HARGREAVES
CONTRACTING EXCELLENCE

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

Project Kelbrook

at

G H Sheldons Bakers
Kelbrook Road
Openshaw
M11 2XA

Issue Nr.3 Construction Status

8th October 2026

DOCUMENT CONTROL SHEET

Tender	**06.08.26**	**D Perkins**		**Operations Director**
This CPP is a live document and will be constantly reviewed and amended throughout the duration of the works.				

Date	Section Amended	Detail of Amendment	Amended By
01/09/2026	Section 1 – Scope Appendix A Appendix B	Scope updated to include Phase 2. Updated Fire Plan in to include Phase 2. Appendix B updated to include Phase 2.	DP
08/10/2026	1.2	Note added to state that emergency contact details will be visible by the public. To comply with Planning Condition 3.	DP

This Health and Safety Plan is prepared in accordance with the Construction (Design and Management) Regulations 2015 'Managing Health & Safety in Construction (L153). It is a working document that will evolve during the course of the construction phase. The Company Health and Safety Policy forms part of the plan, and all construction work will consider its contents. The Principal Contractor intends that the project is constructed so that the hazards to the health and safety of all persons either during the construction phase or during the use of the building are eliminated or reduced as far as reasonably practical. All those involved in the project have a duty to comply with the Health and Safety Plan.

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1.0 Project Overview & Scope of Works

- Construction of Bakery facility including Goods In and Out areas Bakery Hall maintenance/plant rooms and welfare facilities all external hardstanding and soft landscaped areas in accordance with the planning approval for the full scheme.

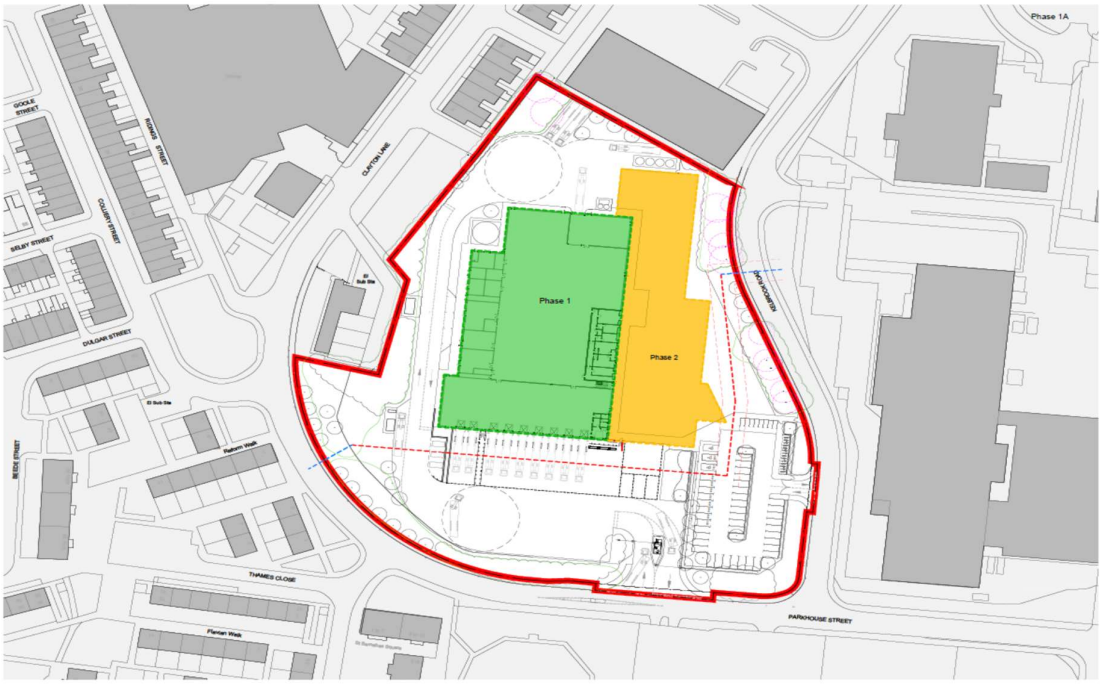
  The works are to consist of:

  - Site Set-up, including necessary Corporate and CDM 2015 related signage
  - The provision of welfare facilities, including site office, toilet and a laydown area
  - Cut and Fill Operations
  - Ground Improvements
  - Groundworks for foundations, services and road/car parking
  - Steel frame Construction
  - Composite Cladding and Roofing
  - Installation of Concrete Slab floor and internal walls
  - Installation of roof structures and waterproof coverings
  - Siphonic drainage
  - Installation of windows and doors
  - Delivery docking bays and external industrial doors
  - Installation of M&E and sanitary ware
  - Sprinkler system
  - Hygienic wall panelling
  - Plasterboard and skim finish
  - Joinery, including internal doors, skirting, architraves and kitchen
  - Decoration
  - Floor finishes
  - Plant room
  - External Hard and Soft landscaping works
  - Gate House

1.1 Location of the Site

G H Sheldon Wholesale Bakers Ltd
Kelbrook Road
Openshaw
Greater Manchester
M11 2AX

Proposed site layout



1.2 Names of Parties

Client:

G H SHELDON WHOLESALE BAKERS LTD

Employers Agent | Project Manager

SLR CONSULTING LTD

Principal Designer:

TBC

Project Architect:

STUDIO KMA LTD

Landscape Architect:

DEP LANDSCAPE ARCHITECTURE LTD

Project MEP Consultant:

VIRIDIAN CONSULTING ENGINEERS LTD

Civil & Structural Engineer:

HBL ASSOCIATES

Principal Contractor:

HARGREAVES CONTRACTING LTD

Contact: Neil Ashworth | Managing Director
Tel: 01204 365 300 | 07970 409729
Email: nashworth@hargreavescontracting.com

Contact: Dave Gore | Contracts Manager
Tel 07483 142 180
Email: dgore@hargreavescontracting.com

Contact: Dave Ragan | Site Manager
Tel: 07971 303 388
Email: dragan@hargreavescontracting.com

Contact: Paul Whitelegg I Quantity Surveyor
Tel: 07779 457 465
Email: pwhitelegg@hargreavescontracting.com

Contact: Domonic Hensall / Site Engineer
Tel: 07816 250 443
Email dhenshall@hargreavescontracting.com

Contact: JAD Consulting I Health and Safety Advisor
Tel: 07800 521476
Email info@jadconsulting.co.uk

Please note that the emergency contact details for Dave Gore (Contracts Manager) and Dave Ragan (Site Manager) will be displayed on the site entrance gates and will be visible by the public.

1.3 Programme

Start Date: 19th October 2026
Completion: 58 weeks

1.4 Purpose of the CPHSP

This plan is prepared to assist in compliance with the requirements of The Construction (Design and Management) Regulations 2015. It is intended that this will be achieved by providing information on:

- Health and Safety legislation in the construction industry
- Identified hazards that may be encountered during the project
- Assessments made to quantify the risk
- Control measures that require being introduced to minimise the risks

The Construction Phase Plan is a dynamic document that will change and develop throughout the project. The Site Manager will review the Plan monthly to ensure that its content reflects the project's needs. Additionally, the Plan will be reviewed in light of any unforeseen occurrences. When the Plan has been updated, a copy will be submitted to the Client and Principal Designer.

2 Statement of Health and Safety Principles and Objectives for the Project

2.1 Policy

It is the policy of Hargreaves Contracting Ltd that all operations will be carried out paying due regard to all the statutory requirements imposed on them to enable the contract to be undertaken with the provision of appropriate safeguards to prevent members of the public, employees or subcontractors from being exposed to risks to their health and safety.

Procedures will be in place to identify principal health and safety hazards likely to be encountered during the construction work and where appropriate measures to be taken against hazards noted. Hargreaves Contracting Ltd will prepare risk assessments under the Management of Health and Safety at Work Regulations 1999. Hargreaves Contracting Ltd will take responsibility for the plans, the design and changes due to unforeseeable circumstances and review the plan during the execution of the project.

2.2 Objectives

The overarching goal of this construction project — a mixed residential development comprising bungalows, houses, and apartments — is to deliver a high-quality scheme while ensuring the health, safety, and welfare of all workers, subcontractors, visitors, and members of the public throughout the construction phase.

In accordance with this policy, Hargreaves Contracting Ltd is fully committed to upholding the highest standards of health, safety, and environmental performance. The following key objectives have been established to guide all construction activities:

a) To have zero enforcement action taken over the duration of the project.
b) To eliminate all accidents and potential sources of ill health that could arise.
c) To ensure that no occupational ill-health results from project activities.
d) To prevent any environmental damage associated with the works.

e) To establish and maintain safe working practices for all employees and subcontractors.
f) To foster a high level of awareness regarding health, safety, and environmental issues.
g) To provide relevant information, instruction, training and supervision, encouraging full participation in meeting legislative and contractual requirements.
h) To minimise disruption to local businesses and the general public throughout the project.
i) To exclude unauthorised persons from entering the construction site.
j) To ensure safe access and egress to all working areas.
k) To guarantee no injury or harm to members of the public.
l) To reduce manual handling tasks to the lowest level reasonably practicable.
m) To operate with the lowest practicable noise levels on site.
n) To ensure, so far as is reasonably practicable, that no odour nuisance occurs.

These objectives support a broader commitment to:

A Zero Harm Philosophy, promoting a culture in which safety is a core value and every individual takes responsibility for themselves and others.

Full compliance with the Construction (Design and Management) Regulations 2015 (CDM 2015) and all other applicable health, safety, and environmental legislation.

Effective risk management, ensuring that hazards are identified, assessed, and controlled at every stage of the works.

Transparent incident reporting and continuous improvement, with all incidents and near-misses investigated and learned from.

The provision and maintenance of adequate welfare facilities, in line with legal requirements and best practice.

Ongoing stakeholder engagement, with regular communication and coordination between clients, designers, contractors, and the wider community.

This statement will be communicated to all project stakeholders and reviewed regularly to ensure it remains relevant and effective as the project progresses.

2.3 Responsibility

These aims will be achieved within the company's organisation and arrangements for promoting safety, health, and welfare. The Managing Director has overall responsibility for health and safety, and the Site Manager will be responsible for the day-to-day management of health and safety-related matters.

As with all operational functions, the company carries out its responsibilities for safety through the Owner and Site Managers, for whom safety continues to be a vital and ongoing part of their responsibilities. The Site Manager will conduct regular briefings on the site's progress and key issues.

On the first arrival at the site, allowance must be made for:

- Site induction for individuals, including ''Site Safety Rules".
- Mandatory Booking in and out of the site (includes lunch and breaks).

- Registering workers with appropriate training and competency certificates where necessary (i.e. CSCS/CISRS/CPCS/JIB/PASMA/IPAF). Operatives must note that a random selection of cards will be confirmed against the issuing organisation.
- Providing inspection and other certificates for equipment and machinery to be used safely on site.
- Daily/weekly site briefing.
- Demonstrating how contractors will monitor safety and its duration and Issuing copies of these reports to the Site Project Manager.
- Pre-existing health issues.

3 Existing Site Information, Security & Restrictions

3.1 Existing Site Information

The site is situated in Openshaw, approximately 3 miles east of Manchester City Centre. Access/egress takes place via Kelbrook Road, the site is bound by the same to the east, Parkhouse Street to the south and Clayton Lane to the west.
Comprising of 2.15 Ha/5.33 acres of vacant ex-industrial brownfield land, the site has been subject to partial clearance of vegetation and trees with mature trees filling an otherwise vacant open space.
The adjacent areas contain an established mix of industrial, commercial and residential use.

Site History

Though not public information, the initial site investigation report prepared by LK Consult, referenced earlier in this report, contains a section addressing the historical use(s) of the site. This report is reiterated in the table below for ease of reference.
Notable features include Clayton Dye Works that was situated to the north-east of the site c.1848-1987 including associated reservoirs/tanks (c.1948-1950) and further tanks (c.1953-1987) in addition to Clayton Brick Works with associated excavation due east of the site c.1891-1894. Consideration should also be given to the former terraced housing due south c.1908-1968 and works buildings due east that extended onto the site c.1922-1974. The historic features may give rise to concealed obstructions or contamination.

Asbestos: Should any operative come across any material in the ground that they suspect may contain Asbestos, they must report it to the site manager immediately. The suspect material will be inspected before further works are permitted in the area.

All operatives completing works must have evidence of completing an 'Asbestos Awareness' course.

Pigeon Guano: Breathing dust or water droplets containing contaminated bird droppings can lead to several diseases, including:

Psittacosis: This is a rare infectious disease caused by a bacterium called Chlamydia psittaci. It is mainly associated with parrots and other similar species but does affect other birds, including pigeons. Symptoms are commonly a flu-like illness and pneumonia, usually appearing 5-19 days
after exposure.

Salmonella: This bacterial infection, which can cause significant diarrhoea, may also be present in some bird droppings.

Rats: There is no evidence of rats nesting in the vicinity; however, there is always a risk of workers being exposed to Weil's disease. Leptospirosis is contracted from the urine of infected rats. The bacteria can get into the body through cuts and scratches or through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water.

Control measures will include:

- wearing protective clothing like gloves, following good basic hygiene, including regular handwashing and avoiding hand-to-mouth/eye etc. contact
- taking rest breaks, including meals and drinks, away from the work area;
- washing cuts and grazes immediately with soap and running water
- cover all cuts, abrasions and other breaks in the skin with waterproof dressings and/or gloves.

Existing Services: There are existing Live Services present (adjacent to) and on the Site, some of which serve the nearby Buildings. Information has been received from Utilities and is included in Appendix E.

Hargreaves Contracting Ltd will take all reasonable precautions, including carrying out cable detection to confirm the locations of all existing services, marking the positions on-site, and determining whether they are live or not, to protect the health and safety of workers on the site and those who may be affected by the construction work.

The following assumptions must be made regarding any existing utility apparatus;

- All mains / services cables / pipes should be assumed live until proven dead prior to any excavations, demolition or groundworks commencing.
- Any site is assumed to have existing utility apparatus located within the boundary until proven otherwise.
- Service connections are not indicated on all utility infrastructure records. Where no service connections are indicated, their presence should be anticipated until proven otherwise.

The following documents will be referred to before work commences in the vicinity of existing services:

- HSE Guidance Note HSG 47 Avoiding Danger from Underground Services.
- Health and Safety booklet HS (GS) 6 Avoidance of Danger from Overhead Electric Lines.
- General Safety Measures to Avoid Injury and Damage to Gas Apparatus.
- National Joint Utilities Group (NJUG) Publications Vol.1 to Vol.6
- Relevant Highways Authority and Utilities Committee (HAUC) Guidance
- CDM Regulations 2015
- PAS 128: 2014 Specification for Underground Utility Detection, Verification and Location.

- PAS256: Buried Assets – Capturing, recording, maintaining and sharing of location information and data – Code of Practice

Arrangements for accommodating adjacent land use

All necessary steps will be taken to reduce noise levels from plant and machinery in accordance with The Noise at Work Regulations. Where reasonably practicable, noise levels will be reduced at source to their lowest reasonable level and Personal Protective Equipment must only be employed as a last resort. Noise assessments will be carried out, and appropriate measures will be taken to protect site operatives and the general public from the effects of noise.

All necessary precautions will be taken to protect site operatives and the general public from the effects of the inhalation of respirable dust caused by the works. All operations which create dust will include a type of dust suppression technique, such as damping down or mechanical dust extraction. This applies especially to cutting or grinding operations. All operatives will be issued with and required to wear suitable goggles and masks or respirators wherever this type of work is carried out.

There are public highways with some public footpaths surrounding the site, which must be maintained at all times for vehicular and pedestrian access. Surrounding roads may become heavily congested with traffic, particularly during peak rush hour.
Hargreaves Contracting Ltd will ensure that provisions are in place to protect staff, and the general public at large from hazards evolving from the construction operations.

3.2 Security Arrangements

Site security will be maintained during the construction phase. HCL will install temporary fencing and hoarding, repairing where necessary to form a secure site to prevent entry by children, members of the public, trespassers, and vandals. This is a mixture of a full plywood hoarding system painted in HCL's company colours and Heras fencing for areas that may require frequent relocation.

Where Heras fencing is required to the site perimeter, it will consist of a minimum of 2-meter-high Heras fencing panels clipped together at high and low levels using fence clips with the nut on the inside so it cannot be unbolted from the outside. When the fencing meets the building, other fencing, site cabins, etc., it must be suitably fixed so that easy access is prevented.

Warning signage will be placed at strategic points on the fencing, and information signage will be placed at the site entrance.

The Site Manager will ensure that the site fencing is in good condition each day to prevent unauthorised access to the site compound.















3.3 Site Restrictions & Access

Priority will be given to maintaining continuous safe access with particular attention to the following;

- Preventing members of the public and visitors from wandering into designated construction work areas;
- Keeping all areas outside of the work area free from site debris by regular sweeping as necessary;
- Allowing access to existing Sheldons Bakery with limited disruption on Kelbrook Way
- Avoiding pollution of the atmosphere

Site hours will be

- Monday - Friday: 7:30 am – 6:00 pm
- Saturday: 9:00 am – 2:00 pm
- Sunday & B/Hs: No work is permitted

Access: Vehicle and pedestrian access to the site will be off Kelbrook Road and will remain so throughout the project.
Kelbrook Road is the main access route leading to the Sheldon's bakery and as such consideration will be given to ensure the Sheldon deliveries and operations are not affected.

3.4 Traffic & Delivery Management

Refer to Appendix C: Site Logistics Plan

Due to space restrictions, limited on-site parking will be available. Therefore, all site employees will be advised on the location of local car parking facilities and advised not to park in any location that may block or hamper local residents/Sheldons operations or emergency services.

Vehicle and pedestrian access onto the site will be off Kelbrook Road and will remain so throughout the project.

Deliveries will access the site from Kelbrook Way where a Gateman will be located at the site entrance. He will meet the delivery and organise its unloading and distribution, contacting the site staff. The gateman's duty will be to ensure the public's safety during this process and prevent any traffic congestion that the delivery may cause.

Materials deliveries will be organised to consider the safety of all off-site pedestrians and site personnel. The emergency services, e.g., fire appliances, ambulances, etc., will use the same access routes to the working areas. These routes and the main entrance to the site will be kept free from obstructions throughout the construction phase.

Materials will be ordered 'just in time' to minimise the amount of space needed on-site. Deliveries and collections will avoid peak times to minimise contact with the public.

All deliveries to and from the site of materials and work equipment must be pre-booked with

the Site Manager giving sufficient notice.

Deliveries will include;

Materials, plant and equipment, concrete wagons and skip exchanges.

3.5 Protection of Surfaces

Site surfaces and surrounding roads will be regularly brushed or scraped clean of contamination by excavated material and product stains, particularly tyre marks and cementitious mixes. In dry weather, dust suppression measures may be required.
Where flexible protective covering materials are used, these must conform to the LPCB's Loss Prevention Standard LPS 1207: Fire requirements for protective covering materials or equivalent standard.

The materials shall be manufactured in accordance with a quality assurance and certification programme, and the protective covering material shall be approved by a third-party certification body accredited by the United Kingdom Accreditation Service. The relevant approval mark shall be printed on the material.

3.6 Environmental

Dust will be continually monitored during any movement or disturbance of soils or during periods of dry or windy weather when erosion may occur. If unacceptable emissions beyond the site boundaries are noted, then the element of the works contributing to this will be halted until appropriate mitigation (damping down) can be deployed.

Consideration will be required regarding the works being carried out adjacent to the Canal. Fuels and oils will need to be stored as far away as possible from the watercourse. Bunded fuel tanks, drip trays, nappies, spill kits, and training for environmental incidents will be required. The permeable paving to the car park surface will prevent spillages from migrating to the watercourse.

Hargreaves Contracting Ltd will adhere to the following environmental legislation where relevant to the Construction process:

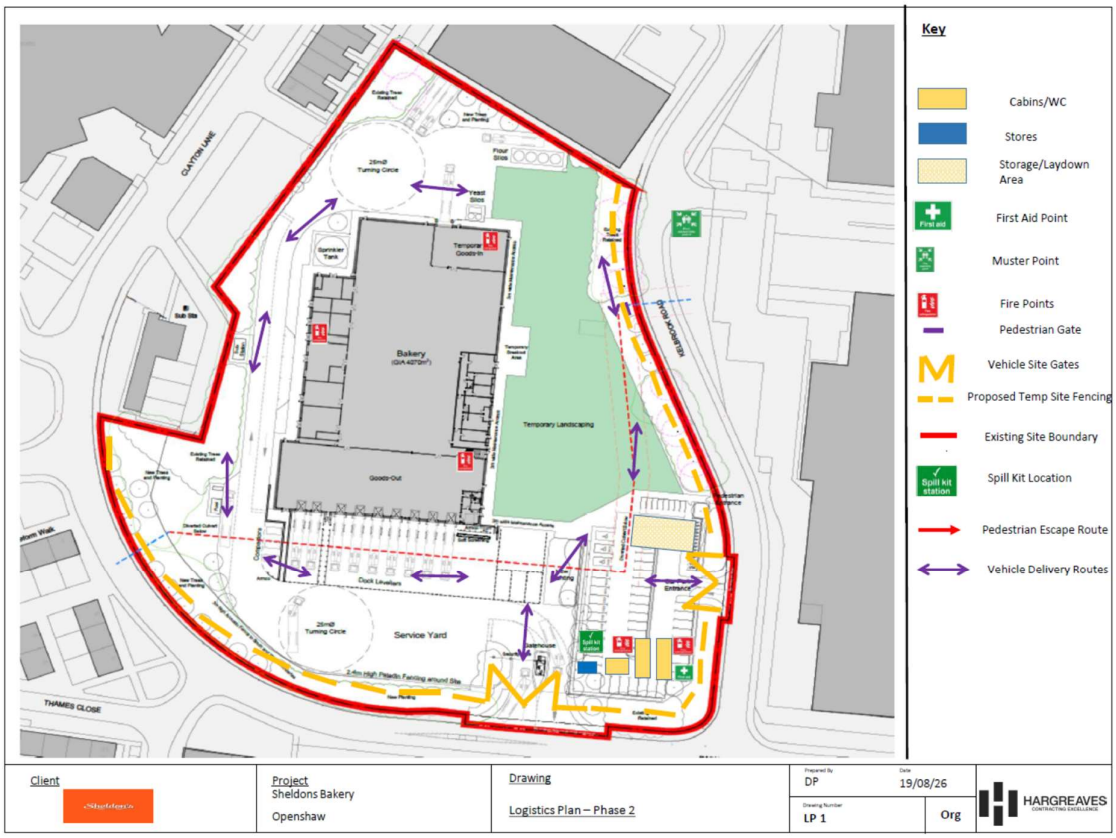
- Environmental Protection Act 1990
- Water Resources Act 1991
- Wildlife and Countryside Act 1981
- Control of Pollution (Amendment) Act 1989
- Waste Management Licensing Regulations 1994
- Special Waste Regulations 1996
- Control of Asbestos Regulations 2012
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Noise and Statutory Nuisance Act 1993
- Clean Air Act 1993
- Water Industry Act 1991
- Public Health Act 1961

Wheel wash facilities will be provided adjacent to the site exit to ensure that all vehicles

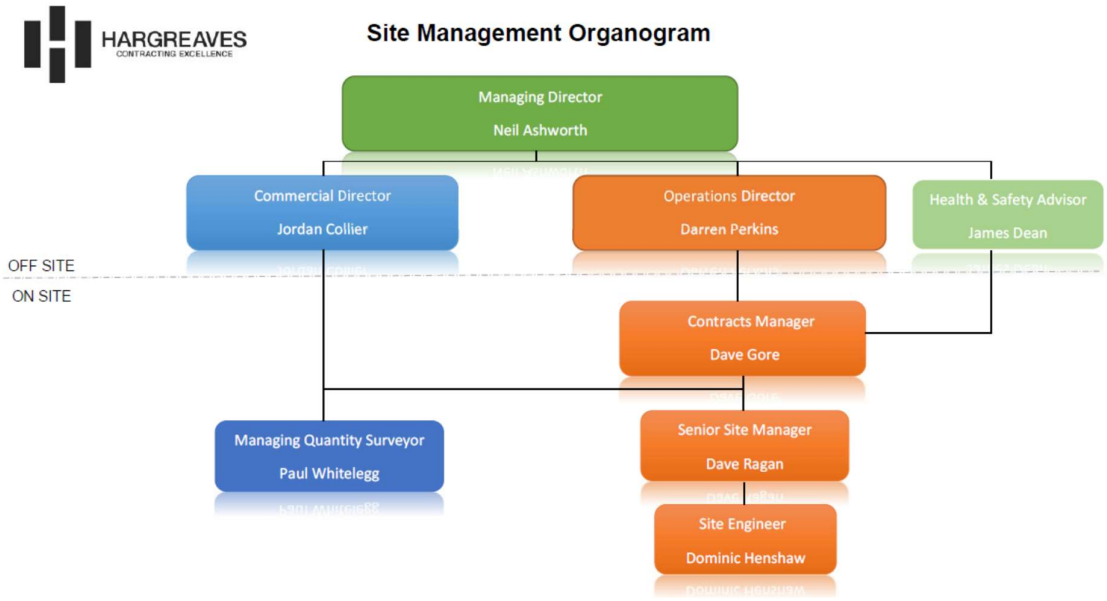
leaving the site can be cleaned down to prevent mud from being tracked onto the public highway. A Road Sweeper will be called upon to clean the public highway as and when required. This is in the interests of road safety, to ensure that the highway network is kept free of detritus including mud, debris and loose material that would otherwise create a hazard for road users.

3.7 Site Logistics Plans

The following diagram indicates how the site will be set up.



4.0 Management of the Project



4.1 Responsibilities

Responsibilities of Directors

The Directors will:

- Ensure that arrangements are made to carry out all works in accordance with the H&S policy, and support everyone to ensure full compliance and H&S in line with HCL policy.
- Monitor the Health and Safety arrangements.
- Ensure that the management team carries out its Health and Safety responsibilities, that employees are aware of their responsibilities, and that written Health and Safety systems are available and understood by all HCL employees.
- Monitor the policy's effectiveness and review their Health and Safety performance through regular dialogue and performance management meetings.
- Include Health and Safety on the agendas at all regular employee meetings.
- Ensure the investigation of shortfalls in Health and Safety and that manager's report safety arrangements to them.
- Consult with the nominated external Health and Safety advisors when necessary.
- Ensure an effective training programme that supports this policy is implemented.

Responsibilities of the Projects Manager and Contracts Manager

The Project and Contract Managers are responsible for ensuring that all Health and Safety

procedures are implemented, and that relevant documentation is completed and kept up to date.
The Project and Contract Managers will also assist the Site Manager in completing site-specific task risk assessments, method statements, and traffic management schemes where necessary.

- Report to the construction director, who is responsible for implementing health and safety policies and procedures.
- Ensuring that all subordinate levels of management and employees understand the requirements placed on them by the company Health and Safety Policy and this plan.
- Ensuring the relevant legislation is complied with during the company undertaking this project.
- To assist in developing the Construction Phase Plan as the Principal Contractor.
- Identify risks to health and safety and ensure that risk assessments are carried out and that appropriate control measures are implemented to reduce such risks to an acceptable level.
- To understand the responsibilities of those they manage.
- Ensuring that appropriate remedial action is taken against any person not complying with the company policy requirements or this plan.
- At the planning stage, determine: -

    - Appropriate safe methods of working
    - Welfare facilities to be provided
    - Responsibilities of sub-contractors
    - Plant and equipment requirements
    - Materials to be used
- To assist in developing and continuously upgrading site traffic management schemes as the Principal Contractor.
- To ensure that work is being safely carried out, adequately supervised, and that relevant legislation is being followed.
- To ensure that the Subcontractors on site are competent and that their operatives have received appropriate training.
- During site visits, check that any accidents/incidents have been accurately recorded.
- To ensure that Safety Inspection Reports left by Safety Advisors / Consultants have been acted upon.
- To arrange appropriate cover for site staff attending safety training courses or absent because of holiday or sickness.

Responsibilities of Site Manager
The Site Manager's role is fundamental to the safe running of the sites. They will be the prime mover for health and safety issues and will provide an example in setting the tone and attitude for the work.

All site managers shall be appropriately qualified to carry out their roles and will be required to demonstrate competency through the provision of relevant site management qualifications and the demonstration of relevant previous experience.
They shall also maintain the highest standards reasonably practicable at all times.

All Site Managers will ensure that this Health and Safety policy is adhered to and that its aims and aspirations are embedded throughout the organisation. Site Managers will be responsible

for regularly identifying any individual and/or team performance, development or training issues through their use of the HCL performance management system.

Managers have a duty and responsibility to:

- Provide Health and Safety Training and Induction
- Ensure adequate First Aid cover.
- Provide liaison with all parties.
- Ensure all project documentation is available and current.
- Ensure permit systems are implemented where necessary.
- Recording all statutory inspections as required.
- Ensure that the site is operated in accordance with the requirements of the company Health and Safety Policy and this plan.
- Ensure they understand and implement the Health and Safety policy and their own section's arrangements.
- Ensure all employees have received a copy of the policy and are kept informed of any changes.
- Ensure that emergency procedures and equipment are provided, maintained and checked and that employees know them.
- Ensure regular risk assessments are carried out and that significant findings are recorded, communicated, and understood by all employees.
- Ensure that the Managing Director / Directors / Contract managers are consulted on health and safety issues.
- Ensure all machinery and equipment is made safe to use, correctly maintained and frequently inspected.
- Ensure that employees have adequate information, instruction, training and supervision to ensure their Health and Safety.
- Ensure that employees, including new starters, receive Health and Safety training as part of their workplace induction and follow-up training where necessary during their employment.
- Communicate and consult with their employees on Health and Safety issues.
- Investigate any shortcomings in Health and Safety arrangements or any potential hazards reported and ensure any remedial action is taken.
- Ensure that all accidents, near misses and incidents are investigated to find root causes and ways to prevent repetition. They should be correctly recorded and reported on the HCL investigation form.
- Ensure that the health and safety notice board is maintained in the workplace, which contains relevant Health and Safety information for employees to view.
- Ensure that the workplace Health and Safety file contains all relevant Health and Safety records and information.
- Ensure housekeeping standards are monitored team by team and ensure any shortcomings are rectified.
- Ensure that the Fire Safety Co-ordinator and fire marshals are appointed.
- Monitor for compliance and update the site fire plan as required.
- Ensure all site records are initiated and then kept updated.
- Ensure that all the appropriate PPE is available and worn by employees and visitors.

Responsibilities of Employees

- All employees are responsible for ensuring that they are familiar with the HCL Health and Safety Policy and best working practices.
- We expect personal commitment from everyone on site to comply with the HCL H&S policy and set an exemplary standard for others.
- Subcontractor employees are expected to fully comply with their own RAMS and follow site rules given at site induction.
- All employees are responsible for following any training provided by their employer to ensure their own and anybody else's H&S is protected by their acts or omissions.
- Reporting any hazards or shortcomings they encounter that they believe have not been previously addressed to their supervisor immediately.

Responsibility of Sub-Contractors

- Complying with the company's Health and Safety Policy requirements and this plan.
- Provide risk assessments and method statements in advance to cover any potentially hazardous work they will carry out.
- Ensure employees have adequate information, instruction, training and supervision to ensure their Health and Safety.
- Ensure that employees, including new starters, receive Health and Safety training as part of their workplace induction and follow-up training where necessary during their employment.
- Communicate and consult with their employees on Health and Safety issues.
- Investigate any shortcomings in Health and Safety arrangements or any potential hazards reported and ensure any remedial action is taken.
- Ensure all machinery and equipment is safe, correctly maintained and frequently inspected.
- All employees are responsible for following any training provided by their employer to ensure their own and anybody else's H&S is protected by their acts or omissions.
- Reporting any hazards or shortcomings they encounter that they believe have not been previously addressed to their supervisor immediately.

4.2 Arrangements for Directing and Coordinating Work

All contractors are to read the site copy of this safety plan and confirm that they have seen and will comply with it. They will be notified of any amendments to the plan, will be highlighted to the operative's management via the site notice board or a toolbox talk session with subcontractors working on the site and must nominate a 'person in charge' who will liaise with the Site Manager in all safety and other management matters.

These individuals are responsible for ensuring that their workforces operate in accordance with the safety standards set in this plan and in keeping with their own safe methods of work and Risk Assessments (in addition to health and safety legislation and HSE guidance).
Where safety is threatened or compromised by the failure of any workers or others to adhere to this plan, the Site Manager is empowered to stop work and/or exclude workers or equipment from the site until a safe system of work can be agreed upon.

The Site Manager will conduct regular briefings on the site's progress and key issues. On the first arrival at the site, allowance must be made for:

- Site induction for individuals, which will cover the following
    - A typical construction site induction includes the following key contents:

- Site Introduction
- Overview of the project and site layout
- Site access points and work zones
- Health and Safety Policies
- Company safety rules and responsibilities
- Overview of relevant legislation (e.g., CDM Regulations)
- Emergency Procedures
- Fire evacuation routes and assembly points
- First aid arrangements and key contacts
- Site Hazards
- Common risks (e.g., working at height, plant movement, excavations)
- Site-specific hazards and controls
- Personal Protective Equipment (PPE)
- Required PPE for the site
- How and when to use it
- Accident and Incident Reporting
- How to report hazards, near misses, or injuries
- Who to notify on site
- Welfare Facilities
- Location of toilets, washing facilities, and rest areas
- Site Rules and Conduct
- Prohibited activities (e.g., alcohol, mobile phone use in unsafe areas)
- Environmental considerations (e.g., noise, waste disposal)
- Traffic Management
- Site traffic routes and pedestrian walkways
- Vehicle reversing and loading procedures
- Permit-to-Work Systems
- Activities requiring special authorisation (e.g., hot works, confined spaces)
- Security and Access Control
- Signing in/out procedures
- ID badges and exclusion of unauthorised persons

- Mandatory Booking in and out of the site (includes lunch and breaks)
- Registering workers with appropriate training and competency certificates where necessary (i.e. CSCS/CISRS/CPCS/JIB/PASMA/IPAF). Operatives are to note: a random selection of cards will be confirmed against the Issuing organisation
- Providing inspection and other certificates for equipment and machinery to be used safely on site.
- Daily/weekly site briefing
- Demonstrating how contractors will monitor safety and its duration and Issuing copies of these reports to the Site Project Manager
- Pre-existing health issues

The Site Manager will record the content, context and attendance at the briefings.

4.3 Sub-Contractor Selection Process

All sub-contractors involved in this project will be agreed with the Client project management team prior to the commencement of the works. To ensure that a contractor is competent to be appointed to the project, they will be required to complete our pre-qualification questionnaire and prior to appointment, must provide the following information:

- Health & Safety Policy
- Insurance details
- Management Structure
- Risk, COSHH and site-specific assessments
- Confirmation that they will comply with the Construction Phase Plan
- Confirmation of any plant and equipment to be used is properly selected and maintained
- Confirmation that the operators of plant and equipment are properly trained
- Evidence of CSCS accreditation
- Training details
- Accident / Enforcement details

Where works are to be subcontracted to other companies, it is the duty of the Principal Contractor to ensure that the company they intend to appoint to the contract has met the required standards for safety and training as expected by the Client and Principal Contractor.

Each company must have completed the sub-contractor questionnaire and have had this document and any supporting evidence checked and approved by the Site Safety Advisor.

All staff brought to the site shall be expected to have suitable and sufficient training for their tasks and should have read and signed up to an approved method statement. Where necessary, this should include the provision of document translations or suitable translation staff for workers who have English as a second language.

Subcontractor assessments and safe working procedures should be provided to the Principal Contractor or their Safety Advisor at least two weeks before the planned start date to allow time for these assessments to be undertaken.

Failure to meet this requirement may result in a project delay and potential financial penalties for the offender.

The host subcontractor must ensure adequate site supervision (defined as the Site Supervisors Safety Training Scheme as a standard) and safety monitoring for the work being performed. They must also ensure that they remain responsible for the safe method of work they have implemented and that any changes to this or any other safety document being used on-site are alerted to the Principal Contractor.

The Appointed Subcontractor is required to bring a hard copy H&S File to the site that contains all relevant information including;

- RAMS & COSHH Assessments
- Copies of H&S Accreditations
- Evidence of qualifications and training for the workers on-site
- Evidence of insurance
- Copy of their H&S Policy

4.4 Design Information from Specialist Contractors

Any specialist contractors (including electrical) are required to pass details of their designs and design risk assessments through the Principal Contractor or the Site Project Manager well

in advance of the start of relevant work on the site. Where design changes that have health and safety implications need to be made, these must then be provided to the Principal Designer for appraisal prior to instigating the changes.

Design changes with health and safety implications must be provided to the Principal Designer (PD) via the Principal Contractor (PC). Likewise, any comments/directions from the PD will be issued to the contractor/sub-contractor via the PC.

4.5 Plant and Electrical Inspection

All contractors are to supply, maintain, inspect and operate their own equipment and plant. Scaffolds/towers/access systems erected on the site also fall under this category. Copies of statutory inspections will be handed to the Site Manager at the end of each inspection cycle. No contractor is to use equipment or plant provided or belonging to any other without the expressed approval of the Site Manager and the appropriate contractor.

Contractors are to ensure that electrical equipment and the plant are clearly marked and 'in date' P.A.T. inspection labels are attached.

- All portable electrical tools and appliances must be battery-operated or 110 volts.
- If circumstances dictate that 230v is required, it must be protected by a 30mAmp RCD and prior approval of its use must be given by the Principal Contractor's Site Project Manager. Furthermore, the PAT inspection regime is to be monthly for 230v.
- All 110-volt equipment is to be inspected and PAT certificated by a competent person at suitable intervals as defined in HSG141/107/150 and copies of the test certificates must be available to the Site Project Manager.
- All appliances will be visually inspected prior to use by the user.
- Only a day's supply of fuels/oils and lubricants will be brought onto the site (but never into the facility) to support plant running. Flammable oils/lubricants are to be stored in appropriate plastic/metal containers, with protection against spillages and a suitable means of spill clean-up kit available. Any storage tanks are to be bunded.
- Records of all inspection certificates are to be kept in the site safety management file.
- Contractors must ensure barriers/exclusion are fully utilised to protect 3rd party operatives.
- All operatives are to ensure that when they must leave the facility unattended during the maintenance phase, they secure the entrance door to prevent unauthorised entry by others.
- No LPG is to be left unattended on the active site and must not be left on the site at the end of the day.

4.6 Complaints

A complaints procedure is present within the Principal Contractor's safety management system and shall be available and used whenever a member of the public wishes to raise a complaint.

The Site Manager will establish a complaints log, and issues should also be logged in the site diary where necessary. Feedback should be given and sought to ensure that two-way communications are instigated. It should be remembered that some issues may be of a sensitive nature, and advice should, therefore, be sought by the principal contractor

management, legal advisors, or others as necessary before communications are established.

Considerate Contractors Scheme HCL is a strong supporter of the scheme and will be utilising this on this project. All operatives are advised of this during the induction process and made aware of its principles.

5.0 Legislation and Standard

Hargreaves Contracting Ltd intends that the work will be carried out on the project in accordance with the framework of, but not limited to:

Health & Safety Standards

- The Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013
- The Control of Asbestos at Work Regulations 2012
- The Work at Height Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Confined Spaces Regulations 1997
- The Health & Safety (Safety Signs & Signals) 1996
- The Manual Handling Operations Regulations 1992
- The Workplace (Health, Safety, and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- The Electricity at Work Regulations 1989
- The Health & Safety (First-Aid) Regulations 1981
- The Safety Representatives and Safety Committees Regulations 1977

Environmental Standards

- The Waste Electrical Electronic and Equipment Regulations 2013
- The Hazardous Waste (England and Wales) Regulations 2005
- The Environment Protection Act (Duty of Care) Regulations 1991
- The Environmental Protection Act 1990

Guidance

- GD1 TG20:21 Good Practice Guidance for Tube and Fitting Scaffolding
- GD2 SG4:22 Preventing Falls in Scaffolding Operations
- GN3 HSG47 Avoiding danger from underground services
- GD3 HSG17 Safety in the use of abrasive wheels
- GD4 HSG33 Health and safety in roof work
- GD5 HSG53 Respiratory protective equipment at work
- GD6 HSG85 Electricity at work: Safe working practices
- GD7 HSG150 Health and safety in construction
- GD8 HSG151 Protecting the public: Your next move
- GD9 HSG168 Fire safety in construction

- GD10 Fire Prevention on Construction Sites - JCOP 10th Edition

The Contractors on this project will be required to comply with the above legislation and any Site Rules introduced to comply with legislation or the client's requirements.

5.1 General Standards

All personnel are expected to comply fully with health and safety laws and the associated, approved codes of practice. Contractors are also to be aware of and pay due attention to guidance issued by the Health and Safety Executive and that Issued by trade bodies and authorities, which constitute industry 'best practice'.
The site manager and safety advisor will review the method and policy statements submitted for these works to ensure that they meet the standards. On occasions when they fail to meet the standard, they will be returned for amendment action.

All contractors are expected to assess all activities that they are associated with for risks and adopt safe methods of work in keeping with the Management of Health and Safety at Work Regulations 1999 and other relevant regulations (as well as the standards and details set out in this document). In some cases, however, this health and safety plan specifically requires the preparation and submission of site-specific Method Statements before particular work operations.

All contractors must ensure that their employees are aware of these safe working method statements, have been suitably trained, and have adequate supervision to ensure that the procedures are followed. Additionally, a signed copy of the controlling documents must be handed to the Site Project Manager, who will ensure that all operatives employed on the task have signed the Issued documents. Failure to issue the requested signed documents may result in delays and financial implications.

5.2 Training Standards

General construction works	All work is to be carried out by a competent person with adequate supervision according to industry standards approved by CITB, CPCS, CSCS, PASMA, and IPAF cards (not pass slips) and to meet the requirements of the designated work.
Abrasive cutting/grinding	Certificate of competence Issued by the employer or equipment supplier. Validity routinely three years. Certificate of training and appointment to mount abrasive wheels. (valid three years)
Gas/heating/plumbing works	All work is to be conducted by a competent person to industry standards. Gas Safe is an accepted standard. Certificate of training achievement and registration to Gas Safe.
Electrical works	All electrical work is to be conducted under the supervision of a competent person to IEE standards and is to be tested and inspected to the standards set in the IEE Wiring Regulations on completion.

As Hargreaves Contracting operates as a Management Contractor, with the majority of the

workforce being self-employed, the responsibility for ensuring appropriate training lies with the subcontractor management teams. All training certification must be thoroughly inspected and validated prior to work commencing.

Where deficiencies in training are identified, subcontractors may be required to provide additional training to ensure full compliance with site and legal requirements. To support ongoing competence and awareness, regular toolbox talks must be delivered, aligned with the current phase of works. These talks are particularly critical following any incident or near miss, where refresher training or safety reinforcement may be necessary to prevent recurrence.

Current safety training certificates for the duration of their employment on the project are required prior to the contractor's operatives arriving on site. Operatives appointed to operate particular plant and equipment and to undertake certain specific forms of work on this project must have these certificates.

Copies of the following certificates must be submitted to the Principal Contractor before work begins. (The list is far from exhaustive and other relevant training competencies should be included).

Working at Height Training
– Use of ladders, scaffolding, MEWPs IPAF, CISRS, PASMA and fall protection systems.

Personal Protective Equipment (PPE) Training
– Correct selection, use, and maintenance of PPE. – eg harnesses, masks

Emergency Procedures Training
– Fire drills, evacuation routes, first aid arrangements, emergency rescue

Plant and Machinery Operation
– Training for equipment such as excavators, forklifts, and dumpers (e.g., CPCS or NPORS certified).

Lifting Operations and Banksman Training
– For slingers, signallers, and crane operators.

Confined Space Awareness
– For workers entering tanks, pits, or ducts with restricted entry and exit.

Hot Works Training
– For welding, grinding, and other ignition-risk activities.

Asbestos Awareness Training
– Essential for refurbishment or demolition projects.

Management and Supervision Training:
SMSTS (Site Management Safety Training Scheme)
– For site managers.

SSSTS (Site Supervisors' Safety Training Scheme)
– For supervisors or foremen.

Permit-to-Work Training
– Managing high-risk tasks requiring authorisation.

5.3 Information and Training for those On-site

On first arrival at the site, all workers should of completed an enrolment on to HCL safety portal one bread crumb

- Site details, address and telephone number, the location of the site telephone (for emergencies)
- Potential interface with members of the staff, public and project residents.
- Safety responsibilities
- Site security and booking in/out arrangements. This will enable Site Management to control and restrict vandalism, theft, injury to third parties, and potential damage to the works. Therefore, any observations of breaches in security must be highlighted to Site Management.
- It is essential that all site personnel, visiting or working, sign in and out of the site. In the event of an emergency, the sign-in register will be used to check that everyone has exited the building.
- Site layout and nature of the works in progress/intended. (3rd party interface)
- Transport Management Plan
- Entry into the building
- Awareness of other contractors involved onsite
- Asbestos Discovery (as applicable)
- Noise, vibration, and dust generated as a result of the work
- Preventing access to the work areas by unauthorised persons.
- Site Rules
- Welfare and first aid facilities – locations, name(s) of first aiders / Emergency First Aiders / Appointed Person
- Fire and emergency procedures including:

    - Escape routes
    - Assembly/Muster point
    - Location and types of fire extinguishers

The names of those receiving induction training is recorded on one bread crumb. No person will be allowed access to the site until they have completed their induction, and this has been approved by the HCL site team, or, visitors are expected to sign via the one bread crumb app and then be escorted around the constrction site by a person who has completed a full induction.

All inductees will be required to show their CSCS / CPCS / CISRS / IPAF / PASMA, etc. card(s), complete an induction form, and sign it to confirm attendance and understanding.

5.4 Non-English-Speaking Workers

Non-English-speaking workers will have the induction training communicated by an employee of the Contractor for whom they are working using a means that they can understand, e.g., diagrams. The Contractor employing these workers must identify the member of their staff who will act as Interpreter, together with those who are not English speakers, and include this information in their RA/MS.

The requirement for a person to be available to interpret the Site Induction will also apply to the Contractors induction.
Where a Contractor uses non-English-speaking Workers, they must ensure that they make available at least one named individual who can communicate with non-English speakers in their work team throughout their time on site.

In the event of persons arriving on site who do not speak English and for whom their Employer has not made the required arrangements concerning Interpreters, those Employees will be denied access to the site on Health and safety grounds until their Employer makes the necessary arrangements, as they may not understand Emergency calls/alarms and will not understand the Site Rules.

5.5 Toolbox Talks

A selection of toolbox talks is available on the company server. The Site Manager will select the most appropriate one based on the site activities and conditions at that time.

6.0 Site Rules and Monitoring Arrangements

6.1 Site Rules

All on-site employees must observe the following rules. The site induction will include these rules and others that Site Management considers necessary. Those working on-site are required to sign indicating their agreement to comply.

Site-Specific Rules	• No on-site parking.
PPE	• Suitable and sufficient PPE must always be worn and provided by your employer. • All operatives shall wear PPE, including high-visibility vests, toe protectors, and hard hats, at all times under the instruction of the Site Manager. Failure to comply will result in removal from the site. Other PPE, where necessary, will include eye protection, ear protection, gloves, and respirators. The supervisor will be responsible for ensuring all PPE is worn. • Footwear with exposed steel studs or tips must not be worn
Induction	• All operatives and visitors to the site must report to the Site Manager • All operatives must wear liveried, high-visibility clothing.

	• All operatives and visitors must receive induction talks before commencing works on-site and must attend toolbox talks when requested by the Site Manager - only personnel who have attended an on-site induction course will be allowed to carry out work activities • Permit to work conditions and other written procedures must always be complied with. • Only those workers with a suitable CSCS or equivalent trade card will be allowed to work on-site. Proof of competence (CTA Card, PASMA card, etc.) must always be carried • Once you have been inducted, you have a duty to inform others who you suspect have not been informed of these rules. Failure to comply will result in removal from the site.
Welfare	• Welfare facilities will be made available on-site for all operatives. You must leave welfare facilities in the condition they were found in. Report any damage or poor conditions to the Site Manager. • Do not misuse the welfare facilities or equipment provided.
Security	• All persons must sign in/out of the site. • Fencing surrounding the site boundary will be at least 2m high. It will be properly fitted, secured, and maintained. All-access gates will be lockable and secured when not in use and always when the site is unoccupied. • The site will be locked and secured at the end of each working day or when not used. Storage and welfare facilities will also be within a lockable and vacant site area. You must not trespass upon adjoining areas except where permission has been granted. • Comply with safety signs always.
First Aid	• All accidents/incidents/ near misses must be reported to the Site Manager Immediately. • The first aid box will be available at the site office; all operatives will be aware of its location in the site induction. The Site Manager is responsible for first aid throughout the construction phase and ensuring the procedures set out in the site induction and this plan are complied with. • Promptly report any injuries to the appointed first aider for treatment.
Plant & Equipment	• All plant and lifting equipment must be registered with the Site Manager. Copies of Certificates of examination must be produced and copied to the Health and Safety File • 240v electrical equipment will not be allowed on this scheme. Any 240-volt welfare facilities to be protected with 30MA RCD

	• Portable appliances must be 110v rated and have a valid PAT sticker. 110v must be supplied via centre-tapped transformers. • You may only operate plant and equipment that you are trained and authorised to use. • You may only carry out tasks for which you are trained and competent. • All tools must be suitably maintained and tested (evidence of proof will be required). • Scaffolding or other work equipment must not be interfered with at ANY TIME. Scaftags and other scaffold signage must be obeyed. • If you suspect that plant/equipment/ scaffold is unsafe, please notify the Site Manager immediately.
General Safety	• You must comply with the method statements and risk assessments for your activity(s). • If you see any hazards on-site, real or potential, inform the Site Manager immediately. • Do not block routes for access/egress/ escape or fire exits. • All waste must be deposited in the correct skip for recycling/disposal. Waste must not be burnt on-site.
Restrictions	• Radios are NOT PERMITTED on-site • No alcohol or drugs are permitted on site. Persons suspected of being under the influence of drugs or alcohol will be asked to leave the site. • Food and Drink are only to be consumed within designated canteen areas. • Persons displaying racist, sexist, violent or threatening behaviour will be asked to leave the site and not return. • Smoking is prohibited on-site. • All operatives will behave in a manner suitable to the environment in which they are working.
Fire Safety	• Smoking and Burning on-site are NOT PERMITTED. • Hot works are subject to permits – obtained from the Site Manager.
Use of Mobile Phones	• Use of mobile phones is only permitted in designated areas, which will be identified by signage
Breaches of our site rules or safety procedures will usually result in immediate removal from the site. Minor breaches will be dealt with by a written warning system. Only one warning will be issued, followed by removal from the site.	

6.2 Monitoring Arrangements

Hargreaves Contracting Ltd will monitor safety standards through:

- The site Manager is conducting continuous inspections. A checklist for these inspections is included with the site safety records. The inspections will include all contractors working on the site, and a report of all required actions will be given to the contractor's foremen with instructions to rectify non-conformance in a timely manner.
- To carry out sample and grab audits on the H&S and CDM process.
- Once per week, the Site Manager or appointed representative will inspect fire equipment, first aid equipment (and replenish it if necessary), registers, and site documentation.
- This inspection will be recorded on the designated form in the SMS file and, when appropriate, in the site diary via procure.
- Monthly by the Contract Manager or appointed representative, who will carry out a hierarchical inspection of the site and produce a written safety inspection report for distribution.

Inspections required under the Construction (Design & Management) Regulations 2015 will be carried out by the Principal Contractor's Safety Advisors. A formal report will be provided, prioritised for remedial action/recommendations, and filed with the site management system. This will be checked for closed-out actions/progress on the next site inspection visit.

This inspection regime will include sub-contractors. Additionally, contractors are required to audit/inspect their own works and equipment. Copies of such are to be handed to the Site Manager for record purposes.

The scheduled progress meeting, chaired by the senior Principal Contractor representative, will include health and safety reports and relevant discussions between the Client, the Principal Contractor, and members of the Design team regarding issues affecting the project.

The Site Manager is to ensure the client and Principal Designer are briefed accordingly on identified Issues for discussion. Furthermore, the Site Manager is to ensure the following is incorporated into the inspection regime:

- Consideration of likely hazards and the reduction of risk wherever possible at all stages of the project;
- The introduction of the 'Risk / Hazards' of the week notice board gives due consideration to Regulation 10 of the Management of Health & Safety at Work Regulations 1999.
- Regular review of procedures and the Health and Safety Plan to ensure the correct execution of the project;
- Ensuring the regular site audit results are communicated to the workforce;
- Action Plans that target specific areas of risk identified by the HSE (e.g. falls from height, traffic impact accidents), identify a methodology to reduce/ eliminate the most likely types of accident; identify a strategy for health; implement strategies for 'selling' the above to the workforce;
- Induction and monitoring of adherence to the minimum standard requirements expected for particular disciplines as identified in the Health and Safety Plan.

7.0 Activities with Risks to Health and Safety

The following areas have been identified as having potential risks. Risk Assessment sheets will be provided for these and will be added to the Health & Safety folder on the site.

7.1 Use of and Contact with Power Tools

The hazards are from contact with electrical conductors, revolving tools, and HAVS. The risk is low. The site power must be 110 Volts, and the operatives should be trained in the proper use of tools. The tools must be visually inspected before first use and receive a periodic PAT test as required by the PUWER and Electricity at Works regulations.

Individual risk assessments contain information on exposure limits for vibrating tools such as drills and breakers. It is not anticipated that HAVS will be an issue on this project. However, should any operatives suffer any form of numbness or pain associated with the use of vibrating tools, they must take suitable breaks from use, and the work activity should be shared.

7.2 Working at Height

The hazards of working at height are very often overlooked, which is why falls from height continues to be the biggest killer in the construction industry. The Work at Height Regulations places a duty on employers to;

- Avoid working at height.
- Where working at height cannot be avoided - use work equipment or other measures to prevent falls.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

The Site Manager is responsible for ensuring RAMS are undertaken for all work at height activities, reviewing and approving these documents, and ensuring that the works are carried out in accordance with the written safe system of work. Some work at height activities may be subject to additional controls through a permit-to-work system.

Control Measures – Guidance for the Site Manager

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from working at height are assessed and appropriate work equipment is selected and used.
- The risks from working on fragile surfaces are properly controlled.
- Equipment for work at height is properly maintained and subjected to recorded weekly inspections.

- Arrangements are in place for safe access and egress.
- Collective fall protection measures – guard rails, handrails, nets, airbags etc.
- PPE – work restraints, fall arrest, rope access.
- Exclusions zones.
- Prevention of falling materials.
- Emergency procedures.

External Envelope works will include brickwork, roof construction, window and rainwater goods installation, etc. These works shall be performed using fixed scaffolding supplied and constructed by the designated contractor.

When working from non-fixed systems, the wind speed should be measured regularly throughout the working day to ensure that systems are not being used outside of the limits set by the manufacturer. Any platform that you need to work off must be at least 600mm wide, which is three scaffold boards wide. Scaffold boards will need support by transoms or trestles at a minimum of 1200mm centres.

Tube & Fitting or Modular Scaffolds: Scaffolding shall only be erected and dismantled by competent persons with the appropriate and recognised certification, i.e., the Construction Industry Scaffolders Record Scheme—CISRS card scheme.

The scaffold structure is to be designed according to the requirements of BS EN12811-1 and TG20:21. The appointed scaffolding contractor will provide a conformance sheet or scaffold design and maintain it on-site. Brick guards are to be kept in position on scaffold lifts.

All scaffolding shall be supplied, inspected and erected in accordance with the:

- The European Standard BS EN12811-1
- TG20:21
- The Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2015
- The Management of Health & Safety Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- NASC SG4:22 Preventing Falls in Scaffolding Operations

Scaftags are to be fitted to all scaffold structures and completed/amended/inspected by a competent person as required by the system. The Hargreaves Contracting Ltd Site Manager will visually inspect all site scaffolds each morning before 1st use.

Fixed scaffolds must always have an in-date Scafftag fixed at the main access point, and ladders must be removed/boarded off at the end of each shift to prevent access in the event a member of the public gains access to the site. If any non-conformances are identified during the inspections, then works must cease immediately until rectified.

Mobile Elevated Working Platform

- Only a suitably trained and competent person operates the platform
- That work restraint equipment is provided and used by the person or persons inside the platform (certification available that the work restraint system has been inspected in the last 6 months)
- No one in the platform will climb out over the guard rails unless the platform is

specifically designed for all this.

- All hand tools are secured to the platform with safety ropes to prevent them from falling should they be dropped.
- A suitable means of descent from the platform is provided in an emergency.
- Maintenance and test records (dated within the last six months) of the equipment are available for inspection.

Internal works at a low level and so shall be performed utilising 'Hop Ups', aluminium towers or podium steps. If steps are required, they are to be of Class One (Industrial) grade and the contractor must issue the Principal Contractor with a detailed Risk Assessment in accordance with Regulation 6 of the Working at Height Regulations 2005 and Regulation 3 of the Management of Health & Safety at Work Regulations 1999.

Where work at higher levels is required, the contractor will utilise mobile aluminium scaffolding towers constructed and certified by a PASMA-trained operative. Where there is a significant risk of falls, a permit to work will be issued.

Mobile Tower scaffolds must only be erected, altered and dismantled by trained competent person/s whose names have been submitted to the Hargreaves Contracting Ltd Site Manager and in accordance with:

- The manufacturers/supplier's erection procedure,
- Provision and Use of Work Equipment Regulations 1998
- HSE – Construction Information Sheet No 10 (Revision 4)
- The Work at Height Regulations 2005

Ensure the following;

- It has been erected by a competent, PASMA trained operative.
- The relevant components show no sign of rust or damage.
- Suitable means of access are provided inside the tower.
- Toe boards and guard rails are all provided at the proper heights.
- Outriggers are installed where determined by the scaffold manufacturer.
- Weather and ground conditions should be properly considered as these may adversely affect the stability of the tower and its suitability for the task.

Selection and Safe Use of Ladders

A third of all reported falls from height involve ladders or stepladders. The Work at Height Regulations details specific requirements for selecting and using ladders in the workplace. Ladders can be used for;

- Access and egress.
- To work from.
- For a task or series of low risk and short duration tasks.

The risk assessment for ladder use must demonstrate that another type of access/work equipment is justified in that the task is;

- Low-risk/light work (not involving heavy loads or strenuous work).

Light Work - this is work that is not strenuous or heavy, so consideration must be given to the dimensions and weight of any tools or materials and any actions or forces necessary to carry out the task.

If any tools or materials weigh more than 10kg, a detailed manual handling risk assessment should be undertaken to prove that a ladder is a suitable piece of equipment.

- Short duration - up to 30 minutes for any single task.
- Existing features on-site cannot be altered.

Note: You can perform a series of short-duration tasks, but standing in the same position doing the same job for more than 30 minutes is NOT short-duration work.

Ladder Categories, Stepladders and Step stools (hop-ups)

REMEMBER - Any standard kitemark is only A MINIMUM standard

Ladders	EN131 Professional	Previously Class 1 (Heavy Duty Industrial) Maximum safe working load 175kg
	EN131 Professional	Previously Class 2 (Commercial Light Trade) Maximum safe working load 150kg.
	EN131 Non-Professional	Class 3 (Domestic) Should never be used in the workplace.
Step Ladder & Step Stools	EN131 Professional	Class 1
	EN 131	All
	EN14183	Step Stools/Hop-ups only

'Hop Ups'
The use of 600x600 Hop-Ups (Pop-Ups) will be permitted on-site following the completion of a suitable and sufficient risk assessment and method statement, which must include the following considerations:

- The work is of short duration and involves only light work.
- The ground conditions.
- The work can be reached without stretching.
- A good handhold is available.
- The Hop Ups are safe to use and have been regularly inspected.
- The Site Manager has granted permission.

Planning for Safety
Other factors to consider when ladders are in use;

- SHORT DURATION (up to 30 minutes).
- LIGHT DUTY (up to 10kg tools and materials).
- Secure the ladder.
- Clean, level firm ground and surfaces.
- Handhold availability.
- Maintain three points of contact.
- Keep both feet on the same rung throughout the task.

- Location – vehicles, pedestrians and other hazards such as opening doors or windows.
- The environment - weather suitability, electrical hazards.
- Judge the angle - 1 unit out for every 4 units up.
- Access ladders should be tied and extended at least 1m above the landing point to provide a secure handhold.
- No working within 6m horizontally of any overhead power lines.
- Always use a non-conductive ladder near live electrical works.
- Ensure a strong upper resting point (not plastic guttering).
- Do not stand on the top three rungs; this provides a handhold.
- Suitable footwear
- The use of tool belts.
- Stepladders – all four feet are in contact with the ground.
- Stepladders – locking devices fully engaged.
- Stepladders – ensure there is enough space to open fully.
- Stepladders – must be at least six treads high.
- Rungs face the work activity (do not work side on).
- Additional fixed safety measures such as tying.

Remember to avoid;

- Overloading.
- Overreaching.
- Erecting a ladder on the side or back slopes, particularly in wet conditions.
- Moving the ladders whilst standing on the rungs.
- Sliding down the stiles.
- Standing ladders on moveable objects.
- Extending a ladder while standing on the rungs.
- Using a ladder if you have a medical condition or are taking medication or are under the influence of drugs or alcohol.

Pre-Use Checks

All individuals using ladders in the workplace should undertake a pre-use check to ensure the ladder is safe for use; these should be undertaken daily for ladders in use regularly. Things to look for include;

- Missing, damaged or worn anti-slip feet on metal ladders.
- Mud, grease, oil, dirt or stones prevent the feet from making direct contact with the ground.
- Mud, grease or oil on the stiles or rungs.
- Cracks in rungs or stiles.
- Missing, broken, damaged or weakened rungs.
- Metal & fibreglass – check for damaged welds and missing or loose screws and rivets.
- Loose or broken extension locks.
- Fibreglass ladders should have an undamaged surface coat of lacquer.

If ladders are defective, the user must not try to repair them; they must report the problem to the Site Manager, who will arrange for their removal and replacement. It is important that ladders are stored safely both on-site and when in transit to avoid damage.

7.3 Manual Handling

Whether the operatives transport materials to the work areas under their own Method Statements and Risk Assessments or the direction of the Principal Contractor, care must be taken to minimise the inherent risks. Where practicable, the extent of manual handling will be minimised through the use of the following control measures:

- All manual handling must be sufficiently planned before being attempted
- Mechanical aids must be utilised where practicable to do so.
- Team lifting techniques must always be considered to minimise the individual load.
- Distances, weights, load properties (handles, movement of load, etc), lifting, twisting and the environment (floor surfaces, stairs, and heat) must be considered when planning a manual handling operation
- An operative's capability must be considered in the full knowledge that all individuals have differing abilities with regard to lifting and carrying.
- Where significant manual handling is proposed, the HSE's MAC Assessment should be referred to in calculating risk and subsequent minimising of exposure as far as is reasonably practicable.

All risk assessments and method statements provided by site contractors must identify heavy items used and how they are to be handled. Manual Handling HS(G) 149 'Backs for the Future' must be followed at all times by all contractors.

7.4 Use of Hazardous Substances

The hazard is harm to body tissue and/or body organs from using hazardous chemicals. The use of hazardous materials and substances on this site is not permitted without the Principal Contractor having had sight of a valid COSHH assessment for the product as per the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as Amended).

Each contractor is responsible for creating these documents, ensuring their staff are protected, and not putting other trades at risk when chemicals are used. If any product that does not already have a COSHH assessment is needed on-site, it must be brought to the attention of the Health and Safety Advisor so that an assessment can be completed.

The Site Manager is to send a copy of any assessment, upon request, to the Principal Designer and inform the Principal Designer if any material or substance to be used is listed under the 'Approved Supply List' or 'Approved Carriage List' of The Chemicals (Hazard, Information and Packaging for Supply) (Amendment) Regulations 2002 or is comparable in hazard.

COSHH Assessments of the manufacturer's safety data sheets are to be included with the notification.

Any fuel brought onto the site must be accompanied with an appropriate size spill kit and drip tray, and not stored indoors. If stored outdoors it must be protected from arson.

Examples of COSHH external bunding (with cover) and secondary containment drums to avoid spillage:





The company will comply with manufacturers' instructions regarding the application of paints, etc., and take protective measures as necessary for the operative and any third party. Used containers must be disposed of at a suitable tip.

The company will provide a COSHH assessment for the materials proposed and a method statement describing how surplus materials and applicators will be disposed of; these will form part of the health & safety file documentation. The full list detailing construction materials specified by the architect/designer as materials that cannot be avoided or designed out will be made available throughout the contract. The company will specify the safe working methods adopted to prevent and control exposure to persons and others affected by the works.

7.5 Live Services

Existing services are to be located before the commencement of work on-site and the company will ensure that any services encountered are not damaged. Existing services must be indicated on construction drawings. Existing drawings should be completed indicating existing electrical, water and waste supplies.

The client/designers should make available any service information in their possession; however, they cannot guarantee the accuracy of any drawings/information provided. Therefore, the company will be required to obtain all relevant service information from the statutory undertakers and confirm the presence of services on-site using appropriate locating and avoidance tools.

The following services will be checked and isolated as necessary before work commences:

- Underground HV electricity
- Overhead HV electricity
- Underground LV electricity
- Overhead LV electricity
- Gas
- Data cables
- Fibre optics
- Lighting
- Water
- Foul sewers
- Overhead telecommunications
- CCTV
- Surface water drainage

The company will have arrangements in place that satisfy the requirements of the Electricity at Work Regulations 1989 and HSE guidance notes HS(G) 47 Avoiding danger from

underground services prior to carrying out works in the affected areas.

The company will implement procedures to ensure that existing services are isolated prior to making any connections.

- Ensure confirmation of isolation of supplies and pressure testing
- Address working in confined spaces and manual handling issues
- Carry out an adequate investigation
- Provide adequate information noting the nature, location and ownership of known live services
- Take account of existing overhead, adjacent or underground services and avoid work in close proximity where reasonably practicable
- Avoid excavation/piling near-live services where possible
- Design adequate isolation facilities for all plant and equipment, zoning isolation for service runs and labelling
- Provide appropriate switchgear where live working will be essential
- Provide adequate information regarding isolation facilities, zoning, labelling and switchgear for the health & safety file/operations & maintenance manual

A specialist subcontractor will undertake the electrical installation and commissioning works. The contractor will work in a segregated area to prevent other operatives from entering potentially dangerous areas.

Training: Anyone breaking the ground should have the skills, knowledge, attitude and experience to protect themselves and others.

- Operatives must receive formal training in safe digging practices and at least one team member is trained in using the cable avoidance equipment.
- Supervisors must receive training in using cable avoidance tools, supervising safe digging practices and receiving permits to dig.
- Project Managers managing digging activities must receive formal training in avoiding danger from underground services and permit control.

On-site practices:

- Alternative methods that remove people from the risk, such as vacuum excavation, should be considered before mechanical excavation. The justification for not using this method must be provided.
- Ensure positive identification of services through trial holes and that services are clearly marked on site.
- Utility drawing accuracy is often over-relied upon. Add warning symbols/notes to the combined utility drawing stating that it is only an indication of location and depth.
- Site reconnaissance

It is essential that site reconnaissance is completed, as there are often indications that other services might be present, such as scars from newly installed services. Non-metallic pipes, such as plastic water and gas pipes, are significantly harder to detect than metallic pipes, and this is why this on-site investigation is a key part of information gathering.

Using detection equipment:

- Familiarisation training in the specific cable avoidance tool (CAT) is essential
- CAT tools are available, which not only have a depth detection facility but also provide an audit trail of how the tool has been used. This allows supervisors to see if the user understands how to use it and if additional training is required to ensure the tool is being used correctly/effectively.
- Scanning in layers as the dig progresses helps to detect services hidden under other services.

Permit to break ground or structure: The Utility Strike Avoidance Group has developed a standard for items to be included in permits to dig, which should be followed.

- Supervisors receiving permits must be confident and competent, with the ability to understand the permit and challenge bad site practices and incomplete information.
- Permits should be limited to no more than one shift /day duration without further review by the trained Project Manager who planned the work.

PPE: The condition of services might be poor, so flameproof clothing must be worn (in addition to other PPE) for any work near or where there is a risk of striking an electric cable or gas main in line with HSG47 requirements. Contractors should refer to the Contractors checklist developed by the Utility Strike Avoidance Group for additional best practice controls.

http://www.utilitystrikeavoidancegroup.org/toolkit.html

Electrical & Temporary Electrics: All temporary and permanent electrical systems are installed and commissioned by competent persons and that certificates are produced on commissioning, and any faults are rectified before handover.

All installations must be compliant with IET Guidelines and BS7671 18th Edition Regulations; competency such as NICEIC or ECS will be required.

7.6 Noise, Vibration, and Dust

Noise: Emissions generated as a result of the work shall be restricted to between 09.00hrs and 17.00hrs. Works outside these hours are by prior arrangement with the Principal Contractor and client's agent.

Where a specific issue is raised by residents/businesses that will require changes to these working hours it shall be acted upon as soon as possible. In all cases, noise will be kept to a minimum with hearing protection used as deemed necessary in compliance with current regulations.

Contractors must continually assess the level of noise and vibration that operations are creating and implement measures that keep levels within acceptable limits, not only for workers on-site but for others who may be affected by the works. There will be a noise assessment detailing all tools found to be 85dB (A) and over available in the site health and safety folder. The control of general-purpose noise will be controlled on-site via the following methods:

- Hoods / Doors on plant and equipment will be kept closed
- When Plant and Equipment is not in use it will be turned off
- Noise Complaints will be monitored, logged and investigated
- Equipment will be kept in a well-maintained condition
- Hearing Protection will be issued to each individual on-site

Vibration: It is likely that vibratory equipment may be utilised on-site at some time in light of this, the following controls will be implemented: -

- Equipment will be kept in a well-maintained order
- Operators will be competent in the use of the equipment
- Utilise an upright but relaxed body posture when utilising road breaking equipment
- Hold equipment with a Loose Grip, allowing the tool to do the work
- Not to press down hard as to override any vibration damping
- Not to lean directly over the equipment
- Not to maintain a ridged arm and body posture
- Selection of the correct tool for the material to be cut, ensuring: -
- Tool Steels are sharp and in good order
- Work from a cut edge and chip away the materials
- Take small, shallow bites of the materials
- Avoid jamming the tool into the materials

The current company policy is that unless a lower exposure limit is given by the equipment supplier, no operative will use vibrating equipment for a single period in excess of 20 minutes without a break of at least 20 minutes, and for a total of no more than 3 hours in any day, unless a detailed risk assessment of the specific operation sets other limits.

Vibration producing tools will be subject to a HAVS assessment to identify safe working times.

A(8) Daily Exposure Levels	Control of Vibration at Work Regulations 2005
Exposure Action Value	2.5 m/s^2
Exposure Limit Value	5 m/s^2

Vibration Magnitude m/s²	15 min	30 min	1 hr	2 hr	3 hr	4 hr	5 hr	6 hr	8 hr	10 hr
	Daily Exposure Time									
40	800									
30	450	900								
25	315	625	1250							
20	200	400	800							
19	180	360	720	1450						
18	160	325	650	1300						
17	145	290	580	1150						
16	130	255	510	1000						
15	115	225	450	900	1350					
14	98	195	390	785	1200					
13	85	170	340	675	1000	1350				
12	72	145	290	575	865	1150	1450			
11	61	120	240	485	725	970	1200	1450		
10	50	100	200	400	600	800	1000	1200		
9	41	81	160	325	485	650	810	970	1300	
8	32	64	130	255	385	510	640	770	1000	1200
7	25	49	98	195	295	390	490	590	785	865
6	18	36	72	145	215	290	360	430	575	720
5.5	15	30	61	120	180	240	305	365	485	605
5	13	25	50	100	150	200	250	300	400	500
4.5	10	20	41	81	120	160	205	245	325	405
4	8	16	32	64	96	130	160	190	255	320
3.5	6	12	25	49	74	98	125	145	195	245
3	5	9	18	36	54	72	90	110	145	180
2.5	3	6	13	25	38	50	63	75	100	125
2	2	4	8	16	24	32	40	48	64	80
1.5	1	2	5	9	14	18	23	27	36	45
1	1	1	2	4	6	8	10	12	16	20

Hargreaves Contracting Ltd will ensure that workers operate equipment within the recommended guidelines. Information is provided on the site office notice boards.

Dust & Fumes: Construction dust is a major cause of health problems. Fine particles can get deep into your lungs typically around the PM5.0 - PM 2.5 and repeated exposure can lead to lung disease in later life. Larger particles can cause disease higher up the respiratory tract. The 'big five' are:

- Asbestos fibres
- Wood dust
- Silica dust
- Diesel particulate
- Paint fumes and dust

All of these are potentially fatal illnesses, restricting the ability to breathe and putting a strain on the heart. Other potentially hazardous substances include cement dust, mould, chemical vapours and fumes from diesel and welding.

Our Standards Require:

- No dry cutting of Silica-based products, e.g. kerbs, blocks, paving products etc.
- All tools with provision for dust collection or extraction must have a vacuum extraction unit fitted and working.
- FFP3 disposal dust masks must not be worn for tasks lasting over 60 minutes on any working day. Half-face respirators with FFP3 Filter must be worn.
- Face mask wearers must be 'Face Fit' tested and clean-shaven within the last 8 hours.
- Those with beards must use the appropriate loose-fitting full-face masks.
- All disposable dust masks worn for less than 60 minutes in any working day must be to a minimum of an FFP3 type, other RPE by risk assessment.
- No dry sweeping.
- All vacuums must be fitted with a 'M' or 'H' filter.
- Lower-rated vacuums must not be used on-site.
- All workers exposed to dust are to be signed onto a task-specific COSHH Assessment.

7.7 Hot Works

Without exception, all works that generate heat or sparks (abrasive cutting, welding, soldering) must be sanctioned by the Site Manager, and a Hot Works Permit must be raised by the designated Site Manager or his nominated deputy utilising the Safety Management File. Additionally, the contractor must provide a fire extinguisher commensurate with the surrounding materials. Site Management is to ensure the designated operative knows how the extinguisher works and what its limitations are.

7.8 Biological Hazards

Covid: As we learn to live safely with the coronavirus (COVID-19), there are actions we can all take
to help reduce the risk of catching COVID-19 and passing it on to others. The latest government guidance will be followed as provided at https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19

Leptospirosis (Weil's disease) Weil`s disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. The disease starts with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases, the disease can be fatal.
The bacteria can get into the body through cuts and scratches and the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers.

Early diagnosis and treatment are vital in Weil's disease as jaundice is often absent in the early stages.

- Never touch a rat with unprotected hands
- Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work
- Wash hands after handling any animal or any contaminated clothing or other materials and always before eating, drinking or smoking

- Report any illness to the doctor immediately as Leptospirosis is much less severe if it is treated promptly
- If a doctor decides you have Leptospirosis tell the employer who must then report it to the Incident Contact Centre
- Early diagnosis and treatment are vital in Weil's disease as jaundice is often absent in the early stages

Legionella: From water systems and bacteria from wastewater systems are not considered to be a significant risk on this site in its current situation. All water systems fitted shall be cleaned and, where required, suitably treated for bacterial infection before being handed over to the client.

Pigeon Guano: Breathing dust or water droplets containing contaminated bird droppings can lead to several diseases including:

Psittacosis: This is a rare infectious disease caused by a bacterium called Chlamydia psittaci. It is mainly associated with parrots and other similar species but does affect other birds, including pigeons. Symptoms are commonly a flu-like illness and pneumonia usually appears 5-19 days after exposure.

Salmonella: This may also be present in some bird droppings. It is a bacterial infection that can cause significant diarrhoea. The general controls for harmful micro-organisms will be followed;

- wearing protective clothing like gloves
- following good basic hygiene including regular handwashing and avoiding hand-to-mouth/eye etc contact
- taking rest breaks, including meals and drinks, away from the work area;
- washing cuts and grazes immediately with soap and running water
- cover all cuts, abrasions and other breaks in the skin with waterproof dressings and/or gloves.

Needles: Contact with discarded dirty needles could result in blood-borne viruses such as HBV, HCV or HIV. The Site Manager will arrange a visual inspection of the work area for any sign of discarded needles. Any needles found will be carefully collected and stored in an appropriate sealed container ready for disposal as hazardous waste.

All operatives will be made aware of this hazard and the need to check their work area and report any needles found to the Site Manager. Should any operative sustain a needlestick injury, the point of entry will be cleaned, and the IP will be taken immediately to the hospital for tests.

7.9 Confined Spaces

Any space identified as confined under the Confined Spaces Regulations (1997) shall be controlled according to the regulations' requirements. The main concerns within the projects are access to manholes or other drainage systems. Works within confined spaces shall only be performed after a suitable permit is issued to trained operatives working under an approved safe method of work.

7.10 Spills

All on-site water sources shall be regularly checked to ensure that they are not being left running
and that they are not leaking. Construction water sources shall be kept away from electrical systems when they are fitted on the site and any spillages shall be cleaned up as soon as they are noted/generated. Spill kits will be made available on-site to deal with any accidental spillage of chemicals.





7.11 Exposure to Ionising Radiation & UV Radiation

Laser levels will be used during setting out and for levels. Laser Equipment:

- These will be installed, used and stored in accordance with BS EN 608251, and the manufacturer's instructions;
- Only Class 1 or Class 2 laser equipment will be used, ensuring that the laser beam is not set at eye level and is terminated at the end of its useful path;
- The use of Class 3A or Class 3B laser equipment will not be permitted without the approval of the Client and is subject to the submission of a risk assessment and method statement on its safe use.

UV Radiation Exposure (Sun Exposure)

The site rules 'Long trousers and shirt to be worn at all times' will be enforced for the duration of the project. Workers will be advised of the dangers and health risks of working in the sun at induction and via Toolbox Talks.
Contractors affected by sunscreen exposure to UV radiation (from the sun) will be advised to provide their workforce with creams/lotions with a sun protection factor (SPF) rating of 15 or more.

Sunlight exposure is highest during the summer and between 10:00 a.m. and 4:00 p.m. Working outdoors during these times increases the chances of getting sunburned. Snow and light-coloured sand reflect UV light and increase the risk of sunburn. At worksites with these conditions, UV rays may reach workers' exposed skin from both above and below. Workers are at risk of UV radiation even on cloudy days.

7.12 Control of Lifting Operations

All lifting operations must be assessed and planned by a competent person, and a lifting plan must be developed prior to the lift commencing. Unsafe lifting operations can harm not

only those involved in the lift but also other site personnel and members of the public. Failure to undertake lifting operations safely can also cause considerable damage to materials, property, and the lifting equipment itself.

- The Site Manager will have overall responsibility for lifting operations on-site and will act in compliance with all relevant H&S Regulations, Lifting Operations and Lifting Equipment Regulations (LOLER).
- Lifting operations will be pre-planned taking into account all aspects of the load to be lifted.
- Banksman/Slingers will be adequately trained and competent. Competent person to oversee lifting operations.
- Clear segregation of working areas and close supervision by the Site Manager is required to ensure that persons are kept clear of areas directly beneath or in line with any lifting or swinging across of materials or structures.
- All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations and Lifting Equipment Regulations 1998. Copies of the certification and current weekly inspections will be held in the site H&S folder.

7.13 Delivery and Removal of Materials and Plant

Designated vehicle and pedestrian access points are to be put in place as part of the site set-up. All people accessing the site report to the site office to sign in each day.

Parking only within the designated parking area, where on-street parking is utilised, care must be taken to obey parking restrictions and to avoid blocking access to neighbouring properties or emergency services. All operatives will be made fully aware of any restrictions on deliveries within the site boundaries. To the greatest practicable extent, vehicles and pedestrians will be segregated.

All operatives will be fully licensed for their vehicles. All delivery drivers will be instructed to report to the Site Manager on arrival, and, where necessary, a banksman will be provided for the vehicle while within the site boundary.

All materials disposed of from the site will be removed in accordance with the requirements of environmental protection legislation by a licensed waste disposal contractor to a licensed waste disposal site. Waste removal should be frequent, to prevent the build-up of site debris.

Any deliveries, special loading/unloading operations, etc., likely to impinge on neighbouring premises or access roads will be notified to and agreed upon with the client/Principal Contractor in advance.

The main delivery of materials and the carting away of waste will be to a lorry or skip as close to the works area as possible, and all permits shall be in place. A location of the waste point is shown on the extract below:

We will ensure that arrangements are made to prevent any waste, sand, cement, oils, chemicals, substances or any detritus or similar matter, from seeping or being washed into site drainage/sewage systems or deposited in waste containers on the site premises, unless

express written permission has been given by the Principal Designer. Skips will be in a secure area and securely fenced off to prevent access. All skips will be removed at the end of each day, fully enclosed and lockable or, left empty each night.

Emergency vehicles, such as fire or ambulances, and waste disposal vehicles, will always have access to and from the area.

Due to the nature, location and size of the working area, careful consideration and planning will need to be considered this will be managed for the project in the following manner:

- Materials will be delivered to the site on an articulated lorry. The lorry will turn and reverse with the aid of a banksman to the offloading position.
- Redundant and waste materials will be removed from the site immediately after they are produced and stored in a designated skip prior to disposal.

7.14 Risks Associated with Slips and Trips

The site contains a number of slip and trip hazards. Site housekeeping will dictate the severity of these hazards and the control measures necessary which will include but not be limited to the following;

- Access to the working area to be kept clear of tools and materials at all times
- The working area is to be maintained in a tidy condition as work progresses
- Mud to be cleaned from boots when leaving the working area and mud swept off footpaths
- Checks for the condition of stairs or places where slips or trips may occur should be carried out on a regular basis.
- In the event of wet or freezing weather conditions, extra considerations underfoot should be taken into account and in the event of freezing conditions Rock salt should be considered.
- Footwear must fit well - soles to be in good condition and kept clean – Boots must provide ankle support
- Steps into the vehicle to be kept clear and free from mud.

7.15 Risks Associated with the Use and Maintenance of Plant and Equipment;

Before utilising any piece of equipment on the project, the basic rules will be followed;

- Check the equipment is in good order
- Check the equipment is within the service date
- Ensure the user is familiar with the equipment
- All equipment guards are in place
- The relevant PPE is available and worn
- The equipment is only used in accordance with the manufacturer's instructions.

All work with or near electrical equipment will be undertaken by competent persons. All portable electrical equipment will be rated at 110 volts and will have been PAT tested prior to any use. A visual check by the user will be undertaken before the equipment is used on-site as a minimum, the items to be checked will include but not be limited to the following;

- The condition of the equipment

- Evidence of a valid electrical test (PAT)
- Plug free from damage
- Insulation free from damage
- Correct rating
- Outer casing free from damage
- Blades in good order and serviceable
- Chucks in good order and serviceable.
- Any safety devices fitted with RCD's guards are in good order and serviceable
- Vehicles and Plant
- Vehicle and Plant utilised on the project will include
- Company Vehicles, Cars, Vans, Pick Up trucks
- Company Hiab wagon
- Excavators & Telehandlers

The controls for the use of vehicles and plant will include;

- Parking Arrangements (See traffic management in this document)
- Visual Inspections daily
- Consideration of the surrounding ground conditions
- Identification of Pedestrian safety zones
- Use where necessary banksmen

All plant and equipment will be removed from the site at the end of each working day. Any defective plant or equipment will be immediately removed from use and reported to the Site Manager. Where defects cannot be rectified in a timely manner, a fit-for-purpose replacement piece of equipment will be sourced and made available on-site.

7.16 Stability of Structures;

Structures under construction will be protected throughout the works, with temporary supports detailed by a structural engineer where necessary, to prevent the risk of premature collapse or damage to existing structures. When carrying out structural alterations or works near an existing structure, the structure will be assessed prior to commencement.

A detailed risk assessment and safe working method statement will be prepared by a competent person, then inducted to and understood by all involved, prior to any demolition, dismantling or other work that may affect the structure or adjacent structures.
The method should minimise the risks to persons, as far as practicable:

- Ensuring that only the minimum number of people are involved in the work, as little work as is possible is undertaken within the structures being demolished/dismantled, and that mechanical means are used whenever possible. Taking steps to prevent non-essential personnel and third parties from entering the area. Ensuring that no unplanned collapse of materials occurs.
- All fragile materials within any existing structures will be identified and protected as required. No fragile materials will be used as working platforms, or form part of any access routes. Where any risk of falling through materials is identified, fall prevention methods such as barriers to prevent access, harnesses, safety netting or temporary

platforms/crash decks are to be installed underneath the material.
- The handling of any fragile materials will be subject to risk assessment and additional control measures to ensure materials are adequately protected.

7.17 Preventing Falls;

Falls from height are a major contributor to construction fatalities, therefore, all working at height shall be controlled using method statements, ensuring that risks are thoroughly assessed and minimised where working at height cannot be avoided. When working at height is anticipated, the Site Manager is expected to highlight the hazards and promote safe working practices during site inductions and toolbox talks. The following system of controls will be implemented:

- Avoid high-level working wherever possible.
- If work at height cannot be avoided, then a rigid barrier edge protection around all edges of areas where persons could fall any distance that might cause injury (including temporary access platforms) will be the priority measure.
- Toeboards and guards will be installed to contain work equipment and prevent the fall of materials.
- Warning signs at ground level will be displayed below working areas.
- Where the risks of falls from height cannot be totally eradicated, then fall-arrest measures such as harnesses, bean bags or safety netting below the working area will be selected to limit the falling distance and cushion the fall.
- The Site Manager ensures that perimeter site barriers and warning signs at the base level are always maintained.

To minimise slips and trips on-site, good housekeeping is an essential part of our site safety procedures, and unless otherwise specified workers are expected to:

(a) keep their working area tidy;
(b) report any area of the site in a poor housekeeping state to the Site Manager.

7.18 Work on Excavations and Work where there are Poor Ground Conditions;

Any groundwork will first be subject to ground investigation works including trail holes and checks by a competent person (e.g. structural engineer/building control) to ensure the ground is suitable to support the proposed structure. Drawings will be obtained from public utility companies, and the area will be scanned prior to any excavation work commencing to identify any underground services.

- All excavations will be examined and supported as required.
- All excavations, regardless of ground conditions, will be assessed by a competent person and supported or battered under the supervision of a competent person.
- All excavations are to be fenced with warning signage.
- Work within excavations will be subject to a permit-to-work system.
- Trenches will be inspected prior to entry and monitored (water, fumes, gas, services) to ensure entry is safe.

7.19 Traffic Routes and Segregation of Vehicles and Pedestrians;

A traffic management plan will be in place with segregation of pedestrian and vehicle traffic and the implementation of a one-way system will be enforced where possible. A banksman will safely guide all vehicles arriving at the site, and a site speed limit of 10mph will be enforced.

All reversing and turning are to be carried out under the constant supervision of a banksman.

Drivers must be careful when other vehicles and pedestrians are in the area through which they are moving. Where possible, audible and visual signals must be used for reversing.

Manoeuvring any sizeable loads or vehicles to be carried out with a signaller in attendance to ensure that third parties are kept clear of site operations. All plant ordered by the Principal Contractor will be through an external plant hire company that will ensure that the plant complies with all current legislation. The Site Manager, prior to accepting the delivery, will check all machine certification. Hired equipment must be tagged and inspected.

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations and Lifting Equipment Regulations 1998. Copies of the certification and current weekly inspections will be held in the site H&S folder.

Operatives should be trained and competent for the use of any specialised tools or equipment with copies of training certificates held on-site. Plant and machinery statutory testing and examination certificates are to be held on-site. This includes hand-over and weekly inspections to verify scaffolding as safe for use and regular inspection and testing of portable appliances.
110-volt portable equipment to be used, supplied via a transformer, centre-tapped to earth or suitable power generator.

The plant utilised by subcontractors during the contract must have up-to-date certification, which should be presented to our site agent prior to the commencement of the work. All plant operator licences and training certificated must be presented to the Site Manager before they are allowed to start work on site.

7.20 Dealing with Contaminated Land;

The selection of safe working methods and suitable PPE will minimise contamination risks, and the risks to third parties are not significant.

To overcome the harmful effects of any identified contaminants, the following precautions apply:

- Minimise contact between humans and the contaminated area.
- Use mechanical means where possible to work on and move contaminated ground.
- Use PPE to protect operatives, including protective overalls and gloves.
- Thorough washing and cleaning procedures should be followed for people, equipment and plant.

Should any erroneous materials or previously unidentified contamination be encountered during construction, further sampling and analysis may be required. If cement-bound asbestos

is identified, it can be handpicked, double-bagged, and disposed of appropriately at a licenced landfill.

If ACM is identified in soil arisings, the soil will be placed directly into covered skips and disposed of at a suitably licenced landfill after further testing to quantify the extent of asbestos contamination. Blue asbestos is notifiable and must be removed by a licenced contractor.

7.21 Prevention of Pollution;

Control of Noise Emissions: Noise emissions have the potential to cause statutory nuisance and hearing loss. Any restrictions on working hours must be complied with and noisy activities should be carried out away from sensitive areas wherever possible.

Working hours shall be stipulated within the pre-start meeting or as determined by the Local Authority. Where consent has been provided to extend working hours, adequate controls must be put in place to meet legal requirements and prevent any nuisance. These may include the provision of noise screens, curtains, barriers etc.

All noisy plant must be shut down / switched off when not in use; no idling is permitted. Where possible noisy equipment should be located away from site boundaries, so it is less likely to cause a nuisance to third parties.

Lighting

- Turn off unrequired lights during daylight, except emergency or flashing warning lights, but make sure welfare, access and task lighting are sufficient at all times.
- Re-angling or partially shading the light to not disturb local biodiversity and local neighbourhood. Use a shield or hood so that the light is directed to the area it is intended for
- Do not use excessively bright lights
- Use a lower power bulb, some security floodlights are 500W whereas 150W may be adequate for most situations (risk assess it, and use a lux lighting test)
- Do not fit unnecessary lights.

Dust & Air Quality Control: Contractors must identify those activities which have the potential to cause air pollution or human health risk and they must implement procedures to eliminate or minimise the risk. The controls must include the following;

- Do not cut, drill or grind materials near the site perimeter and where this is impracticable, you must provide screens (Dust and Noise).
- Control at source, prevent the spread and deal with residual risks
- Apply water suppressants to stockpiles, crushing, cutting, screening and housekeeping activities.
- Do not permit fires on site.
- Provide vacuum processes to control dust.
- Do not position dust and fume-generating plant near the site perimeter.
- Shut down or switch off the plant when not in use.

7.22 Working on or Near Water

When working on or near water, certain risks need to be considered, and precautions need to be taken. Precautions are required to prevent anyone from entering the water and, if someone does enter the water, to ensure that they will float and are rescued in the shortest possible time.

When working on or near water, it is essential that systems are in place through risk assessments, personal protective equipment is required if required, and every site is made aware of the issues and suitably instructed.

Precautions

- Whenever reasonably practicable fixed edge protection must be provided to prevent people from falling into water.
- Where edge barriers are not reasonably practicable at exposed edges, e.g. quay edges, appropriate warning signs and/or edge markings should be displayed to highlight the danger.
- Wearing of life jackets.
- Have throw lines/lifebuoys at the work site.
- Standby safety/rescue boat present as required.
- Ensure there is a suitable location to retrieve a person who has fallen into the water.

Possible Risks

- Shock from sudden immersion in cold water.
- Weight of waterlogged clothing.
- Life jacket not being worn (or not inflating).
- Incapacity following injury – caused by striking an object during a fall, or whilst in the water.
- Fatigue or hypothermia where rescue is not immediate.

8.0 Safe Working Procedures

8.1 Method Statements and Risk Assessments

Method statements and risk assessments will be required from the subcontractors prior to them commencing on-site. The RAMS will be reviewed by the Site Manager, any shortfall will be identified and the contractor requested to revise them.

The site health & safety folder will contain the significant risk assessments and method statements provided by the subcontractor that are generally applicable to the work being undertaken on this scheme, together with procedures and policies that should be followed.

The Principal Designer will have highlighted known significant risks to the contractors via the Pre-Construction Information. For high-risk activities, a site-specific method statement is required, which will be agreed upon before the work can commence. For routine site operations, these site rules should be observed together with any relevant guidance issued by the HSE.

Brief Method statements for these activities are listed below:

Method Statements for Project Kelbrook Risks

- ## Proximity to Existing Residential Buildings

Risk Level: Medium
Overview:
Restricted access & interface with public.
The site is located near residential properties, commercial properties, and a school.

Control Measures:
- Conduct a risk assessment specific to the activity.
- Provide appropriate training and briefings to operatives.
- Use suitable PPE and equipment.
- Establish physical barriers/signage where applicable.
- Monitor and supervise the work continuously.

Safe Work Procedure:
1. Identify the work area and secure it appropriately.
2. Brief all personnel on the hazards and control measures.
3. Ensure tools, equipment, and materials are appropriate and in good condition.
4. Carry out the task as per trained methods and safety guidance.
5. Continuously monitor the activity for changes or risks.
6. Complete the work and conduct a review or inspection of the area.

Emergency Procedures:
- Stop work immediately in case of hazard or unsafe condition.
- Evacuate to designated safe zones.
- Notify the Site Manager and follow emergency protocols.

Responsible Person(s):
- Site Manager
- Appointed Supervisor for the specific task

- ## Pedestrian Routes Through Site

Risk Level: Medium

Overview:
The safe movement of operatives on site is critical, especially where pedestrian routes intersect with or run adjacent to plant and vehicle operations. Poor segregation can lead to serious injury or fatal incidents. Constant vigilance and adaptive controls are necessary as the site layout evolves.

Control Measures:

- Establish clearly marked pedestrian routes using physical barriers (e.g., Heras fencing, kerbing, or crash barriers).
- Install high-visibility signage indicating walkways, exclusion zones, and crossing points.
- Use banksmen and designated crossing marshals where pedestrians must cross plant routes.
- Regularly update and communicate traffic management plans to reflect construction progress.
- Include pedestrian management in daily briefings and toolbox talks.
- Enforce high visibility PPE for all personnel moving through active work areas.

Safe Work Procedure:

1. Develop a detailed site layout plan showing pedestrian and vehicle routes, updated as works progress.
2. Brief all operatives and visitors on pedestrian safety protocols during site inductions and regular briefings.
3. Ensure designated walkways are kept clean, free from obstruction, and well lit.
4. Monitor site activities to ensure compliance with the segregation measures.
5. Restrict plant movement near pedestrian routes during high foot traffic periods where possible.
6. Review and revise control measures in response to changing work areas or reported incidents.

Emergency Procedures:

- Immediately halt plant operations if a pedestrian is found in an unsafe area.
- Evacuate workers to designated muster points if safe movement cannot be ensured.
- Inform the Site Manager and reassess the control measures before work resumes.

Responsible Person(s):

- Site Manager
- Appointed Supervisor for Site Logistics
- Traffic Marshal / Banksman

- ## Underground Services

Risk Level: High

Overview:
Excavation and groundwork in areas with known underground services, including high-voltage electrical cables, and culverts, present significant risks of explosion, electrocution, flooding, and service disruption. Strict precautions must be taken to identify, protect, and work safely around these utilities.

Control Measures:

- Obtain and review all current statutory utility drawings and GRPS survey data.
- Conduct a detailed task-specific risk assessment addressing the presence of underground services.
- Provide operatives with formal training on service avoidance, including the use of Cable Avoidance Tools (CAT) and Signal Generators (Genny).
- Use non-invasive methods (e.g., vacuum excavation or hand digging) near known service locations.
- Install physical barriers, warning tape, and clear signage around service zones.
- Implement a permit-to-dig system where required and ensure continuous supervision.

Safe Work Procedure:

1. Confirm all service locations using stat plans, GRPS data, and on-site scanning with CAT and Genny.
2. Conduct a detailed safety briefing for all site personnel, emphasising utility risks and response protocols.
3. Mark out exclusion zones and buffer distances from known services.
4. Use hand tools for excavation within 500 mm of known service lines unless approved otherwise.
5. Monitor excavation depth, direction, and soil conditions to detect any unknown utilities.
6. Maintain continuous observation and enforce strict adherence to service protection measures.
7. On completion, backfill carefully and ensure reinstatement does not damage service lines.

Emergency Procedures:

- Cease all operations immediately if a service is struck or exposed unexpectedly.

- Evacuate the immediate area and prevent further access.
- Notify the Site Manager and contact the relevant utility provider without delay.
- If gas is detected or suspected, eliminate ignition sources and activate site evacuation procedures.

Responsible Person(s):

- Site Manager
- Appointed Supervisor for Excavation Works
- Competent Person for CAT and Genny Use

- ## Electrical Substations Nearby

Risk Level: High

Overview:

Working in close proximity to a live electrical substation presents a significant risk of electrocution, arc flash, and fire. Strict control measures and procedural safeguards must be implemented to protect workers and infrastructure during all phases of construction in the vicinity.

Control Measures:

Review and incorporate all relevant utility drawings and GRPS survey results prior to work.

Conduct a task-specific risk assessment identifying electrical hazards.

Ensure all operatives are trained in working near live electrical infrastructure and emergency response.

Use appropriate PPE including dielectric gloves, flame-resistant clothing, and eye protection.

Erect clear physical barriers and warning signage around the substation boundary.

Maintain a strict no-dig/no-contact buffer zone in line with statutory guidance.

Monitor work activities with an appointed Safety Watch or trained spotter.

Safe Work Procedure:

Confirm location and layout of the substation using stat records, GRPS, and on-site markers.

Hold a detailed safety briefing for all operatives, highlighting hazards and required safety protocols.

Verify that all tools and detection equipment (e.g., CAT and Genny) are calibrated and suitable for use.

Implement permit-to-work procedures if working within defined exclusion zones.

Undertake the task with heightened supervision, ensuring work remains outside danger zones.

Maintain continuous visual and physical barriers to prevent accidental intrusion into high-risk areas.

On completion of the task, inspect the work zone to ensure no equipment or personnel are left behind.

Emergency Procedures:

Stop work immediately if electrical infrastructure is contacted or damaged.

Evacuate the area and move to a pre-agreed muster point.

Notify the Site Manager and contact the utility provider immediately.

Do not attempt to move injured persons until power is confirmed isolated.

Responsible Person(s):

Site Manager

Appointed Supervisor for Substation Proximity Work

Safety Watch/Spotter

- ## Contaminated Land and Made Ground

Risk Level: Low

Overview:

Although the site is assessed as low risk for contaminated land, previous site uses and made ground require precautions during excavation activities. There is a potential for localised contamination and ground disturbance from historical infilling, which could lead to minimal exposure or mobilisation of contaminants.

Control Measures:

Review Phase ground investigation reports.

Conduct a specific risk assessment for contamination and piling activities.

Provide operatives with toolbox talks on the identification of contaminated materials.

Use appropriate PPE (e.g., gloves, masks, protective clothing) when handling soil.

Limit excavation areas to necessary work zones only.

Segregate and store any potentially contaminated soil in lined, bunded areas for testing and appropriate disposal.

Safe Work Procedure:

Identify all areas of excavation in accordance with the approved site plan.

Brief the site team on contamination controls and escalation procedures.

Check plant and equipment are clean, serviceable, and suitable for contaminated ground.

Excavate and pile as per engineering drawings, using tracked machinery where vibration is to be minimised.

Monitor soil for visual/sensory signs of contamination; isolate and sample if in doubt.

Backfill or cover exposed areas promptly to reduce environmental exposure.

Maintain daily records of soil movement and any unexpected conditions.

Emergency Procedures:

Cease operations if contamination is suspected beyond the assessed risk level.

Evacuate personnel if hazardous vapours or materials are encountered.

Inform the Site Manager and Environmental Consultant for further assessment.

Implement emergency spill containment procedures if required.

- ## Proximity to Operational Buildings

Risk Level: Medium

Overview:
To the immediate north and to the east, on the opposite side of Kelbrook Road, are a series of two-three storey industrial units enclosed with high palisade fencing/gates.
Across Parkhouse Street and due south of the site is Grace Life Church and cemetery and St Barnabas Primary School and playing fields.
Located south-west of the site is an estate of two-storey townhouses with communally landscaped areas and parking, extending due north-west of the site to two-storey terraced housing with private rear gardens. A used car sales compound and service garage are also present.

Control Measures:

- Conduct a site-specific risk assessment with a focus on uninterrupted access and noise control.
- Install and maintain clear signage, wayfinding, and traffic routing instructions for all visitors and contractors.
- Coordinate with Peachment Place management to understand peak access times and special requirements.
- Appoint a traffic marshal or gate operative to manage vehicle movement and maintain emergency readiness.
- Limit noisy operations near the access road and ensure works comply with agreed noise level restrictions.
- Communicate access procedures and restrictions to all site staff and delivery contractors.
- Maintain regular communication with the facility and adjust operations when needed.

Safe Work Procedure:

1. Establish clearly marked vehicle and pedestrian access routes to Peachment Place before works begin.
2. Hold daily briefings to reinforce access protocols and stress the importance of keeping the road clear.
3. Place barriers, cones, and signs to protect the route, and designate crossing points if needed.
4. Schedule site deliveries and high-noise operations to avoid conflict with peak access times.
5. Monitor noise levels and adapt construction sequencing to minimise disruption.
6. Conduct frequent inspections to ensure that access routes remain clear, clean, and navigable.

Emergency Procedures:

- Halt site operations immediately if access is compromised.
- Ensure the route is cleared without delay for emergency vehicles.

- Notify the Site Manager and Peachment Place contact for coordination.
- If noise levels exceed acceptable limits, pause works and reassess the method of working.

Responsible Person(s):

- Site Manager
- Appointed Access Coordinator / Traffic Marshal
- Liaison Officer for Peachment Place Interface

Poor Ground Conditions

Risk Level: Low

Overview:
Ground investigation has identified the potential for poor ground conditions, including buried obstructions, aggressive soils, and variable load-bearing capacity that may lead to settlement. These conditions present risks during excavation, piling, and foundation works if not identified and managed properly.

Control Measures:

- Review ground investigation data and geotechnical recommendations prior to commencing work.
- Conduct a task-specific risk assessment considering the nature of the ground and intended works.
- Brief operatives on the risks associated with poor or variable ground and appropriate precautions.
- Provide suitable PPE including gloves, safety boots, and eye protection when handling contaminated or aggressive soils.
- Use appropriate plant and excavation equipment to minimise ground disturbance.
- Monitor excavations for signs of instability or unexpected obstructions and react accordingly.

Safe Work Procedure:

1. Establish the work area and compare site conditions with ground investigation reports.
2. Brief all personnel on the types of poor ground expected and the associated safety measures.
3. Inspect all excavation zones carefully during initial digging and adjust methods if poor conditions are encountered.
4. Use trench support systems where ground is unstable or deep excavation is required.
5. Isolate and record any buried obstructions or material changes encountered.
6. Report significant findings to the Site Manager and seek guidance from a geotechnical engineer if necessary.

Emergency Procedures:

- Stop all excavation or groundworks immediately if a collapse or major obstruction is encountered.
- Evacuate the area and secure the excavation zone.
- Notify the Site Manager and await further instruction from geotechnical specialists.
- Record the event and update the risk assessment or method statement if required.

Responsible Person(s):

- Site Manager
- Appointed Supervisor for Groundworks
- Geotechnical Engineer (as required)

- ## Traffic and Pedestrian Hazards

Risk Level: Low

Overview:
There is a low risk of collision or obstruction, as Kelbrook Road is primarily used for vehicle deliveries and has low levels of pedestrian traffic.

Control Measures:

- Conduct a detailed traffic and pedestrian risk assessment covering all phases of the works.
- Prepare and maintain a traffic management plan showing routes, crossing points, and vehicle control measures.
- Install appropriate signage, barriers, and temporary traffic control (e.g., banksmen, stop/go boards).
- Maintain clear, safe pedestrian footpaths with non-slip surfaces and lighting where necessary.
- Keep roadways and footpaths clean, especially from mud or debris generated by site activity.
- Schedule deliveries to avoid peak periods and minimise disruption.
- Provide operative briefings on safe vehicle movement, pedestrian interaction, and communication protocols.

Safe Work Procedure:

1. Identify the interface points between construction works and Kelbrook Way vehicle/pedestrian routes.
2. Brief all workers and delivery drivers on safe movement protocols and restricted areas.

3. Ensure all temporary signage and barriers are installed and inspected at the start of each day.
4. Deploy a traffic marshal or banksman to manage vehicle movements, particularly during deliveries or plant movement.
5. Use road cleaning equipment (e.g., sweepers, jet wash) to maintain clear access and visibility.
6. Inspect footpaths and crossings routinely to ensure they are not obstructed and remain clearly defined.
7. Adjust traffic control measures as construction progresses and report changes to the Site Manager.

Emergency Procedures:

- Cease all vehicle movements in the event of a near miss, obstruction, or uncontrolled pedestrian presence.
- Clear the affected area and restore safe passage immediately.
- Inform the Site Manager and conduct a post-incident review.
- Notify local authorities or emergency services if access is compromised or assistance is required.

Responsible Person(s):

- Site Manager
- Appointed Traffic Marshal / Banksman
- Supervisor for Site Logistics

- ## Dust, Noise, and Nuisance

Risk Level: Medium

Overview:
The site is located near residential housing and a cemetery, making it sensitive to dust, noise, and general nuisance. Without proper controls, construction activities may cause disruption, complaints, or environmental non-compliance.

Control Measures:

- Conduct a specific environmental risk assessment addressing dust, noise, and local sensitivities.
- Use **water suppression** (e.g., misting units, hose-down) during demolition, groundworks, or dusty operations.
- Limit noisy works to **designated working hours** (typically 08:00–18:00 weekdays).
- Use **silenced plant and equipment** where feasible.
- Schedule high-noise operations during less sensitive periods.

- Provide regular briefings to site operatives on noise and dust mitigation.
- Monitor site conditions and complaints through an environmental log.

Safe Work Procedure:

1. Establish dust and noise-sensitive zones near residences and the cemetery.
2. Identify all plant and processes likely to cause significant nuisance.
3. Apply water suppression or dust control sheeting as appropriate.
4. Position noise barriers or enclosures around noisy equipment.
5. Maintain machinery and avoid prolonged idling of plant.
6. Monitor and log nuisance levels; adapt the method of work where complaints arise.
7. Communicate planned disruptive works to neighbours in advance.

Emergency Procedures:

- Cease activities immediately if excessive noise or dust is detected.
- Investigate the cause and apply corrective measures.
- Log the incident and inform the Site Manager.
- Resume work only when appropriate mitigation is confirmed in place.

Responsible Person(s):

- Site Manager
- Appointed Environmental or Compliance Officer
- Trade Foreman (for relevant works)

Manual Handling

Risk Level: Medium

Overview:
Manual handling tasks, including lifting, carrying, or moving loads, pose a risk of musculoskeletal injuries such as strains, sprains, and long-term back damage. These risks can be significantly reduced through proper planning, training, and the use of mechanical aids.

Control Measures:

- Conduct a manual handling risk assessment for each task or load.
- Avoid manual lifting where possible by using **mechanical aids** such as pallet trucks, trolleys, hoists, or forklifts.
- Provide **manual handling training** for all operatives, including safe lifting techniques.
- Encourage team lifting for awkward or heavy loads.
- Assess and minimise distances that items must be carried.
- Use **appropriate PPE**, such as gloves and supportive footwear.

- Designate clear walkways to avoid trip hazards during movement.

Safe Work Procedure:

1. Assess the load to determine weight, size, and stability.
2. Eliminate the need for manual handling where possible using mechanical means.
3. Brief operatives on lifting limits and techniques before starting.
4. Use team lifts for items over safe individual handling weight.
5. Lift using legs, not the back, keeping the load close to the body.
6. Take regular breaks to prevent fatigue during repetitive tasks.
7. Monitor tasks for signs of poor technique or discomfort, and intervene if necessary.

Emergency Procedures:

- Stop the task immediately if an injury or unsafe condition is observed.
- Administer first aid if required and report the incident to the Site Manager.
- Reassess the task and update handling methods or introduce mechanical assistance before resuming.

Responsible Person(s):

- Site Manager
- Appointed Manual Handling Coordinator
- Task Supervisor

Working at Height

Risk Level: High

Overview:
Working at height presents a significant risk of injury or fatality due to slips, trips, and falls, particularly during roof work, scaffolding, or the use of mobile elevated work platforms (MEWPs). Proper planning, trained personnel, and fall prevention systems are essential to safe execution.

Control Measures:

- Conduct a comprehensive risk assessment for each work-at-height activity, including access, task, and emergency arrangements.
- Ensure operatives are trained and certified where applicable:
    - **IPAF** for MEWPs
    - **PASMA** for mobile tower scaffolds
    - **CISRS** for fixed scaffolding
- Install **edge protection** (guardrails, toe boards) on all roof perimeters and elevated platforms.
- Use harnesses with fall arrest systems where fixed protection is not feasible.
- Maintain a **rescue plan** specific to the work-at-height activity and equipment in use.

- Conduct regular inspection of access equipment (ladders, towers, MEWPs, scaffolds).
- Brief all operatives on safe use and emergency procedures.

Safe Work Procedure:

1. Identify the location, duration, and method of accessing the height area.
2. Secure the area and install barriers and signage to restrict unauthorised access.
3. Confirm all operatives are appropriately trained and competent for the task and equipment.
4. Inspect access and fall prevention equipment before use.
5. Carry out the task in accordance with method statement, using appropriate tools and securing loose materials.
6. Monitor the work continuously, including weather conditions that may introduce new risks.
7. Complete the task and safely dismantle equipment; inspect area for residual hazards.

Emergency Procedures:

- Stop work immediately if there is evidence of instability, equipment fault, or unsafe behaviour.
- Activate the **site-specific rescue plan** if a person becomes suspended or injured while working at height.
- Contact emergency services as needed and coordinate with the Site Manager.
- Document the incident and review procedures to prevent recurrence.

Responsible Person(s):

- Site Manager
- Appointed Work-at-Height Supervisor
- Rescue Team Lead / First Aider

- ## Vehicle Movements and Craneage

Risk Level: High

Overview:
Vehicle movements and lifting operations present a significant risk of injury or fatality due to plant interaction with site personnel. On this project, **telehandlers will be used to transport building materials**—primarily brick and mortar—to **designated loading bays**, while **mobile cranes** will be used to lift **roof trusses** into place. Careful coordination, supervision, and control measures are critical to safe execution.

Control Measures:

- Conduct a lifting-specific risk assessment for both telehandler and crane operations.

- Prepare **lifting plans** and **method statements** for all crane lifts, approved by an Appointed Person.
- Use trained and certified operators (CPCS, NPORS) for telehandlers and cranes.
- Use banksmen and **lifting supervisors** to control exclusion zones and manage site traffic.
- Establish and maintain **segregated pedestrian walkways** and clearly marked loading zones.
- Provide all site personnel with high-visibility clothing and briefings on plant exclusion zones.
- Inspect all lifting gear, crane configurations, and plant daily.

Safe Work Procedure:

1. Confirm daily lifting schedule and traffic routes.
2. Set up **exclusion zones** around crane and telehandler operations using barriers and signage.
3. Ensure materials are palletised and stacked for secure lifting; check slinging methods and load integrity.
4. Conduct toolbox talks for all operatives involved in lifting or working nearby.
5. Use banksmen for all telehandler and crane movements within pedestrian-accessible areas.
6. Ensure communication is maintained between the crane operator, slinger/signaller, and site supervisor.
7. Complete lifting tasks in accordance with the agreed lifting plan and weather limitations (e.g. wind speed thresholds).

Emergency Procedures:

- Stop all vehicle or crane movements in the event of an uncontrolled hazard or near miss.
- Evacuate the lifting zone if mechanical failure or dropped load occurs.
- Inform the Site Manager and implement the site's incident investigation protocol.
- Secure the area and do not resume until cause is identified and risk is mitigated.

Responsible Person(s):

- Site Manager
- Appointed Person (Crane Lifts)
- Lift Supervisor
- Banksman / Slinger / Signaller

8.2 Personal Protective Equipment Requirements

In accordance with the Personal Protective Equipment at Work Regulations 1992, risk assessments have been carried out, and, as a result, the following policy will be adopted:

Hazard	Equipment	Standard(s)	Tasks
Respiratory Injuries			
Silica dust	Half face respirator	EN140 filter P3 EN141 EN143	General work in dusty conditions.

Softwood / Hardwood/ MDF			Cutting and grinding of silica-based materials and timber.
Hand Injuries			
Chemical hazards	Gloves	PREN374	Handling chemicals and substances.
Thermal hazards	Gloves	PREN407 and 388	Hot cutting
Mechanical hazards	Gloves	PREN388	All work
Hearing Damage			
High noise levels	Ear Plugs	EN352-1	Hydraulic Breaking Stihl saws
Foot Injuries			
Impact / Penetration	Safety Boots	BS EN345	All work
Eye Injuries			
Low impact energy	Safety glasses	PP EN166F	All work
Medium impact energy and airborne dust	Goggles	PP EN166B	Use of powered cutting tools and work near to plant.
High-intensity light	Visor/goggles	BS 2092 2C Shade3	Hot cutting
Body Injuries			
Abrasions and Dirt	Overalls	N/A	All work
Injuries from mobile plant and vehicles	High Visibility Clothing	EN471	All work
Cuts to arms when handling materials	Kevlar Sleeves		Level 5 arm protection cut-resistant sleeve
Head Injuries			
Impact Protection	Safety helmet	EN397	All work

PPE for excavating near buried services;
Any clothing worn on the outside must be flame retardant to a minimum standard of EN ISO 14116:2008. To protect the operative from Arc Flash when hand digging, wear 2-layer FR outer workwear with wrist closures and a full-face polycarbonate visor. An FR single-layer balaclava may also be worn to protect the face. Also worn are a hard hat, polycarbonate safety spectacles, and lightweight FR gloves.

PPE is the last form of defence. All hazards must be controlled by first eliminating them, reducing their severity, isolating them, or controlling them. Spare PPE must be on-site and readily available for employees and visitors to the site.

8.3 Construction Materials

The materials and substances in the permanent works are deemed to be within the normal experience of a competent contractor. Where these present health & safety hazards, the contractor will carry out risk assessments, as required under COSHH, and introduce control measures.

8.4 Storage of Materials and Work Equipment

Inert materials such as blocks, timber and plasterboard will be stored on-site. Hazardous materials such as chemical cleaners and petrol will be locked away at the end of each working day. Power tools will also be removed from the site at the end of each working day.

Materials will be located on the site and brought to the working area as required. Where practical, construction materials will be delivered directly to the working area to minimise the need for manual handling.

Materials will be stored in an adequate working space so that they can be safely handled manually or by machine. The storage of materials will be carefully controlled to ensure minimal risk to work personnel, visitors, and members of the public.

8.5 Storage of Waste Materials

Hargreaves Contracting Ltd is committed to environmental conservation. To reinforce this, we will control the disposal of waste very carefully on-site in accordance with the Site Waste Management Plan. Hargreaves Contracting Ltd will be able to segregate its construction waste on-site into separate skips prior to transfer to the waste transfer station.

The Site Waste Management Plan (SWMP) is a plan of the methodology for managing waste produced from this construction process.

The SWMP is not a static document, one that is written and prepared at the start of the construction and left on the shelf. This plan is a live document that grows and evolves as the project does. The plan will initially prepare the management requirements to ensure that site generated waste is minimised and is properly controlled from the outset but will change and modify in line with changes and modifications in the project work itself. It should not be put on a
shelf and forgotten about. It needs to be used and reviewed as regularly as any other management tool used to ensure the smooth and effective operation of the site.

The plan aims to improve resource efficiency within the project, reducing the amount of waste produced and recovering as much material as possible for re-use or re-cycling. The main aim is, therefore, to achieve resource efficiency.

The secondary aims are to ensure that the project operates legally by complying with current legislative requirements and to reduce the risk of indirectly being involved in illegal fly-tipping and waste disposal.

All Operatives and Subcontractors will be fully aware of the methods of waste management adopted and expected to comply.

Waste materials from the construction process will be deposited in skips provided by the company, which will be emptied regularly. A licensed waste handler will manage the waste, and a record of waste transfer notes will be maintained on-site.

Hargreaves Contracting Ltd will not permit the burning of waste materials on-site unless in agreement with the Client and with a license from the local authority.

Fluorescent tubes: The company will adhere to the Waste Electrical & Electronic Equipment (WEEE) Directive 2002/96/EC & 2003/108/EC, which requires the producers of waste electrical and electronic equipment to be responsible for its treatment, recycling or recovery. The company has a legal requirement to dispose of lamps and fluorescent tubes that contain mercury, which became law as part of the Landfill Directive 1999/31/EC. This regulation

makes it illegal to mix lamps and tubes containing mercury with non-hazardous waste, even a skip containing just one lamp or tube is considered as hazardous.

Every effort shall be made to comply with the Environmental Protection Act 1990 to prevent the pollution of the existing watercourses whilst the works are being undertaken.

8.6 Provision and Use of Temporary Services and Lighting

Temporary services will be established in the early stages of the contract. Temporary and permanent Electrical Works will be carried out by NICEIC Registered Installer. All work is to be certified under Part P of the Building Regulations. Power required within the construction area where it is not available from a temporary/permanent supply will be generated from portable generators.

Site task lighting will be installed within the new structure as the building becomes enclosed. During the winter months, tower lights will be deployed to ensure that the access routes around the site are suitably lit.

8.7 Temporary Works

The following Temporary Works Procedure is to demonstrate that an effective and robust arrangement is in place for controlling the risks arising from the use of temporary works. Procedures for temporary works will be compliant with BS5975:2019.

Temporary Works Procedure: The Site Manager shall be the temporary works coordinator. The Site Manager will provide temporary works designs, including, where applicable, the designer's risk assessments and method statements. Where appropriate, independent design or checking of temporary works may be required. The site manager will control and supervise the erection, safe use, maintenance, and dismantling of temporary works.

The provision of removing or dismantling Temporary Works (‘permit to dismantle’) where applicable (e.g., removal of falsework) will only be allowed with the approval of the Site Manager.

Temporary works likely to be required on this project will include:

Site establishment:
Fencing, hoarding and signage.

Access:
Scaffolding and edge protection.
Temporary guarding to leading edges to landings and full-height windows.
Temporary covers over holes in floors.

Structure:
Formwork, falsework and shoring
Propping

Earthworks:
Trenches, excavations, temp slopes, stockpiles
Supporting existing services if required

8.8 Permit to Work System

Hargreaves Contracting Ltd shall use a permit-to-work system to control high-risk activities. No work shall be undertaken where a permit-to-work is required unless the permit states the correct date and correct commencement and completion times. Permit-to-work systems will operate for the following work activities. Work within confined spaces – as defined by the Confined Spaces Regulations 1997;

- Hot work – welding, cutting, grinding, etc.
- Deep excavation work, e.g. connections into the existing surface water systems.
- Work in the vicinity of any existing high-voltage and medium-voltage cable systems. Should any work adjacent to HV cables for which the local Electricity Company has a responsibility, then a permit-to-work will be applied for from the supply authority prior to work commencing.

Permits to work will not prevent incidents unless:

- Their need and use have been established;
- Their requirements are adhered to;
- Staff are aware and competent;
- Appropriate equipment is available for testing and implementation.

Therefore, Hargreaves Contracting Ltd. will ensure that the above conditions are first satisfied where such permit-to-work systems are required.

9.0 Emergency Procedures

In order to be prepared for any emergency event, the company will when considered necessary, plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event. The company will, in consultation with workers and their representatives:

a) carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required;

b) establish procedures to be followed by employees in the event of an emergency situation, including:

   I. raising the alarm;

   II. means of escape;

   III. assembly points and 'safe muster areas';

   IV. summoning the emergency services;

   V. evacuation of disabled persons;

   VI. appoint persons to be responsible for specific procedures in the event of an emergency situation (including the shutting down of plant and making it safe before evacuating the area);

VII. *fire wardens and fire marshals (as necessary);*

VIII. *persons responsible for emergency power supplies and lighting;*

IX. *first aiders;*

c) provide a written version of the procedures to all personnel;

d) ensure that the plans cover out-of-hours working, weekend working and closures for holidays;

e) ensure there is an up-to-date call-out list for key personnel and that this is readily accessible;

f) keep all access routes for emergency services and all escape routes clear at all times;

g) reassess the emergency plan at regular intervals and update or alter it as necessary;

h) provide training in emergency procedures for all employees, plus specialist training for those with special responsibilities.

Most emergency situations are unlikely if all risks at the workplace are adequately controlled. When devising the emergency plan the company will:

a) nominate personnel to be responsible for specific emergency actions and ensure that they are trained to deal with their responsibilities;

b) ensure that all employees without special responsibilities are aware of how to evacuate the area without delay;

• Reporting an Injury or Dangerous Occurrence

• Training

• Fire and Emergency Procedures

9.1 Fire

Control Measures

- Site fire layout plans will be located around the project indicating firefighting equipment and emergency escape routes.
- Hot Work involving the use of blow lamps, welding equipment soldering irons, abrasive wheels, etc, must obtain the Company Hot Work Permit from the Site Supervisor/s prior to work operations commencing.
- Smoking is not allowed anywhere on the site.
- LPG, Oxy-gas, etc., is to be removed from the site at the end of each day unless stored in a suitable cage at the external compound. Operatives and contractors are to inform the site supervisor of any LPG and flammable substances brought onto the site.
- Rubbish is not to be burnt on site.
- Waste materials are to be placed in skips positioned on the site compound.
- Fire routes are to be maintained at all times.

Fire extinguishers are to be placed at the site compound, refuelling area and across the development site with fire points made up of fire extinguishers, interlinked howler alarms and signage. High-risk fire areas, such as hot work areas, must have fire extinguishers within easy reach.

The emergency alarm must be tested weekly, and all workers must be notified of it at induction. Depending on the hazards and size of the site, the alarm siren will normally be an

emergency air horn, with push-button howler alarms deployed as work progresses. Please refer to the Emergency Plan for the location of fire extinguishers and alarms.

The assembly area must be an open space away from the work area, avoiding any additional hazards and where staff can wait safely. It must not be at the site office. The location of the assembly area for this project is highlighted in the Emergency Plan.

Type (Fire / Extinguisher)	CLASS A **Combustible materials** (e.g. paper & wood)	CLASS B **Flammable liquids** (e.g. paint & petrol)	CLASS C **Flammable gases** (e.g. butane and methane)	CLASS D **Flammable metals** (e.g. lithium & potassium)	Electrical **Electrical equipment** (e.g. computers & generators)	CLASS F **Deep fat fryers** (e.g. chip pans)	Comments
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

Action: The person discovering a hazardous situation that has resulted in or may result in a fire or explosion will alert other personnel. If the fire is small, and if safe to do so, attempt to extinguish it using the correct fire extinguisher. If the fire cannot be quickly or safely extinguished, or if there has been or there is the potential for an explosion, ensure that all personnel move out of the area as quickly as possible.

The site manager will exercise control over any hazardous situation. Upon being made aware of the situation, the site emergency alarm will be raised immediately. The site emergency alarm will be tested once per week. The Site Manager will direct all personnel to the Assembly Area and ensure that the emergency services have been called.

The Site Manager will go to the Assembly Area, check if any personnel are missing and be ready to receive and brief the emergency services, giving the location of the emergency water supplies/hydrants and details of any missing personnel. The location of the Assembly Area is marked up on the Emergency Plan.

9.2 Ill Health

If someone becomes ill or is injured in an accident that requires medical attention, the IP should be taken to the nearest Hospital.
If the injury is serious or the IP cannot be moved, the Ambulance Service must be notified by phoning 999 and giving as much information as possible about the nature of the incident and the location of the injured parties. Carry out First Aid Treatment and keep them warm and comfortable. DO NOT MOVE THEM. Leave them for the Ambulance Crew, who have the equipment and training to deal with such incidents. Do not give them anything to eat or drink.

10.0 Reporting of Accidents & RIDDOR

10.1 Accidents

All accidents and near misses, however minor, must be reported to the Principal Contractor and recorded in the site accident book kept by the Site Manager, regardless of the severity of the incident.

The contract administrator shall be notified immediately by telephone in the event of an accident/incident/near miss, which shall be followed up by an email summary of events by the next working day.

Once the accident book sheet is completed, it is to be detached and returned to Head Office, where it will be securely held in the interests of confidentiality. The Site Manager must be immediately informed of any accident or dangerous occurrence on the site or of ill health which could be linked to site work. All incidents and near misses must be recorded onto the Incident Report Form as soon as is reasonably practicable with a copy being submitted to head office so that an investigation can commence.

Near Miss – an unplanned event that did not result in injury, illness, or damage - but had the potential to do so, e.g. materials falling close to someone's head.

Incident – A planned/wanted event that resulted in or had the potential to result in injury, damage or loss. Injury, damage or loss resulted or could have resulted from the activities of the planned/wanted event.

Accident – An undesirable or unfortunate happening that occurs unintentionally and results in injury.

10.2 RIDDOR

All reportable accidents are subject to the procedures detailed in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

- Death, major injury, and over 7-day injuries or disease - are reported by the person's employer. A copy of the F2508 is requested to be acquired for record purposes.
- Death or an injury requiring hospital treatment of a person at the site not directly involved in the works - reported by the Principal Contractor.
- Dangerous occurrences at the site (as defined by RIDDOR 13) - reported by the Principal Contractor.
- Accidents or dangerous occurrences during transport to or from the site or in preparatory works at contractors' premises must be reported by the contractor—the Site Manager should, however, be informed of such incidents.

Advice from the Safety Advisor must be sought on all RIDDOR Issues to ensure the necessary reporting actions are taken.

The safety advisor will investigate all RIDDOR reportable accidents thoroughly and create a report for the Principal Contractor and the associated employer.

As previously stated, the Site Manager must notify the Principal Designer of any accident or occurrence on the site involving an employee in medical treatment or time off. Any notification to the Health and Safety Inspectorate under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 shall be copied to the Principal Designer immediately.

11.0 First Aid Arrangements

The Principal Contractor will ensure that a trained and in-date 'First Aider, 'Emergency First Aider / Appointed Person' 'is available on site at all times during construction activities.

A first aid box (20 persons) will be available on site. All instances requiring First Aid treatment are to be initiated via the Site First Aider / Appointed Person / Emergency First Aider.

Where subcontractors have a dedicated and authorised First Aider, treatment may be provided, and the Principal Contractor informed accordingly.

First aid arrangements will be included in the initial site briefing given to all workers on their first arrival.

Initially the first aider will be Gary Calderbank during the cut and fill phase, this will change as the permanent site team become involved for the build.

Additional Duties
In addition to the aforementioned, the Site Manager is to ensure:

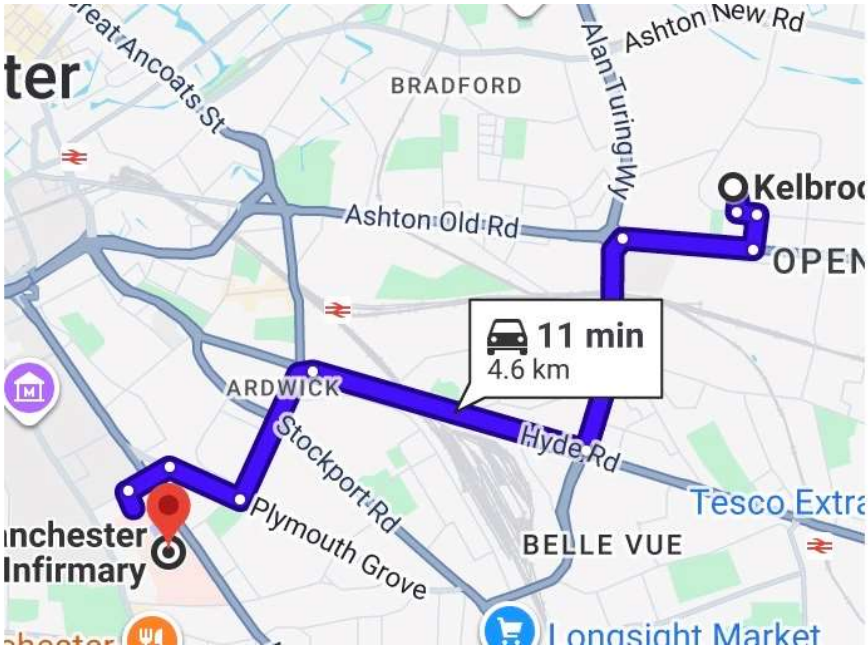
- Any notification to the Health and Safety Inspectorate under the 'Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 shall be copied to the Contract Administrator immediately.

The nearest major accident & emergency hospital is:

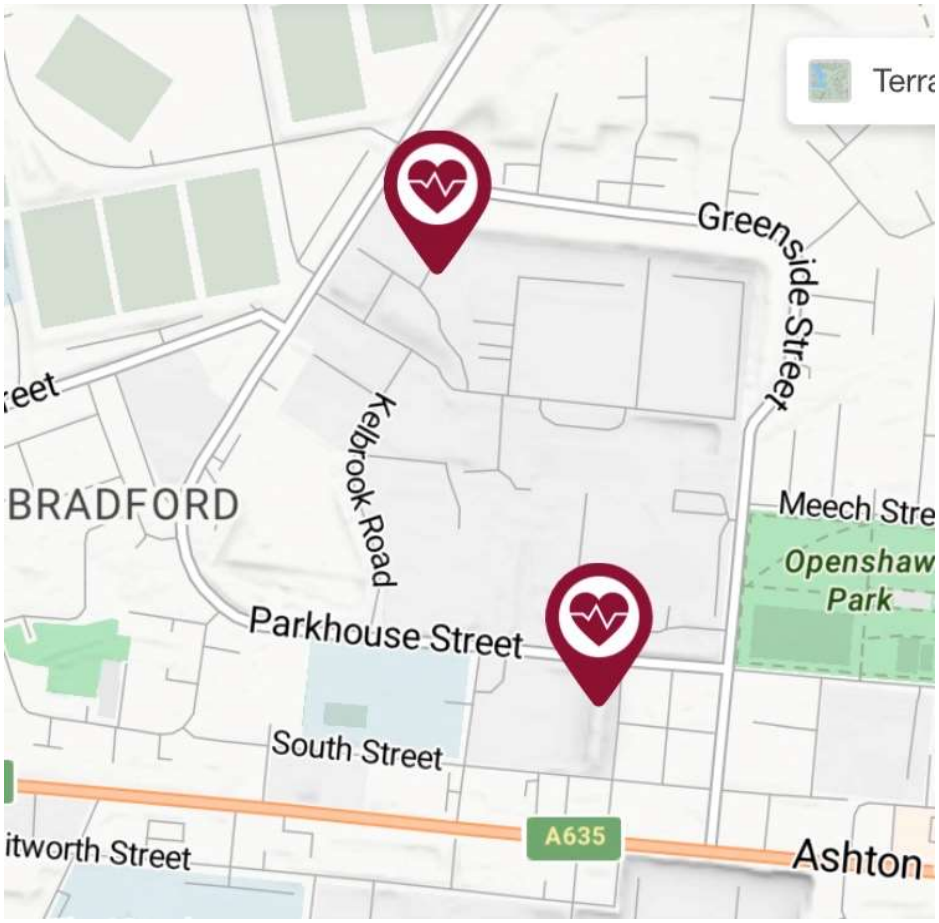
Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL

Tel: 0161 276 1234

Approximately 3 miles with a journey time of 11 minutes.



The nearest Defibrillator is:



2.0 Welfare Arrangements

Welfare facilities will be provided and controlled by Hargreaves Contracting Ltd. They are for use on-site by all authorised persons. Those using them are to keep them clean and tidy. The facilities will meet the requirements of the CDM Regulations 2015 Schedule 2.

Location of welfare facilities: Facilities will be set up within the site compound area, including suitable washing facilities, meal preparation areas, a rest area, and a drying room.

Drinking water: A supply of wholesome drinking water will be available from temporary facilities and will be direct from the mains where possible. If using stored water, the storage facilities will be clearly marked, and the water will be regularly changed to prevent it from becoming stale or contaminated. A supply of cups will be made available where the water is not an upward jet.

Toilets: A toilet block will be provided to meet the requirements of the workforce.

Washing facilities:

- Clean hot and cold (warm) running water (running where reasonably practicable)
- Soap or other suitable means of cleaning
- Towels or other suitable means of drying
- Sufficient ventilation and lighting
- Sinks large enough to wash hands, face and forearms

Rest Facilities/Making Meals: A table, seating with backs, and a means for heating water for drinks and for warming up food (kettle, microwave, gas/electric heating ring, etc.) will be provided. Adequate heating must be provided.

Smoking rules: No smoking inside welfare facilities, no smoking in any enclosed area on site (roof + 50% walls), and smoking only in designated areas.

Cleaning arrangements: All workers who use welfare facilities on site must maintain them. Depending on the frequency of use, site conditions, etc., additional cleaning will be carried out as and when necessary.

Documentation to be Displayed

Item	Location
HSE Site Notification (F10)	Safety Notice Board
Employers Liability Certificate	Safety Notice Board
Health and Safety Law Poster	Safety Notice Board
Fire Plan	All facilities and on-site
Fire Action Notice	All facilities and on-site
First Aider Notification	All facilities
Emergency Procedures (inc route to A&E)	All facilities

Site Rules	All facilities

13.0 Consultation for People On-Site

Hargreaves Contracting Ltd is always available to discuss health and safety matters not already covered within this plan and will discuss with, if appointed, representatives of the operatives. The Health and Safety Advisor can also be contacted anytime to discuss matters that may apply to the project.

Regular liaison between parties on-site

The parties' communication mechanisms will include telephone, fax, letter, drawings, plans and e-mail.

A series of face-to-face meetings will be held to supplement this, as highlighted below. All intricate, complex, contentious or critical communications must be written for appropriate responses and dissemination. Any queries or requests for information will be dealt with promptly.

Prior to Start on Site

- Each Trade Package Contractor will meet with the Project Manager. They will be informed of the minimum time the contractor will be allowed to plan and prepare before they begin on-site.
- They will be provided with information about the project to allow them to carry out their work safely and without risk to their health.
- The members of the site management team will be identified at induction.

Ongoing

- Any worker is welcome to raise health and safety issues at any time with members of the site management team and Safety Advisors.
- Any person or organisation can raise health and safety issues with whatever person or organisation they see fit. In all instances, Hargreaves Contracting Ltd should be informed for monitoring purposes only.
- The Site Manager will be available to all those involved in the project throughout the construction phase.

Daily

- The Site Manager will meet with representatives of all contractors engaged on the project to coordinate activities

Weekly

- The Site Manager will meet with the Project Manager.

Monthly

- The Project Manager, Site Manager and Client will meet to review progress and performance.
- The Design Team will be available for meetings to discuss or clarify details or alterations to the design.
- Directors or senior managers of each Trade Package contractor will meet with the

Project Manager to review performance and plan forthcoming work.

On Completion of Package/Project

- Project Manager and Trade Package Contractor will meet to review performance.
- The Principal Contractor, Contract Administrator and Client are to meet to review performance

Consultation with the workforce

Hargreaves Contracting Ltd actively promotes health and safety issues in workplaces under its control. To help achieve this, all workers involved in the project are encouraged to participate. All people engaged in the project can express their views directly to Hargreaves Contracting Ltd or the Site Manager.

During Site Health, Safety, and Welfare Inspections, the company Safety Advisor will be available to all who wish to express views or concerns regarding the health and safety performance or standards on the project.

Hargreaves Contracting Ltd. management will consider any concerns raised by people on site. Subcontractors will be encouraged to consult with Hargreaves Contracting Ltd. to improve standards. They can raise Issues immediately or at the daily meetings as appropriate to the significance of the hazard.

Spoken Language

Where Contractors employ individuals whose first language is not English, the Contractor shall confirm arrangements for explaining or interpreting safety instructions to those workers. Should an individual not be able to speak or understand English, the Contractor shall ensure and be required to demonstrate that there are appropriate arrangements for:

- Explaining safety-related instructions & arrangements for monitoring compliance
- Ensuring understanding of such instructions
- The provision of signage in compliance with the Health & Safety (Safety Signs & Signals) Regulations, as well as the requirements of ISO 7010.
- Making sure there is the necessary competency/training to enable any safety-related instruction to be implemented by the individual/s

The exchange of design information between Client, Designers Principal Designer and Contractors on-site

As soon as a design is changed, or the specification introduces considerations for others on the project; this will be communicated to the Principal Designer as soon as practical. The principal designer can use regular progress meetings to communicate design changes; alternatively, they may implement their own arrangement. The Hargreaves Contracting Ltd site management team will liaise with the Principal Designer regarding any design carried out during construction. This includes designs by specialist contractors and the implications of the plan.

14.0 Handling Design Changes During the Project

The Project Manager will be responsible for circulating RFIs and changes to working methods,

designs, and programmes to the Project Team prior to the changes being confirmed.
Design changes that have health and safety implications must be provided to the Principal Designer (PD) via the Principal Contractor (PC). Likewise, any comments/directions from the PD will be issued to the contractor/sub-contractor via the PC. Procedures for dealing with unforeseen eventualities during project execution that result in substantial design changes and which might affect resources are as follows:

- As soon as unforeseen eventuality arises, the Principal Contractor will inform the Client.
- The health and safety issues arising from the eventuality are to be addressed as soon as possible after the occurrence, together with proposals for dealing with them.
- Details of the re-design and the health and safety implications are to be submitted for consideration and acceptance before execution.
- Health & Safety issues will be on the agenda of the progress meetings.

15.0 Information for the Principal Designer Safety File (as applicable)

Information for the Health and Safety File will be issued upon completion of trade packages and receipt of any certification, testing and commissioning.

The Project Manager will complete a quarterly review of the documentation gathered and report on progress to the Principal Designer.

Health & Safety File

Section 1: Contract Details:

- Site plan
- Consultants
- Contract information
- Planning Permission
- Residual Risks

Part B Regulation 38 - Fire Safety Information

- Confirmation will be required that the fire safety information has been given to the responsible person.
- Emergency lighting completion certificate.
- Fire detection and alarm certificates

For new installations

- Design certificate
- Installation certificate
- Commissioning certificate

Section 2: Operation & Maintenance

- Manufacturer's guarantees and agreement certificates if applicable.
- Manufacturers operating, maintenance and cleaning instructions for all (to include recommended maintenance and cleaning cycles) if applicable.
- Datasheets for finishes

Section 3: Mechanical Installations

Section 4: Electrical Installations

Section 5: Final Construction Drawings

Arrangements for the collection and gathering of information

Hargreaves Contracting Ltd will liaise with the client and principal designer at the earliest opportunity on any matters that could affect future maintenance or installations and provide all necessary documents and information, e.g., material safety data sheets or "as-built" drawings, for inclusion in the Health and Safety File by the principal designer.

Hargreaves Contracting Ltd does not envisage any future maintenance hazards occurring due to their undertakings. However, COSHH Assessments and Material Safety Data Sheets may be made available, purely for information, for inclusion in the Health and Safety File for any hazardous substances used.

Storage of information

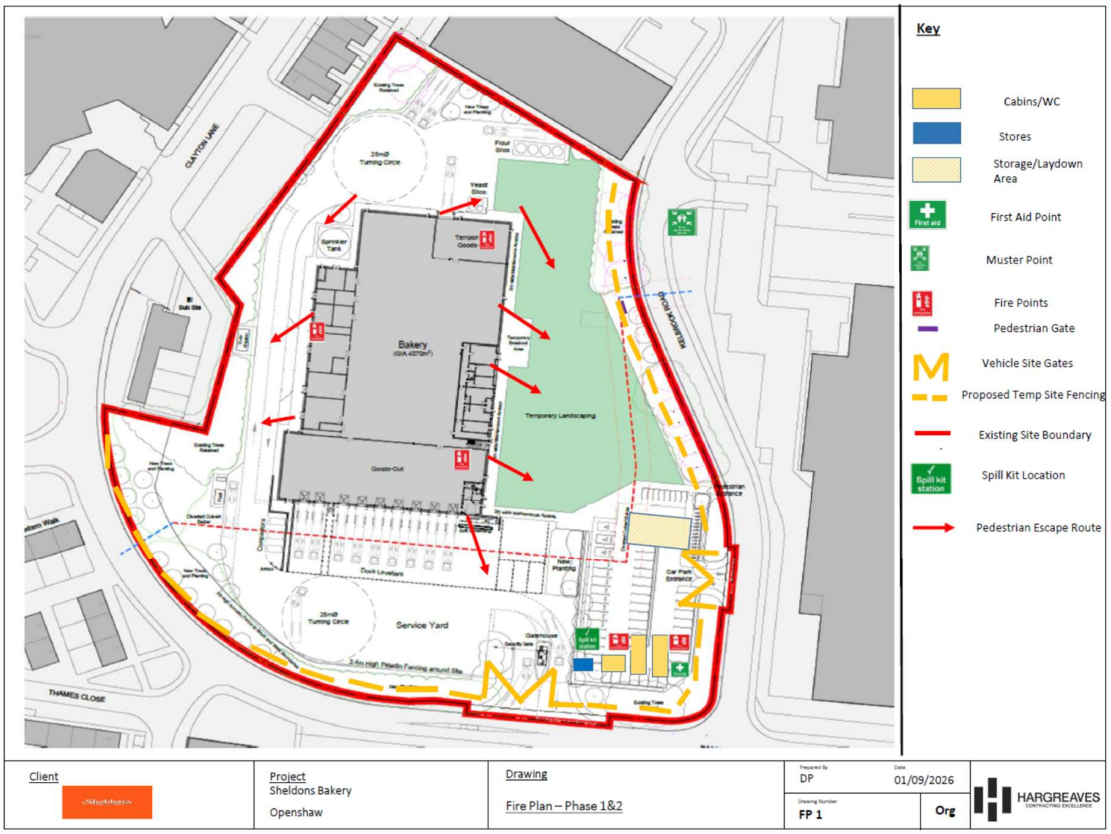
All information will be held electronically. One hard copy will be issued. Two digital copies of all relevant information in Adobe .pdf format (all drawings shall also be provided in AutoCad or similar .dwg format) of all information for the Health and Safety File on CD.

16.0 Review of the Project

The project will be reviewed continuously as the contract progresses. Items identified as potential hazards will be addressed and removed to enable the project to progress within the standard.

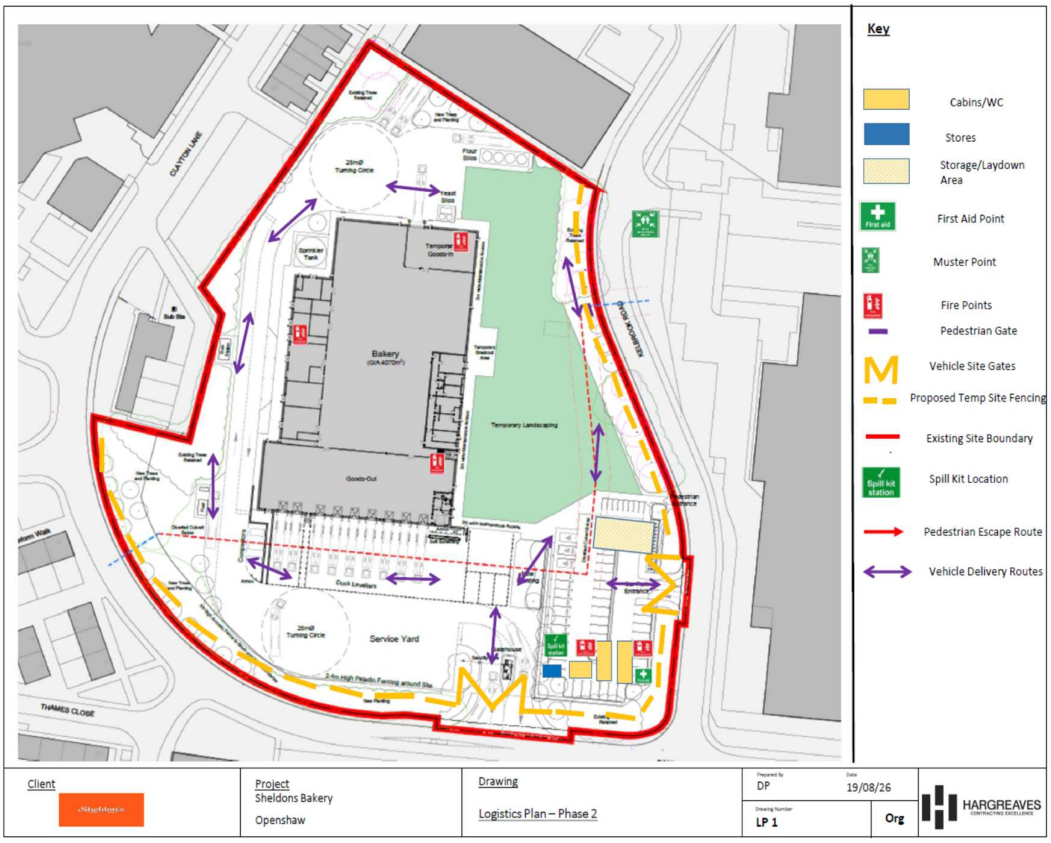
Appendix A

Fire Plan



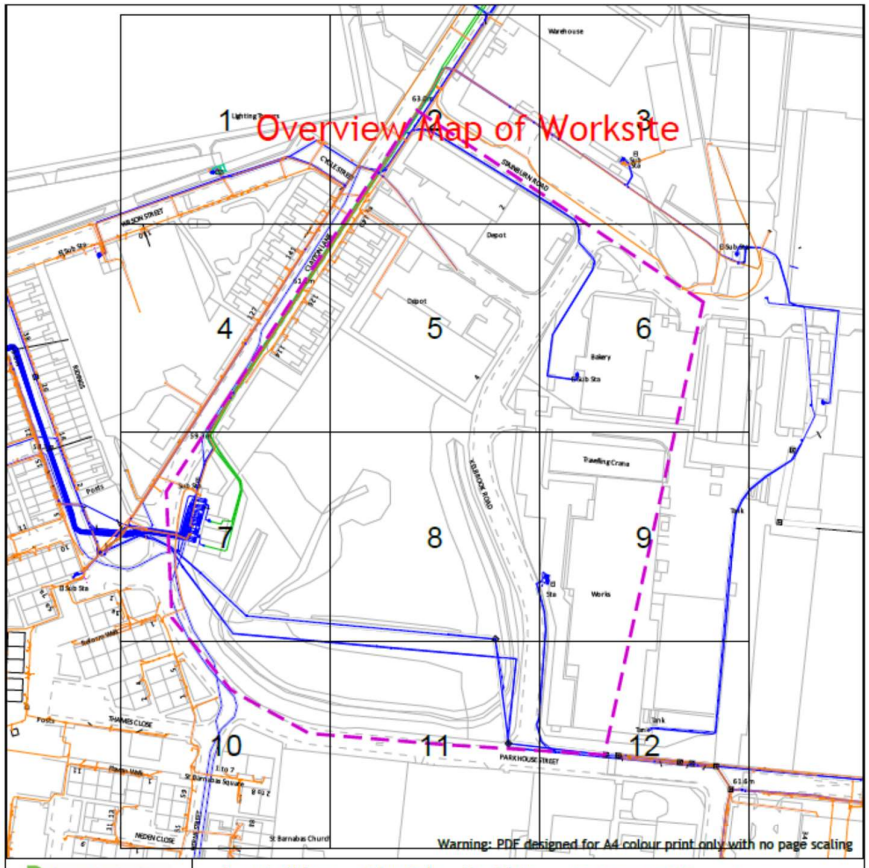
Appendix B

Site Logistics Plan



Appendix C

Existing Utilities



electricity north west
Bringing energy to your door

Electricity North West
Borron Street
Portwood, Stockport
Cheshire, SK1 2 JD
Phone: 0800 195 4141
Email: planrequest@enwl.co.uk

Operating Voltage	Colour Code	Line Colour
132kV	Black	
33kV	Green	
22kV-25kV	Yellow	
11kV	Red	
6kV-6.6kV	Blue	
1kV-6kV	Violet	
LV	Orange	
Unknown Voltage	Brown	

In an emergency call 105, 24 hours a day

Dig Sites
Line:
Area:

Date Requested: 13/05/2025
Job Reference: 37262082
Site Location: 387728 397792
Requested by: Mr Paul Harris

Your Scheme/Reference: G H Sheldon

Scale: 1:2050 (When plotted at A4)

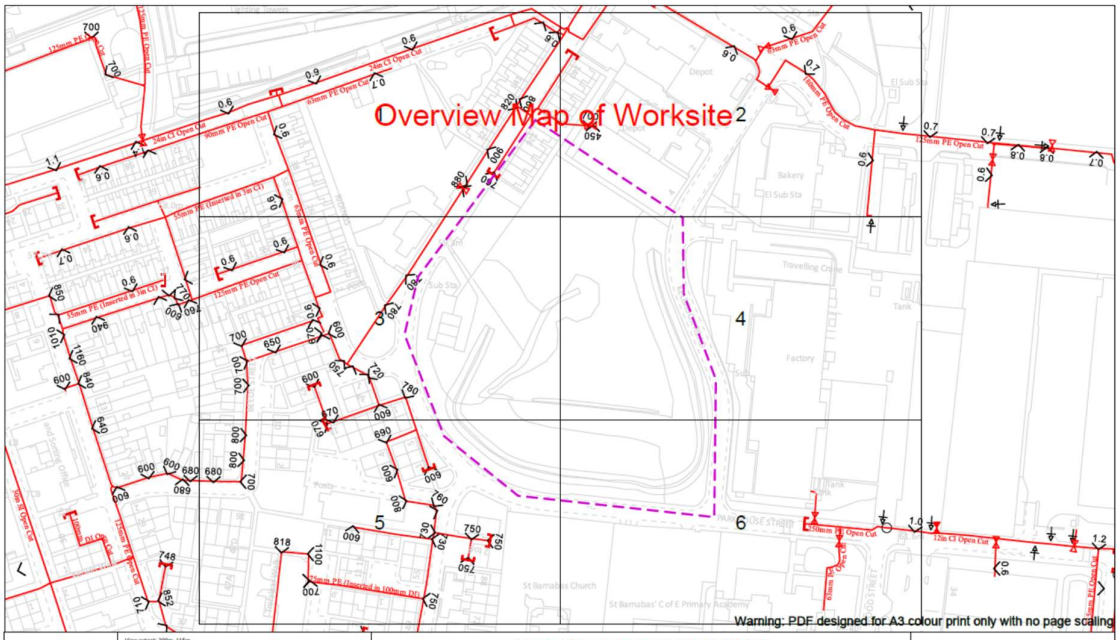
IMPORTANT INFO

Unless otherwise indicated the depth of Electricity North West Limited cables are in accordance with NJUG (450mm for Low Voltage & 600mm for 11kV cables) 33kV and 132kV cables are laid at depths as marked. The depth and positions of Electricity North West Limited equipment was accurate as shown when the equipment was installed. However third parties may have altered the level & other reference data. Therefore Electricity North West Limited accept no responsibility for the position of Electricity North West Limited equipment being different from shown. No person, body or company, shall be relieved from liability for damage caused to Electricity North West Limited equipment by reason of being located differently to the indications on this drawing or from any regulatory loss of income or incentive, or expense, which may be suffered by Electricity North West Limited and which is caused or contributed to by any loss of supply as a result of any damage caused to Electricity North West Limited's equipment. Service cables are not necessarily shown but must be assumed to exist to all premises, streetlights and signs. There may be other Electricity North West Limited apparatus in the vicinity which is not indicated on the cable records. Other apparatus may also be present which is owned by a third party other than Electricity North West Limited.

Reference should be made to HSE Guidance, HS(G)47 "Avoiding Danger from Underground Services" and GS6 "Avoiding Danger from Overhead Power Lines".

Electricity North West Limited, Borron Street, Portwood, Stockport, Cheshire, SK1 2JD Registered in England and Wales. Registered No 02366949

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Date Requested: 09/10/2024
Job Reference: 34579195
Site Location: 387669 397734
Requested by:
MF Paul Harris
Your Scheme/Reference: GH
Sheldon Bakery

Scale: 1:1537 (When plotted at A3)

View extent: 200m, 115m

IMPORTANT NOTICES

This plan shows these pipes owned by Cadent Gas Limited in its role as a Licensed Gas Transporter (GT). Gas pipes owned by other GT's or otherwise privately owned may be present in this area. Information with regards to such pipes should be obtained from the relevant owners. The information shown on this plan is given without warranty, the accuracy thereof cannot be guaranteed. Service pipes, valves, syphons, stub connections etc. are not shown but their presence should be anticipated. No liability of any kind whatsoever is accepted by Cadent Gas Limited or their agents, servants or contractors for any errors or omission. Safe digging practices, in accordance with HSG47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractors) working for you on or near gas apparatus. The information included on this plan should not be referred to beyond a period of 28 days from the date of issue.

In case of an emergency call 0800 111 999

Dig Sites

Area: Line:

LP Mains
MP Mains
IP Mains
LHP Mains

Valve
Depth of cover
Syphon

Diameter Change
Material Change
Out of Standard Service

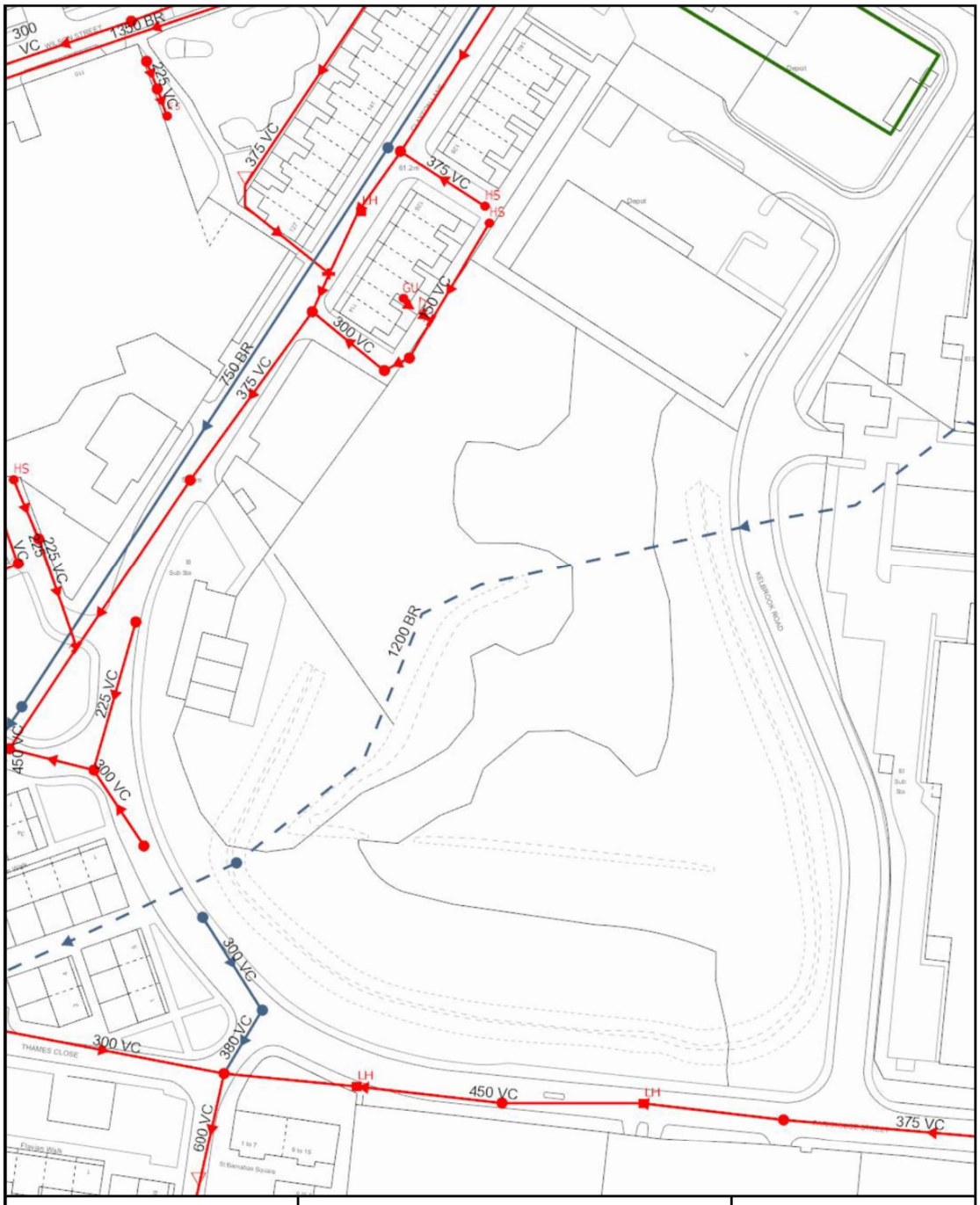
Where an out-of-standard service is present please contact plant protection 0800 688 588 for further information.
Out-of-standard service symbology may be used to indicate one or more of the following:

- Identification of shallow services
- Identification of dual services
- Recording of non-perpendicular services

A perpendicular service/connection is laid in a straight line from the entry point at the property to the connection at the main – this includes a pipe that has a perpendicular connection and is not straight but does not deviate more than 1m off centre line.

Cadent
Your Gas Network

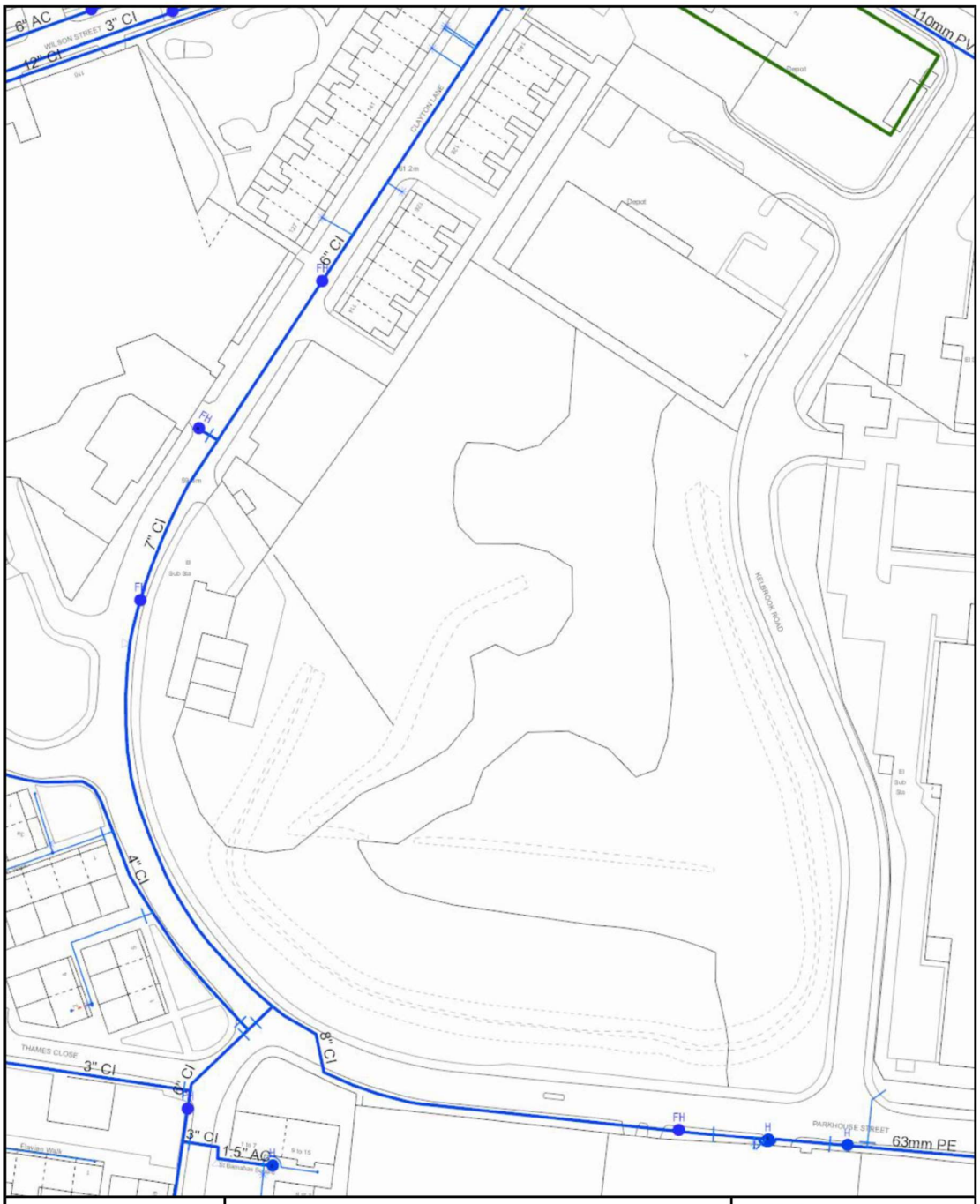
Crown Copyright © - This plan is reproduced from or based on the OS map by Cadent Gas Limited, with the sanction of the controller of HM Stationary Office. Crown Copyright Reserved. Ordnance Survey Licence number 100024886



Scale: 1:1250 **Date:** 18/05/2025	**SEWER RECORDS**	United Utilities Water for the North West	
Address or Site Reference: GH Sheldon **Printed by:** Property Searches			

The position of the underground apparatus shown on this plan is approximate only and is given in accordance with the best information currently available. United Utilities Water will not accept liability for any loss or damage caused by the actual position being different from those shown.

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Scale: 1:1250
Date: 18/05/2025

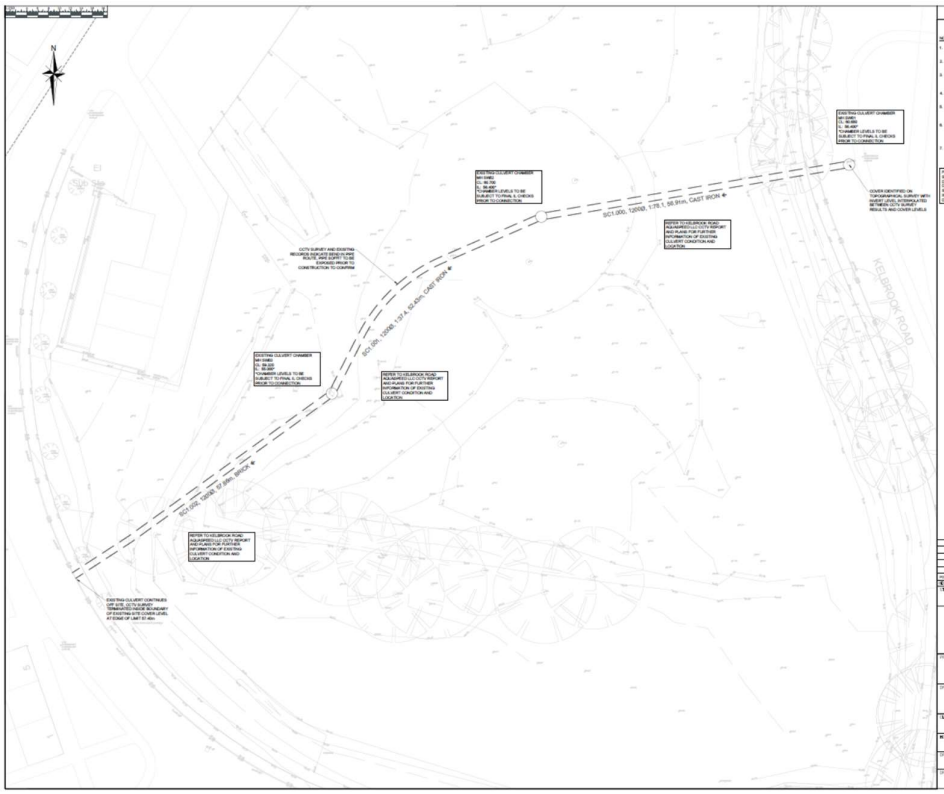
WATER MAINS RECORDS

United Utilities
Water for the North West

Address or Site Reference: GH Sheldon
Printed by: Property Searches

The position of the underground apparatus shown on this plan is approximate only and is given in accordance with the best information currently available. United Utilities Water will not accept liability for any loss or damage caused by the actual position being different from those shown.

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DO NOT SCALE FROM THIS DRAWING

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER HBL DRAWINGS ISSUED FOR THIS PROJECT

NOTES

1. ALL DIMENSIONS ARE IN MILLIMETRES AND LEVELS IN METERS UNLESS OTHERWISE SPECIFIED.
2. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELATED DRAWINGS AND SPECIFICATIONS.
3. THE DRAINAGE CONTRACTOR IS RESPONSIBLE TO MAKING AN APPLICATION TO NOT UNDERTAKE UNDERTAKEN PRIOR TO CONSTRUCTION OF ANY CONNECTION INTO A PUBLIC SEWER/S.
4. THE ENGINEER IS TO BE NOTIFIED OF ANY DISCREPANCIES TO THE DETAILS SHOWN ON THE DRAINAGE AND ANY LARGE CURVED CONNECTIONS NOT SHOWN ON THE DRAWINGS.
5. THE CONTRACTOR IS RESPONSIBLE FOR CHECKING DIMENSIONS AND LEVELS AND FOR CONFIRMING THE GIVEN LEVEL OF OUTFALL INTO PUBLIC SEWER, WATERCOURSE OR OTHER OUTFALL PRIOR TO CONSTRUCTION WORKS COMMENCING.
6. LAYS, TECHNICAL APPROVAL HAS BEEN OBTAINED FROM THE RELEVANT AUTHORITIES ALL DRAWINGS ISSUED ARE AS PRELIMINARY AND NOT FOR CONSTRUCTION. SHOULD THE CONTRACTOR COMMENCE SITE WORK PRIOR TO APPROVAL BEING AGRTI, IT IS ENTIRELY AT THEIR OWN RISK.
7. THE DESIGN IS BASED ON THE INFORMATION AVAILABLE ON THE DATE OF ISSUE FROM OTHER PARTIES (E.G. ARCHITECT AND M&E ENGINEER). IT IS SUBJECT TO CHANGE RESULTING FROM UPDATES TO THE AVAILABLE INFORMATION FROM OTHERS.

FOUL AND STORM DRAINAGE DESIGN SUBJECT TO UNITED UTILITIES DISCHARGE ALLOWANCE. IF STORM DISCHARGE IS RESTRICTED, FURTHER ON SITE STORAGE MAY BE REQUIRED. INFORMATION TO BE CONFIRMED WITHIN DEVELOPERS ENQUIRY

PRELIMINARY ISSUING
THIS DRAWING IS FOR PRELIMINARY VERSION IS BASED UPON INFORMATION AVAILABLE AT THE TIME.

DESIGN IS SUBJECT TO FULL REVIEW AS ADDITIONAL INFORMATION BECOMES AVAILABLE AND MAY BE SUBJECT TO CHANGE UPON REVIEW OF COMMENTS FROM:

- DEVELOPMENT CONTROL
- LA PLANNING AUTHORITY
- DEMERAGE UNDERTAKER

REV	DATE	By	DRAWING INFORMATION	By	Ch'k
P01	19.11.25	RJ	FOR INFORMATION	RJ	AC

STATUS / REVISION

FOR INFORMATION P01

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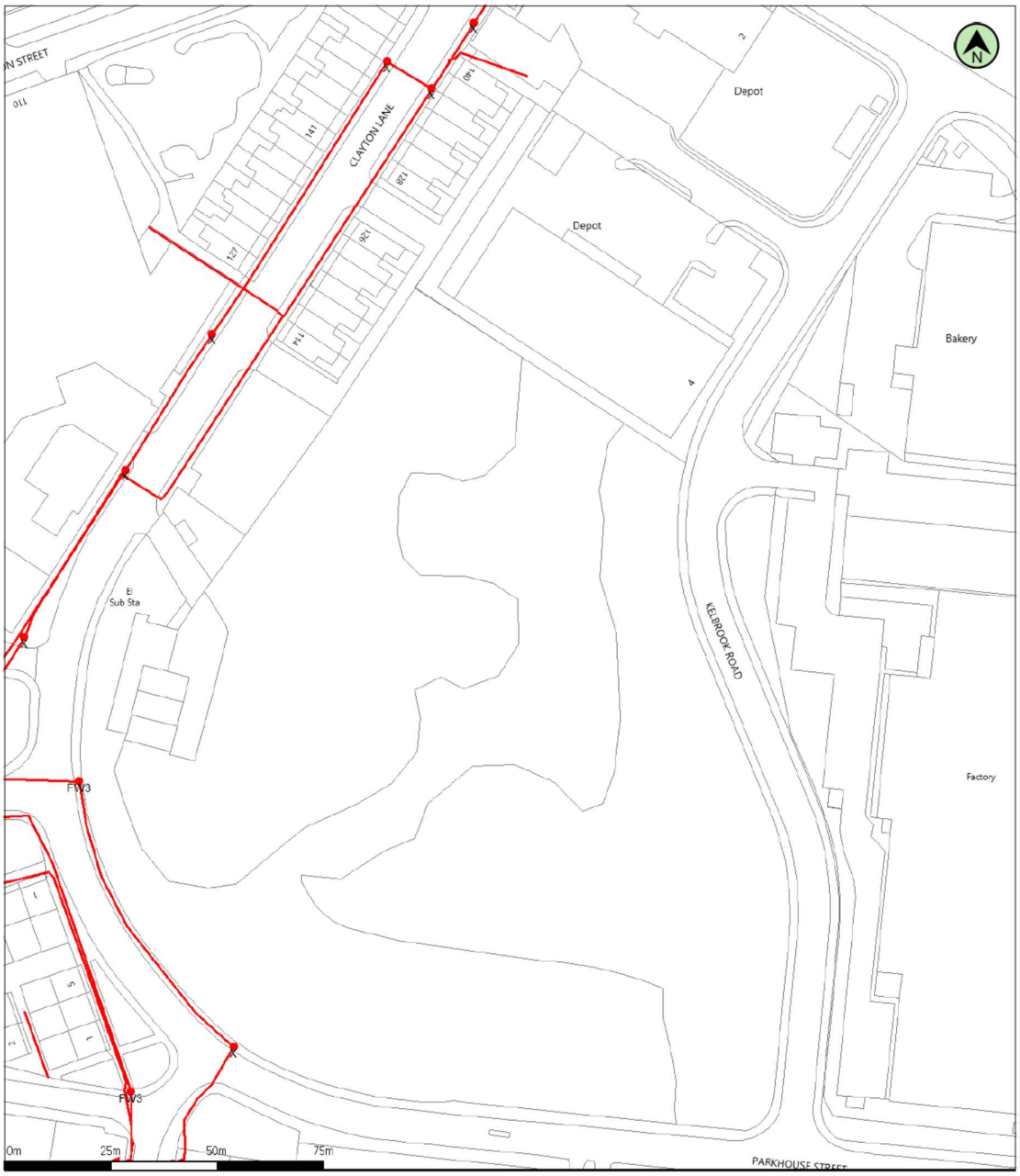
PROJECT
SHELDON BAKERY
OPENSHAW, MANCHESTER

DRAWING TITLE
EXISTING CULVERTED WATERCOURSE ROUTE

CLIENT
S.H. SHELDON WHOLESALE BAKERY

JOB NO	DATE	SCALE	
8885	19.11.25	1:250	A1
DRAWN: RJ	DESIGNED: RJ	APPROVED: RJ	

DRAWING No.: 8885-HBL-XX-XX-DR-C-5103 REV: P01



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Data updated: 01/04/25	Map Centre: 387695,397754	Our Ref: 1768176 - 1	Powered by digdat

Duct, Trench | Chamber / Pole | Cabinet

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GH Sheldon

Important Information - please read The purpose of this plan is to identify Virgin Media apparatus. We have tried to make it as accurate as possible but we cannot warrant its accuracy. In addition, we caution that within Virgin Media apparatus there may be instances where mains voltage power cables have been placed inside green, rather than black ducting. Further details can be found using the "Affected Postcodes.pdf", which can be downloaded from this website. Therefore, you must not rely solely on this plan if you are carrying out any excavation or other works in the vicinity of Virgin Media apparatus. The actual position of any underground service must be verified by cable detection equipment, etc. and established on site before any mechanical plant is used. Accordingly, unless it is due to the negligence of Virgin Media, its employees or agents, Virgin Media will not have any liability for any omissions or inaccuracies in the plan or for any loss or damage caused or arising from the use of and/or any reliance on this plan. This plan is produced by Virgin Media Limited (c) Crown copyright and database rights 2025 Ordnance Survey AC0000818557.