan located in the site office and include in Howler stations
- Smoking is not permitted onsite at any times, all smoking must be undertaken outside the premises
- All reversing vehicles must be marshalled until the vehicle is ready to be driven forward
- Deliveries using mechanical handling equipment such as skip delivery or HIAB lorry mounted cranes will be under the control of a banksman
- No "Bombing" of materials on site.
- All live services must be highlighted and signposted prior to commencement of works

5.3 – Arrangements to ensure cooperation and coordination between project team members

Project participants shall communicate throughout the project. Regular internal team meetings will be held to discuss progress, safety matters and any building occupant concerns. The full Project Team will be kept up to date with programme and any deviation from agreed dates/process.

The project will also be subject to formal safety inspections, so any areas of poor practice can be rectified, and areas of good practice can be promoted.

The information for inclusion in the completed H&S file will be gathered by TMT and forwarded to the Principal Designer upon completion of the project.

Regular design team discussions and meetings to be helpful via emails, phone conversations and on site. All designs will be managed by our internal Design Manager and Document Manager. Drawing amendments will be amended upon TMT's Procore Management System and onsite upon review and sign off. All design changes will be recorded by the interior designer and document manager and updated upon the most recent drawing pack. Drawings will be issued to TMT and then uploaded to Procore to be signed off via the stakeholder and then issued to the site manager and physical copies taken to site.

5.4 – Arrangements for involving workers

All TMT personnel and site operatives shall attend a formal site induction where they will be made aware of the site rules, emergency procedures, specific risks, and safe working procedures. This induction will take place prior to arrival on their first day of attendance and before any works commence, site managers to issue another onsite induction at 8am daily.

Operatives shall be required to attend weekly toolbox talks and to undergo any additional training identified as works progress, all to be issued and signed via Breadcrumb – 10am every Thursday.

All personnel involved in the project are encouraged to be open and honest about safety or health matters and to bring to the attention of site management any suggestions for improving work processes.

Accident and investigation will be completed, reviewed and issued to the stakeholders within 4 working days. If an accident does occur onsite, works will stop and any first aid treatment will be provided to the operative. The accident book onsite will be complete and all relevant information obtained. If required, emergency services will be contacted. Daniel & Jon to inform the Jonathan Arthur & Mike Houghton ASAP. Investigation will be completed finding what occurred, what was the route cause and how we intend to mitigate this from happening again. If the operative is off for more than seven days (as well as other parameters), the incident becomes RIDDOR reportable. This will be completed and an issue will be sent to all stake holders, Colliers and Legal & General.

Works to minimise accidents onsite are; onsite training, refresher training, toolbox talks, daily black hat meetings, weekly H&S audits, daily inspections from Site Manager and sub-contractors.

Weekly audits will be completed to ensure H&S procedures and safe working practices are being upheld and monitored throughout the construction phase of the project.

Site notice board will be onsite displaying the first aider, nearest A&E location, site rules, F10 (if required), Fire Evacuation plan and company details including H&S Policy Statement & Insurances. This will be displayed within the site office/canteen upon the ground floor area.

The communication and passing of relevant information between all parties involved in the project will be achieved primarily by means of personal contact and/or telephone.

Further methods such as emails, correspondence may also be employed. Information may be communicated to site operatives by means of prominently displayed notices, issued safety bulletins and/or toolbox talks.

A Progress Meeting between all parties will take place as per agreed timescale with the Project Team and be supplemented with daily discussions as are necessary.

Any confidential conversation that have occurred on site and overheard by contractor's personals must not be mentioned or discussed on site throughout the duration of the project.

Sub-Contractors to undertake a Sub-Contractor Questionnaire to allow TMT to ensure, under CDM Regulations 2015, TMT check's that all contractors we employ/appoint have the skills, knowledge, training and experience to carry out the work they intend to undertake. If the findings are unsuccessful, contractor will be asked to explain the issues raised. This is to be completed yearly via TMT's H&S team.

Risk Assessment and Method Statements to be produced and issued to TMT prior to commence for review and approval. If RAMS are inadequate, Contractor to review and update as required. Once all updates are complete and RAMS are sufficient, contractor can undertake works, post sign off. Mike Houghton will be completing all assessments, alongside the Jonathan, Daniel and Jon. RAMS will be uploaded to Breadcrumb, digital review and signature per operative per contractor completed.

Operatives to keep up to date maintenance of all plant and equipment of what they're utilising on site. All electrical items to be PAT tested and testing to be in date. An effective maintenance programme will make plant and equipment more reliable. Fewer breakdowns will mean less dangerous contact with machinery is required, as well as having the cost benefits of better productivity and efficiency.

Smoking/Vaping shall be undertaken in the designated areas provided by the client, Area must always remain clean and tidy.

Contractors and sub-contractors should always carry relevant identification passes / wear visible ID/company logo.

TMT will communicate daily with the relevant stakeholder to keep them up to date with the works, deliveries, waste removals and number of manpower onsite at any one time. Accident / incident reporting will be completed as per the issued instructions further down this document.

H&S File to be created throughout the duration of the project in line with the scope of works and PCIP from the PD. H&S File to include.
A description of the project carried out, along with details of the location of the site

- Project description
- Project team
- Key dates

Information on residual hazards which remain and how they have been dealt with
- Ground conditions
- Asbestos
- Fragile materials
- Other residual hazards

Safe working loads of the structure and other key structural principles
Details of any hazardous materials used
Health and safety information relating to operation and maintenance of the structure including information required for safe cleaning and maintenance of the structure
Health and safety information relating to the installed plant and equipment such as information regarding removal or dismantling
The location and nature of significant services, particularly hidden services
As-built drawings of the structure, its plant and equipment

TMT shall arrange to collect and gather sufficient information from their Contractors in line with their elements of the works throughout to enable the creation of the H&S & O&M Manual. Information will be stored within TMT's internal document management system until it is ready to be populated and issued to the client, Legal and General.

Sufficiently trained operatives to be appointed to undertake this project from TMT. This questionnaire is to be completed to ensure, under CDM Regulations 2015, we check that all contractors we employ/appoint have the skills, knowledge, training, and experience to carry out the work they intend to undertake. Onsite training to be undertake through toolbox talks and if an operative requires additional training, training shall be arranged and undertaken before carrying out additional work.

Any training requirements for site operations will be advantageous to hold prior to commencement to prevent any loss in time. Onsite training will be completed through toolbox talks, online classes, and virtual meetings in relation to multiple site undertakings. Any additional training that requires operatives to leave site will be reviewed and the site team updated to allow sufficient cover to be appointed.

Selection of the correct plant & machinery will be within the risk assessment both from TMT & Sub-Contractors. No powered tools/machinery to be utilised without being PAT tested within the last year. Visual examination is vital and always precedes electrical testing. It often reveals major defects that would not be revealed by testing alone. Categories of in-service visual examination and electrical testing are divided into three types:

1. Operator checks (no records if equipment is OK).
2. Formal visual examination (recorded).
3. Combined visual examination and electrical testing (recorded)

<u>Minimum PPE Requirements;</u>

Hard Hat – BS EN 397
TMT High vis Jacket – BS EN 471 & ISO EN 20471
Safety Boots – BS EN 20345
Additional PPE/RPE required depending on task and risk assessments provided throughout the project.

5.5 – Arrangements for neighbours likely to be affected or have an effect on the works

Unauthorised access to OPG, will be prevented by maintaining only one way access to site via 1no turnstile located to the side elevation of the building opposite the Statue, Duke of Wellington. This access point will lead to the site office and welfare area located on the third floor. Hoarding internally will be present to prevent operatives from entering the rest of the working area without prior agreement. Operatives will access site via controlled access routes leading to the stair core area 1 on the side of the building and externally to scaffolding. Side and front of the building will be the main delivery point to site and banksman's and signage will be present daily to create a safe passage into the hoarded area with the Haki staircase and hoist. Gates will be kept locked at all times and only opened during suitable supervision. All operatives will enter and exit via the turnstiles only. TMT shall not obstruct access to the neighbouring properties and access roads. Photographic survey will be completed daily to this access and egress route running throughout the project.

During the reception works, fixed hoardings will be built fully encapsulating the working areas over numerous phases to enable existing staff to enter and exit the building safely without entering a construction site. Wayfinding and directional signage will be installed upon the hoarding allowing pedestrians and public to maneuver around the building and enter.

Additional route to be utilised to allow materials, plant access and waste remove to the front elevation, will be via the basement. Roller shutter doors will be operated by TMT personnel controlling items being delivered and removed from site.

The refurbishment works to the building has been notified to the adjacent and neighbouring tenants and the works that could cause nuisance. Nuisance caused to neighbouring tenants will be mitigated where practicable through scheduled deliveries, works out of hours (where necessary) and giving the tenants priority throughout the project.

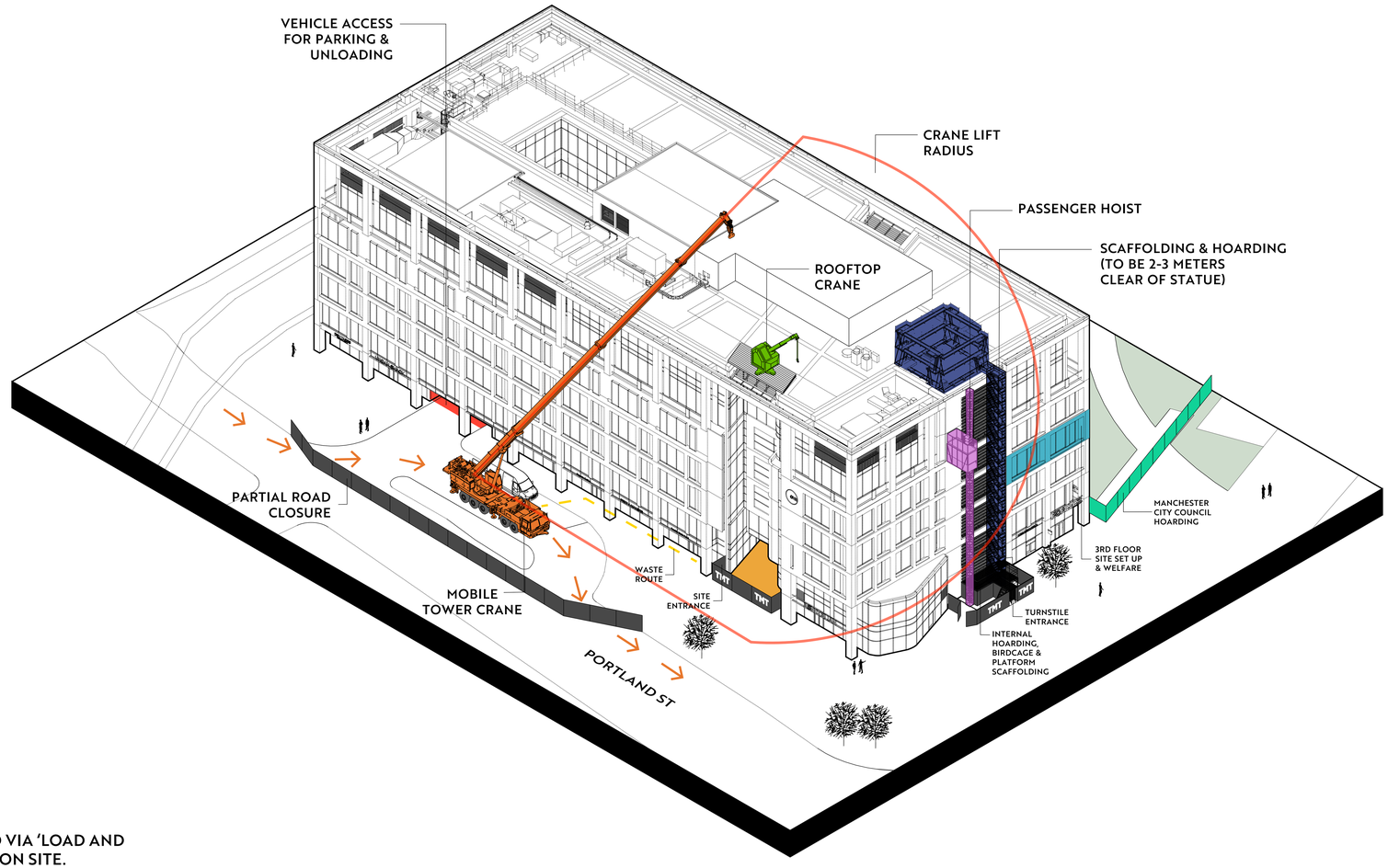
The site team will inform the neighbouring tenants and residents, along with any building management of the project and programme. All Deliveries will be scheduled and managed to prevent disruption to the existing tenants, existing building schedule and potential risks to Pedestrians/other traffic. Letter drop and community notice board will be issued and present.

Be aware that the area is busy and can become congested during early hours when existing deliveries are scheduled. Arrangements must be in place to effectively manage cases where the TMT & Contractors may impact the surrounding properties and businesses.

<u>Dealing with neighbouring tenants & residents</u>

Complaint / Questions from neighbouring tenant or residents direct to TMT Management
No direct liaison in all instances from TMT operatives/contractors
Complaint / Question passed on to the Management Team at Colliers
Internal Management Team procedures undertaken
Complaint / Question answered and sorted

LOGISTICS PLAN



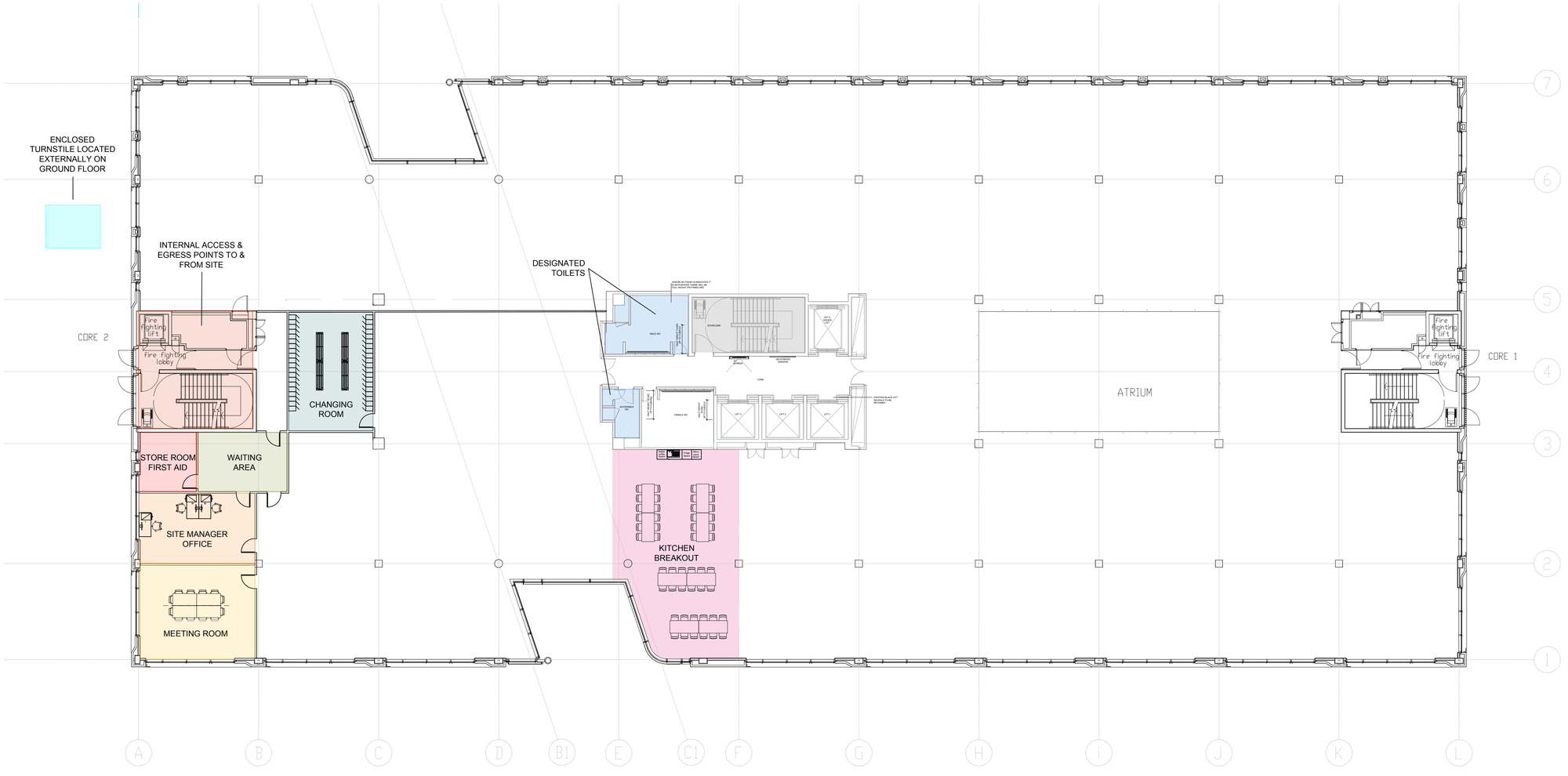
KEY

ACCESS TO THIRD FLOOR SITE SET UP & WELFARE

MATERIAL/ WASTE REMOVED VIA 'LOAD AND GO' NO SKIPS TO BE PLACED ON SITE. DELIVERIES BEFORE 9AM & AFTER 5PM

CONTRACTOR WORKING AREA

MANCHESTER CITY COUNCIL HOARDING



LOCATION PLAN
Scale 1:150

NOTES: © TMT 2021

Copyright of this drawing is vested in the Contractor and it must not be copied or reproduced without consent.

All dimensions are in Millimeters (mm) unless indicated. Contractor to check all dimensions prior to commencing work onsite & adopt responsibility for dimensional accuracy prior to works.

Drawing to be read in conjunction with all relevant information. Any discrepancies found between information on this drawing, given elsewhere or recorded onsite shall be reported to the Contractor immediately.

DO NOT SCALE FROM THIS DRAWING...
If unsure ask!

rev.	description.	by.	checked.	date.
P01	Site set up plan	UR	MH	05.06.26

client logo: Colliers

client
COLLIERS

project
ONE PICCADILLY GARDENS

stage
PRELIMINARY

drawing title
3RD FLOOR SITE SET UP

drawing no.	date	scale	rev.
25027-TMT-03-DR-A-91100	05.06.26	1:150 @ A1	P01

TMT

TMT Group
Waterloo Road,
Watson House,
SK1 3BJ

5.6 – Site Induction

All personnel shall attend a formal site induction where they will be made aware of the site rules, emergency procedures, specific risks, and safe working methods. All operatives to complete their online induction via Breadcrumb prior to arrival and this will allow access via the facial recognition in the turnstiles. Induction room will be present onsite to undergo a further onsite induction to enforce site rules including emergency arrangements, PPE requirements, access and egress arrangements, first aider and point of contacts. This will be detailed in site specific signage at the access point to site and throughout site. This will be located upon the third floor within the site managers office, and this can be found upon the site plans.

5.7 – Welfare Facilities

TMT will make suitable arrangements for the provision of welfare facilities in accordance with the CDM Regs 2015. Site welfare will be established and created on the first day of the project to house the site office, welfare area, toilet facilities and rest rooms. Welfare areas created on-site, and operatives/contractors will have set times to have a break & dinner given the numbers proposed onsite at any one time. This will be located upon the third floor of OPG and changing rooms and lockers will be provided in this area.

TMT to provide the follow;

- Tables
- Chairs
- Microwave
- Kettle
- Hand Towels
- Hand Wash
- First Aid
- Eye Wash Station
- Drinking stations

5.8 – Fire and Emergency Procedures

Fire / Explosion;

IF YOU DISCOVER A FIRE
Shout ‘fire’ to warn others and activate the temporary howler station closest to you, this will activate the temporary fire alarm in the building, exit to the assembly point in adjacent to the Statue of the Duke of Wellington.

WHEN THE FIRE WARNING IS GIVEN (shouting and use of building alarm system):

1. Personnel must leave the working area by the NEAREST available exit in an orderly manner. Please view fire exit signage located around site and located in the Howler Station on each floor.
2. Staff are to go assemble at the Assembly Point – adjacent to the Statue of the Duke of Wellington.
3. Any sounding of the alarm must be treated as an emergency – Howler System activation
4. If you have a visitor with you, they should be accompanied to the assembly point. It is your responsibility to ensure that your visitor remains outside until authorisation is given to re-enter the

DO NOT: Go to any other area except the Assembly Point.
DO NOT: Re-enter the site/building until told to do so by a nominated person.
DO NOT: Obstruct Emergency Service access.

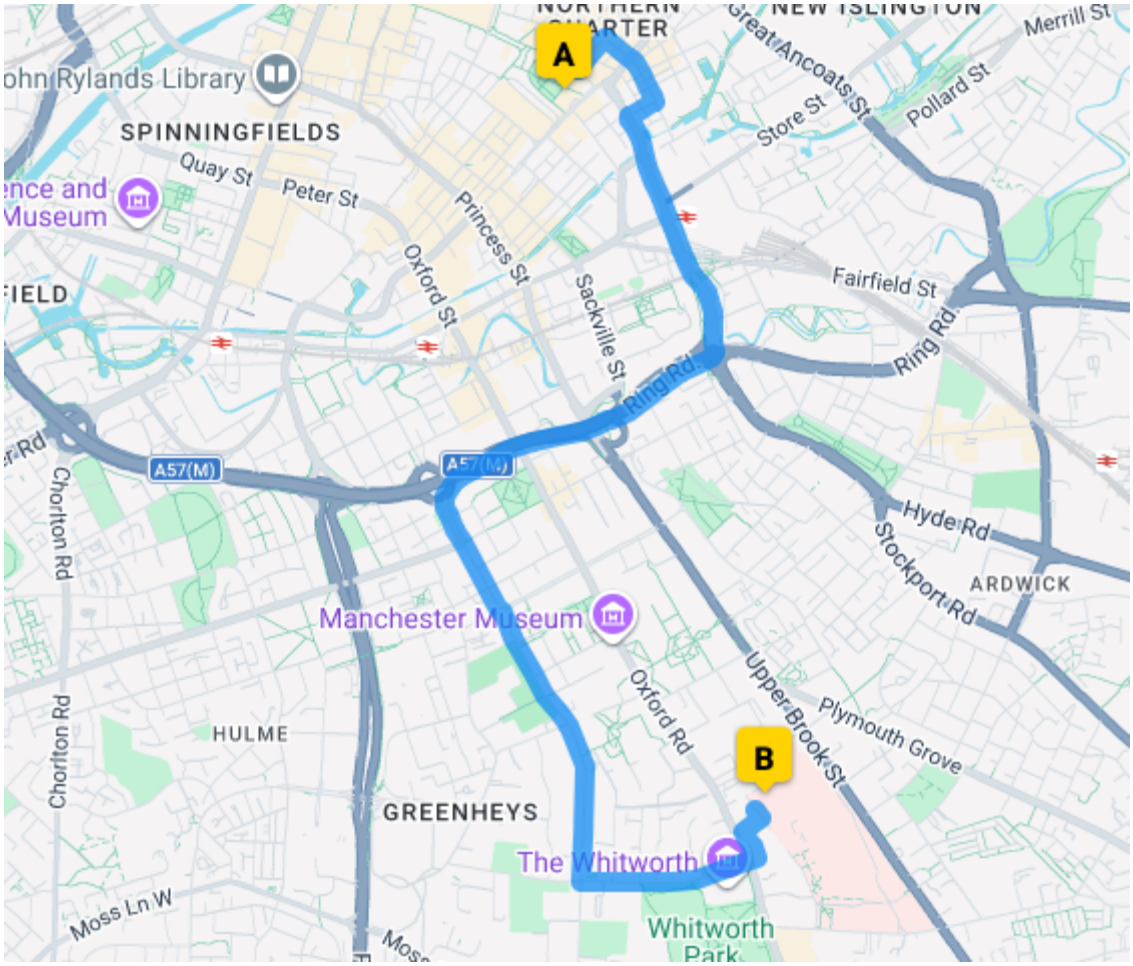
6. Responsible person to contact emergency services by dialling 999 from the nearest safe position and ask to speak to the fire service
7. Post watchman on road to direct emergency services to site access point
8. Further work should then not proceed without first contacting the Project Manager, Contract Director and H&S Manager.

Medical Emergency;

1. Should a First-Aid emergency occur on site, the primary concern is the wellbeing of the casualty/casualties and the safety of those giving assistance. Howler stations have activation points for both evacuation and first aid treatment – this will highlight to the site management team where the medical emergency is located.
2. If required and if possible, to do so, casualty to be removed to a place of safety and apply emergency first-aid procedures if trained. Summon assistance if possible whilst administering first aid.
3. Inform the site manager – Daniel and Jon
4. In the event of an operative being electrocuted, disconnect the power supply before administering first aid. DO NOT COMPROMISE YOUR OWN SAFETY WHEN GIVING ASSISTANCE TO A CASUALTY.
5. The emergency services should be summoned by dialling 999 from the nearest safe telephone.
6. Post watchman on road to direct emergency services to the casualty.
7. Further work should then not proceed without first contacting the Contracts Manager or Site Manager.
8. In the event of any other First-Aid emergency, give emergency first aid if qualified to do so. If in doubt, call emergency services using nearest available telephone.
9. An accident investigation report will be produced and issued within 4 working days from the date of the incident.

First Aider:
TMT Site Manager – Daniel Cain and Jon Waldron

Nearest A&E Hospital:
Manchester Royal Infirmary
Oxford Road, Manchester, M13 9WL
Within 2 miles from site



Accident / Incident;

Colliers / Legal and General shall be notified immediately in the event of an accident/incident/near miss by telephone which shall be followed up by an email summary of events by the next working day. An accident investigation report must be available within 4 working days from the date of the incident to all stakeholders.
H&S Manager will be responsible for reporting RIDDOR's following an accident/incident occurred onsite, following a full investigation.

Emergency Rescue (MEWP, Confined Spaces, etc);

Inform the Site Management immediately and undertake the rescue plan highlighted within the contractors Site Pack. MEWP's may be utilised to access personal

Structural Collapse;

Leave area immediately and inform the Site Management. Who will Inform Jonathan Arthur, PD and CA.

Flooding;

Stem flow of liquid if safe to do so. Leave area immediately and inform the site management who will

5.9 – Temporary Works

Temporary works may be defined as any structure, item or technique that is used during the course of the construction process to enable the permanent works to be constructed or to support / protect the permanent works until they become self-supporting.

Temporary works can be completely removed once the structure is self-supporting or incorporated into the permanent works and left in place even though they may not necessarily contribute to the performance of the permanent works.

All temporary works will require a degree of planning and management commensurate to the level of risk that the scheme poses / creates. For the higher risk schemes the following must be applied to the design and use:

- full written design briefs developed and issued to the appropriate person / organisation;
- standard design procedures followed by competent designers;
- designs must be checked and approved by competent persons;
- permanent works designers must be consulted where the permanent works are affected by the temporary works;
- an individual is nominated to co-ordinate the temporary works requirements; and
- the equipment used for temporary works should be fit for purpose and provided with test data to justify the safe working loads.

This procedure applies to all TMT Commercial Contractors Ltd projects as temporary works in various forms will always be required during the project delivery period.

In line with BS5975- the management of Temporary Works within the construction industry, TMT Commercial Ltd will ensure;

- A Temporary Works Co-Ordinator to be appointed by Designated Person- the Temporary Works Co Ordinator for this project will be **Jonathan Arthur**
- Temporary Works Supervisors will be Daniel Cain
- Temporary Works to be designed by competent persons.
- Relevant design check undertaken in accordance with BS 5975
- All temporary works to be entered into Temporary Works register and relevant checks undertaken as required.
- Permit to load to be completed before commencement of any temporary works.
- Permit to strike to be completed before the removal of any temporary works.

<u>Site Hoarding</u>
Site specific design and calculations based on a 2 year minimum design life with Cat 1 Design check – on ground EnviroHoard and Vehicle Gates. 2.4m high on ground Enviohoard sytem with whit UPV panels built with weighted system throughout the perimeter of site. Hoarding inspected weekly by the Temporary Works Supervisor and documented onsite. Full design pack and handover certs to be present onsite at all times.

06 INSURANCES

DESIGN + REFURBISH + FIT OUT

TMT

THANK YOU