Safety Management System
Construction Phase Health & Safety Plan
(Rev 04 – October 2026)

Project Name	**UoM Kilburn Building HPC (PN8716)**	**Job No**	**CI10449**
Client	MANCHESTER 1824 The University of Manchester		
Site Address	**Kilburn Building Manchester University, Oxford Rd, Manchester M13 9PL**		

Document acceptance

	Name	Title	[redacted]	Date
Document Author	Matthew Christan	Health and Safety Manager		30/01/2026
Accepted (Client)	Simon Connolly	Client Project Manager		
Accepted (Principal Designer)	Klaire Daggatt	Principal Designer		
Principal Designer Advisor	Jon Webster	PD Advisor		

Revision Record

This document has been reviewed and where necessary updated as below:

Rev	Date	Purpose/Amendments	Updated By
01	30/01/2026	Project development document- 1st Revision	MC
02	23/09/2026	Updated Document – 2nd Revision	JG
03	28/09/2026	Updated Document – 3rd Revision	JG
04	01/10/2026	Client Project Number added	

Distribution List

This document has been issued for review to those highlighted on below table:

Rev.	Copy No	Issued to:	me
Rev 04	1.	Project Manager - G&T	
	2.	Client Representative	
	3.	Client IT Manager	
	4.	Principal Designer- BBF	
	5.	Principal Designer Advisor- BBF/Safersphere	
	6.	Project Director	
	7.	Operations Director	
	8.	Project Manager	
	9.	Site Manager	
	10.	Commercial Lead	
	11.	Sudlows Health and Safety manager	
	12.	Sudlows Health and Safety Advisor	
	13.	Principal Designer – CDM & BR	

Safety Management System
Construction Phase Health and Safety Plan

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2. Purpose of This Plan

This Construction Phase Health and Safety Plan (CPHSP) is a live document that will be reviewed at regular intervals to maintain its currency against the progress of works and changes in health and safety requirements. The production of a CPHSP is a requirement of the Sudlows management systems and the document is designed to meet the requirements of the Construction Design and Management (CDM) Regulations 2015.

The CPHSP conforms to Sudlows health and safety policy objectives, copies of which will be communicated to all staff, contractors' staff and site visitors via induction briefings and site noticeboards.

The CPHSP is concerned with the overall management control of all health and safety aspects in the execution of the contract. Subcontract works are also subject to this plan.

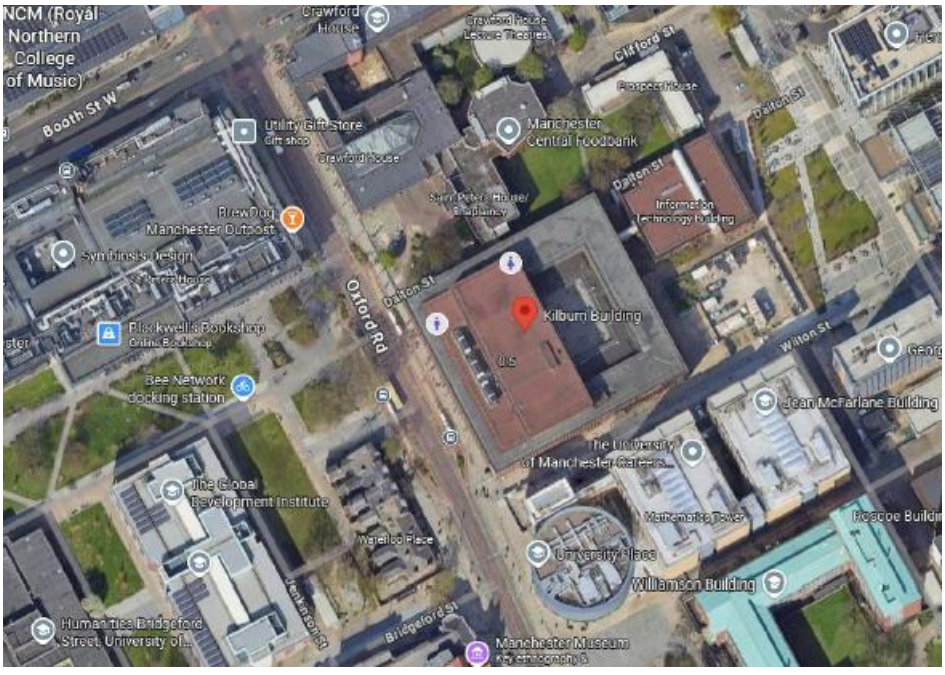
The CPHSP will be supplemented and/or revised regularly as the project develops, by the introduction of supporting documents such as subcontractor method statements, risk assessments and/or any documentation relevant to the safety, health and environmental management of the project. Status of this document is to be included in the Progress Report.

3. Project Title

Kilburn Data Centre

3.1. Project Address

Manchester University,
Oxford Rd,
Manchester
M13 9PL



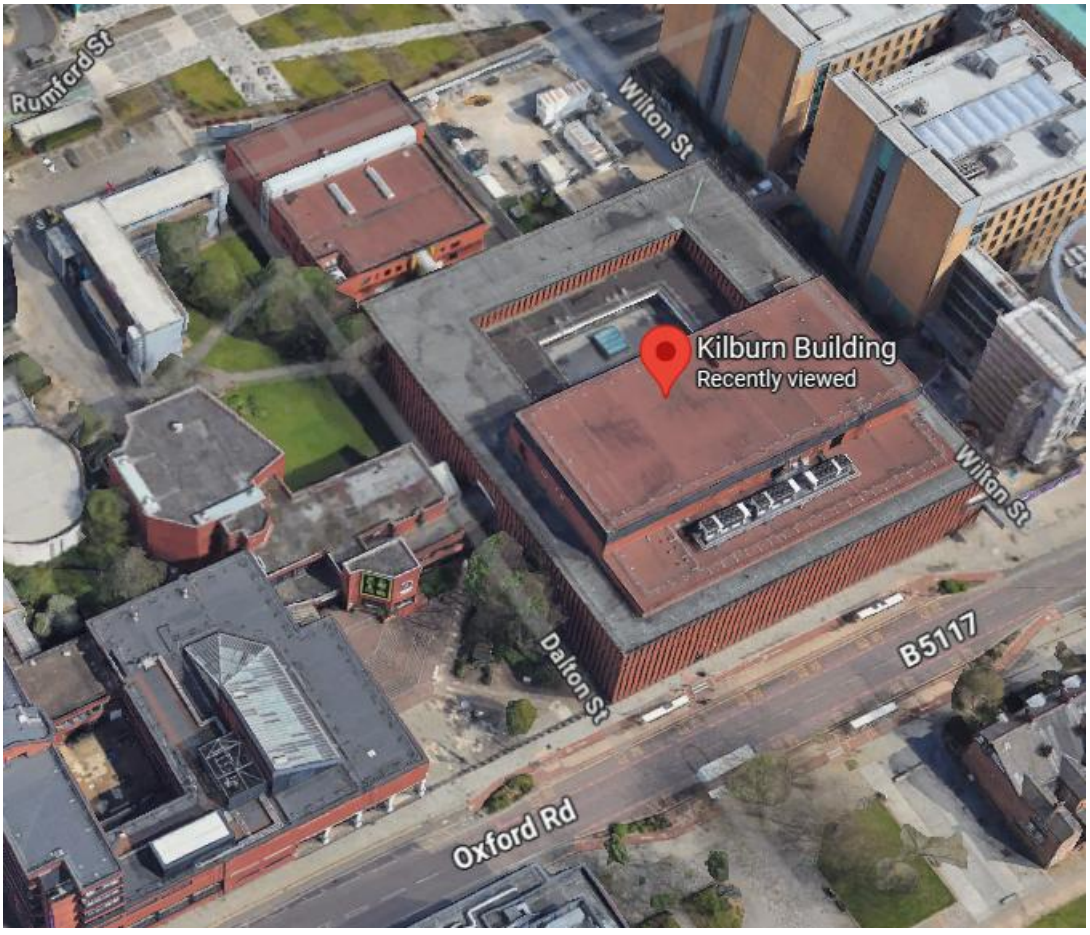
3.2. Project Overview/Scope of Work

The project involves the refurbishment of an existing ground-floor room within the Kilburn Building, previously used to house Vodafone equipment, to provide a new Campus HPC centre of minimum 250kW capacity and a university point of presence with potential to expand to 400kW capacity.
Internal building works will involve the strip-out and removal of asbestos, the strip-out of existing flooring & suspended ceiling panels, the installation of new partition walls with fire-stopping and acoustic separation, the creation of new door openings, associated M&E works & redecorating. External works involve the provision of a standby generator & fuel tank, air handling units & chillers within a secure, acoustic compound adjacent to the Kilburn Building.

3.3. Site Description

The Kilburn Building is a building on the Oxford Road in Manchester which is home to the Department of Computer Science at the University of Manchester. The building was designed by the Building Design Partnership and completed in 1972, with three storeys in a square shape, measuring 76 by 76 metres. The building was formerly known as the Computer Building changing its name in 2001 in honour of Tom Kilburn.

The Kilburn Building is within the University of Manchester Campus. It is therefore expected that there will be a steady flow of students, staff, visitors, delivery vehicles and people wishing to access the surrounding academic facilities.



3.4. Programme of Work

The project is scheduled to commence on-site on 6th October 2026 for site setup, with construction starting on 13th October. The expected completion date is 10th June 2027, with a total duration of 30 weeks

3.5. Anticipated Start Date:

13th October

3.6. Anticipated Duration/Completion:

Construction Completion – 30th April
Commissioning Completion – 10th June
Practical completion – 17th June

3.7. F10 Notification

The project meets the requirements for an F10 notification: F10 Details:

Date created: TBC

Duration in weeks:

Expiry:

F10 document has been raised on behalf of the client by TBC

A copy is located within the contract folder and further inserted below:

4. Project Directory

COMPANY	CONTACTS	TELEPHONE	MOBILE	EMAIL
CLIENT				
University of Manchester Directorate of Estates and Facilities Room 4.001 Beyer Building Oxford Road Manchester M13 9PL	SIMON CONNOLIY Projects Manager		[redacted]	[redacted]
	REBECCA TYSON IT Project Manager		[redacted]	[redacted]
Directorate of IT Services Kilburn Building Oxford Road Manchester M13 9PL	MIKE MAKIN			
PROJECT MANAGER				
Gardiner & Theobald LLP Merchant Exchange 17 – 19 Whitworth Street West Manchester M1 5WG	JONATHAN WILLIAMS Partner	[redacted]		
ARCHITECT				
Fairhursts 31 Dale Street Manchester M1 1EY	KLAIRE DAGGATT Associate Director	[redacted]		
M&E ENGINEER				
Hoare Lea Royal Exchange Manchester M2 7FL	ELEANOR GRAY Associate Director	[redacted]		
	CRAIG WOODWARD			
Principal Designer Advisor				
Safer Sphere 1st Floor 105 Leaside St Helens	JON WEBSTER Senior CDM, H&S Consultant	[redacted]		

Principal Contractor

Sudlows
Ducie Centre
107 Hulme Hall Lane
Manchester
M40 8HH

DUNCAN SCOTT
Associate Director
[redacted]
[redacted]

5. Existing Drawings and Records

5.1. CDM Safety File Information

Record/ Title	Reference	Issue Date	Issued By	Prepared By	Location
1. Asbestos Survey Report Targeted Refurbishment Survey – G.022 – Former Vodafone Room Refurbishment	Project Ref. no. PR1985 065AA Kilburn Building	04/06/2024	G&T	Inspectas Ltd	Appendix F
2.Asbestos Survey Report Project Specific Refurbishment Survey Targeted Refurbishment Survey - GF / 2 / Risers	FS3387-25/04/2025-14:49-UID406 Project Reference Number - PR2249	25 April 2025	UoM	Inspectas Ltd	Appendix F
3.Electrical Installation Survey	NA	30 July 2025	G&T	First 4 Electrical Services Ltd	Appendix F
4.MEP Survey Works	411103	01 August 2025	G&T	End Systems	Appendix F
5.UoM Lead Survey Report 2025 - with Plant Room - COH MW RC	Kilburn Building ISS 25-4153	13 June 2025	UoM	Industry Safety Solutions Ltd	Appendix F
6.Code of Practice for Contractors on Campus	EPM PM6	July 1997 Issue Number: 8	UoM	The University of Manchester	Appendix F
7.Topographical/Utility Survey of Land at UoM, Kilburn Building	A1 25C180/001	May 2025	G&T	Survey Operations	Appendix F
8.Telecity Room Plan	HM-4691-00295_C4	24.11.15	UoM	Halliday Meecham Architects	Appendix F
9.Telecity Room Section	HM-4691-00296_C4	14.04.16	UoM	Halliday Meecham Architects	Appendix F
10. UoM Public Realm	3423-T01	Feb. '07	UoM	WML Consulting	Appendix F
11. UoM Summary Report of Trafficking Allowances for Public Realm Works	3423-02	April 2008	UoM	WML Consulting Limited	Appendix F

The principal designer will collate the required information and prepare a health and safety file for the project based on the remaining hazards and risks.
The designers, Sudlows and contractors have a duty to obtain relevant information for the health and safety file as required by the principal designer.
It is important that this information is provided promptly, and all parties must ensure that any contractors and or designers appointed by them are aware of what is expected from them and when to deliver it.

The health and safety file will be part of the handover documentation, and as such handover will not be accepted without this completed document.
A template for the Health and Safety File giving guidance on information to be provided has been provided in Appendix E. The H&S File & O&Ms formats are to comply with the UoM EPMs.

5.2. Project Related Drawings

Project specific drawings will be updated and amended as required - Construction issue drawings - See Appendix A.

5.3. Project Related Reports and Surveys

Project specific reports and surveys will be contained on separate document- See Appendix B.

6. Clients Considerations and Management Requirements

6.1. Health and Safety File

The Health and Safety File is to be completed by the Principal Contractor to the agreed format and contents. See appendix F issued with the PCI information for agreed formats and contents of health and safety file.
All information including the Health and Safety along with O&M Manuals is to be uploaded in digital format to a designated Microsoft SharePoint provided by the Client.
The Principal Designer must be able to access and review the Health and Safety File (and information to be included) as the project progresses. A complete draft copy of the above information should be issued to Principal Designer no later than (1) one calendar month prior to the completion of the works.

FORMAT

This should include:

- Identifying the type of format
- Describing how the file will relate to any Building Manuals and O&M Manuals that may be provided
- Stating how many copies will be required and to whom they are to be issued

CONTENT

An example of the content is as follows:
1 Introduction
2 Brief description of the project
3 Residual hazards
4 Design criteria
5 List of materials with any associated hazards
6 Information regarding the removal or dismantling of installed plant or equipment
7 Maintenance and cleaning procedures for the structure
8 Nature, location and markings of significant services, including firefighting services
9 As built drawings of the structure
10 Operating and maintenance manual and national building specification
11 Relevant appendices

6.2. Clients Health and Safety Responsibilities

It is understood that the Client is not expected to actively manage or supervise the works, but they do have a big influence over the way the work is carried out. The Client will actively attend weekly progress meetings organised by Sudlows project team ; Health and Safety will be an item on the agenda of all project progress meetings

Sudlows site team shall plan, manage and coordinate all the works and liaise with the UoM Project Team & Principal designers WT Partnership. This will ensure everyone involved in the work communicates, cooperates and coordinates with each other.

7. Project Structure and Organisation

7.1. Project Management Team Structure

Please see Appendix C.

A copy of the current Project Management Team Organisational Chart will be displayed on the site Health and Safety Noticeboard for the duration of the project.

8. Project Objectives

8.1. Health and Safety Objective

It is Sudlows objective to protect the health and safety of those involved in our works and those affected by our activities, by complying with statutory requirements as a minimum and supplementing these requirements with industry current best practice at all times.

Whilst undertaking these works it is our objective to:

- Prevent accidents and ill health to our employees, client's employees, contractors' employees, site visitors and members of the public.
- Ensure all works are carried out in accordance with all relevant legislation and Codes of Practice.
- Provide a place of work that is safe and without risk to the health, safety and welfare to all those involved in the project and affected by our activities.
- Create a positive health and safety culture in which health and safety is given the highest priority.
- Consult and communicate with all those involved in the project and listen when feedback is given.
- Reward those who make a positive contribution towards health and safety best practice.
- Cause minimal environmental impact and damage for the duration of the works.

8.2. Project Specific Health and Safety Goals

We share a personal and professional commitment to protecting the safety and health of our employees, our contractors, our customers and the people of the communities in which we operate.

On this project our specific goals are:

- Zero accidents or incidents
- Zero RIDDOR reportable accidents.
- Zero environmental incidents resulting in impact to site or surrounding area.
- Zero RIDDOR reportable dangerous occurrences.
- Zero impact to surrounding neighbours from activities (Noise or Nuisance)
- High level of involvement by Near Miss reporting using Sudlows Positive Intervention Cards.
- Full compliance with UoM and Sudlows site safety rules.
- 100% adherence to site pro-active monitoring schedules.
- All identified corrective actions (pro-active and reactive) to be implemented within the defined timescale set by the audit or investigation.

- Minimise and/or remove, where reasonably practicable, the risk of ill health or injury to employees, subcontractors and others, including the general public.

8.3. Means of Achieving Health and Safety Objectives and Goals

Sudlows will manage this project by deploying the processes covered by our BMTrada accredited ISO45001, ISO9001 and ISO14001 Integrated Managements System (IMS). All key process and documentation will be made available to the project management team and site-based staff via the Sudlows company portal.

9. Arrangements for Monitor and Review of Health and Safety Performance

9.1. Monitoring Performance

In the role of Principal Contractor (PC) Sudlows Limited will deploy systems to monitor and review the HSE&Q performance of all its activities involved in this project.

Pro-active Monitoring

The site management team will undertake daily site inspections and formally documented weekly inspections, recording observations and actions taken to correct any issues identified. In addition to the site inspections, a formal (unannounced) inspection shall be carried out by the Sudlows Safety Team on a regular basis.
(Ref: 00-00-11 Site Audit Policy)

Re-active Monitoring

All accidents, incidents and near misses will be investigated to identify the root cause and actions will be taken to prevent recurrence.
(Ref: 00-05-03 Accident & Incident Management Policy)

All information gathered from both pro-active and reactive performance monitoring will be subject to trend analysis in order to improve the company's management systems. Site based reports created from information gathered will be shared with the client during the weekly progress meetings

9.2. Project Personnel

On site car parking will be limited due to the space allocated for the project CDM areas. Adjacent to the site, there is ample parking to be used in line with client's parking management rules and conditions. Exemption to these terms and conditions must be requested and actioned at the estates department prior to leaving the site during any period of parking. It is worth noting that during busy times of the day parking can be problematic and contractors/ visitors should not rely on Sudlows management to reserve parking.

All persons attending site must report directly to the Sudlows site office and receive a site safety induction briefing co-ordinated by Sudlows Site Manager. The site induction will include site rules, emergency arrangements and environmental risk control as well as incorporating key University of Manchester site-specific procedures and rules.

All site supervisors will receive an enhanced induction covering their responsibilities and the specific management requirements for working on this UoM Kilburn Building Project.

All personnel involved in this project will, as a minimum, hold a relevant CSCS, ECS or similar accredited training certification.

Copies of all the relevant cards/certification are required upon arrival to site and copies will be taken by Sudlows Site Manager and kept with the unique induction reference. Persons unable to provide valid evidence of I.D and competence will not be allowed to commence work on site.

9.3. Liaison with the Project Team

As well as ongoing liaison using established communication techniques, formal liaison will be maintained through Project Team Meetings where health and safety performance will be discussed as an agenda item.

All works will be carried out in accordance with the Construction Programme. If this programme is updated, then the programme will be re-issued to all sub-contractors and parties involved in this project under an instruction from Sudlows. To assist in the smooth running of this project the Sudlows Project Manager shall hold a weekly progress meeting with the Client, sub-contractors and all applicable 3rd parties.

9.4. Work Authorisation and Control

For the duration of the project, University of Manchester and Sudlows will operate a Transfer of Responsibility (TOR) process to formally identify work areas and allocate control responsibilities.
The UoM authorisation must be obtained for any works carried out within client-controlled areas. Client authorisation from the estate representative will be required for:

- Access into and work within confined space.
- Access onto and work on roofs
- Access into and work within the plant room. Switch rooms. Boiler rooms lift motor rooms and service risers.
- Excavations
- Work on fire alarm systems and detection
- Electrical isolations
- Asbestos works and asbestos contaminated areas
- Works on high pressure systems
- Hot works
- Wet work
- Cold work
- Access into vacant premises and unallocated spaces
- Work on natural gas system

In addition, Sudlows will also operate a Permit to Work system for the following high-risk activities within Sudlows controlled CDM work areas.

- Permit to Dig/Excavation
- Confined space working
- Services works
- Electrical isolations
- Working at height
- Hot works

10. Emergency Arrangements

10.1. Accident Procedure

It is the responsibility of all employees working for and on behalf of Sudlows to report all accidents or incidents to the Sudlows site manager and the HSE&Q team as soon as possible but no later than 2 hours of the accident or incident.

It is the responsibility of the Sudlows project site manager to;

- Notify the Sudlows Project Manager immediately.
- ensure the Initial Incident Notification (IIN) form (00-05-03F02 Initial Incident Notification Form) and accident book entry is complete and submitted to the HSE&Q team within 48 hours.
- collect evidence associated with the accident / incident where appropriate undertake an accident / incident investigation (00-05-03F03 Accident Investigation Report Form) or near miss investigation as directed by the Health and Safety Manager.
- implement appropriate corrective action as identified within the report.

All accidents including those to subcontractor workers must be reported immediately to the site management and a record entered in the site accident book. This includes all cases where first aid is provided, regardless of how minor the injury is considered.

All accidents are to be reported to the Principal Designer and to the client representative immediately.

Where an investigation is carried out, the site manager and project manager will ensure that any follow up action required or recommended is carried out promptly and that information is relayed to all on site who may be affected by findings.

Once any accidents, incidents or near misses have been recorded as detailed above details will be forwarded on to the UoM Project Manager.

Only the Sudlows Health and Safety Manager is permitted to register a Sudlows related accident or incident with an enforcing authority. For accidents / incidents reportable under RIDDOR the Company will make use of the full-time allocation for reporting to ensure all relevant facts impacting on the report have been collected and reviewed. RIDDORs will be reported via the HSE website.

All accidents and incidents will be reported to the client in line with client reporting requirements. Details of client reporting arrangements will be maintained by the Health and Safety Team and made available to the Client's Health and Safety point of contact.

10.2. First Aid Arrangements

Sudlows are committed to providing sufficient numbers of first aid personnel in the workplace at any one time to deal with accidents and injuries occurring at work, arranging for approved training as required. In addition, Sudlows will:

- provide information and training on first aid to employees to ensure statutory requirements are met, operational needs are addressed, and first aid support is administered to employees when required;
- ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work during their induction period;
- ensure the provision and maintenance of adequate supplies for first aid equipment and facilities appropriate to the degree of risk; including for those employees who work away from site.

Project Managers will be responsible for implementing the First Aid at Work Policy (00-05-19 First Aid at Work Policy) within their projects and for ensuring a suitable and sufficient provision following an assessment of First Aid requirements.

The First Aid Arrangements for this site are:

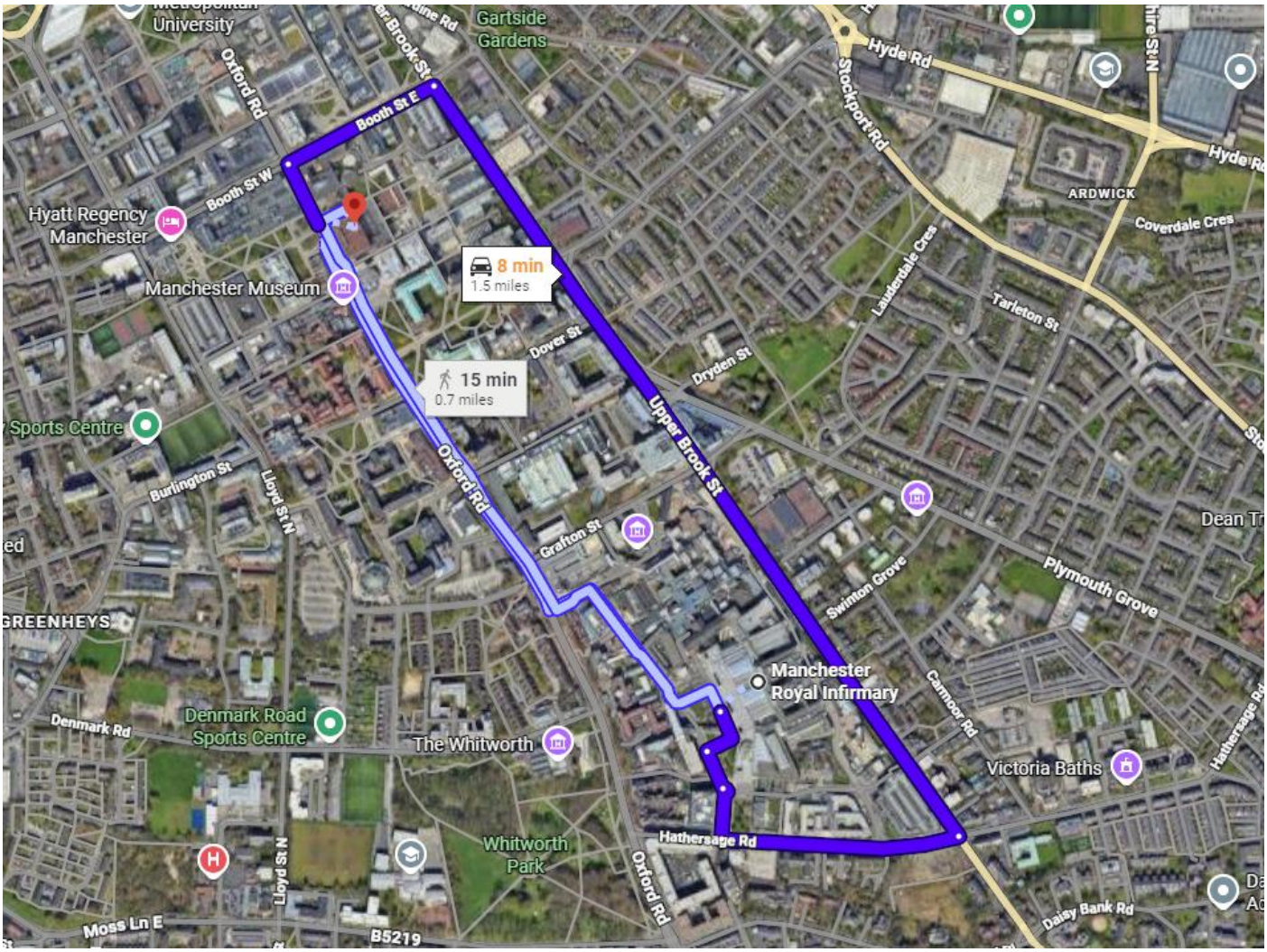
Number of First Aiders	1 + Site Staff
Number of First Aid Boxes	3
Number of Eyewash Stations	3

No	Name	Training	Expiry Date
1	Danny Dawson	Emergency First Aid	6/03/27

In the case of any emergency on site please contact Danny Dawson

10.3. Accident & Emergency

Local A&E
Address: Upper Brook St, Manchester M13 9NZ **Telephone: 0161 276 4147** **Distance from site:** 1.5 Miles



Nearest Defibrillator: site office

10.4. Fire Arrangements / Fire Plan

All sites under the control of Sudlows Limited will be subject to a suitable and sufficient, documented site unique fire risk assessment following the company's Fire Risk Assessment procedure (00/05/08 Fire Assessment and Prevention Policy). The site appointed Responsible Person and senior fire warden are responsible for ensuring that all control measures identified by risk assessment are implemented then tested and reviewed on a regular basis.

In addition to the above, the Responsible Person and appointed senior fire warden, will produce a fire plan which will clearly show fire escape routes, fire extinguisher and fire detector locations, muster point locations and will specify in full the actions to be taken to prevent fire arising and spreading during construction. The plan will also detail the firefighting arrangements for the site. This will be documented on the notification board provided on site.

The completed fire plan will also be kept in the site safety management file, and it will be the responsibility of the senior fire warden to maintain. The plan will be subject to a documented ongoing review. The Responsible Person will also develop a Fire Emergency Action Plan which will detail the nature of the action that staff must take on discovering a fire or evacuating the premises in line with the emergency response plan. These plans will be displayed throughout the site and form a key part of the Sudlows site induction.

Responsible Person	Danny Dawson
Fire Warden	Danny Dawson

11. Welfare

11.1. Welfare Arrangements

Toilets
Sudlows will ensure that the site toilets are suitable and sufficient for the size of the workforce, ventilated, lit and kept in a clean and in an orderly condition. Washing facilities will be provided so that workers can use them immediately after using the toilet or urinal, even if they are provided elsewhere. Separate male and female toilets are to be provided for the duration of the project.

Washing Facilities
General washing facilities must be suitable and sufficient, kept clean and orderly and with basins or sinks large enough for people to wash their face, hands and forearms.

The facilities will include:

- clean hot and cold, or warm, running water;
- soap or other suitable means of cleaning;
- towels or other suitable means of drying; and showers where the nature of work is particularly dirty or there is a need to decontaminate.

Drinking Water

Drinking water will be provided or made available at readily accessible and suitable places.

Facilities for Rest
Rest rooms or rest areas will be available to staff, equipped with tables and seating sufficient for the number of persons likely to use them at any one time. There will also be arrangements for meals to be prepared and eaten, plus means for boiling water. Heating for the rest area will be provided.
Drying Rooms
Suitably sized drying area will be provided for this project. Changing areas will be provided for workers. Men and women must be able to change separately.
These areas will have seating and facilities for drying clothing where needed ensuring any contaminated protective equipment is kept separate from everyday clothing. Provision must be provided for the securely storing personal items.

Welfare Arrangements Plan for the project site: Ut

Sudlows will provide welfare / rest areas for all Sudlows managed contractors attending the UoM Kilburn data centre Project site.

The site manager will be responsible for monitoring staff numbers on site to ensure the welfare arrangements remain acceptable.

Below is the proposed location at the time of producing this version of the CPHSP:

Maximum No. of Personnel expected on site:	13
Welfare Requirements	
Toilets (WCs) (Male/Female)	2
Urinals	2
Washing Facilities	2
Rest Facilities / Storage	2
Drinking Water Stations	2
Drying rooms	1
ALL contractors to be reminded to leave ALL areas clean and tidy.	

11.2. Site Logistics and Traffic Management

The construction works will be undertaken in accordance with the approved project programme, with construction activities phased to minimise disruption to the University, surrounding highway network, pedestrians, cyclists and other road users.

The anticipated construction phases and associated vehicle movements will be reviewed throughout the project and coordinated with the overall programme. Vehicle movements will include:

- Delivery of construction materials.
- Delivery/removal of plant and equipment.
- Concrete deliveries and concrete pump operations, where required.
- Removal of construction waste.
- Specialist deliveries associated with mechanical and electrical installations.
- HGV deliveries associated with major plant or equipment.
- Contractor and subcontractor vehicles.
- Abnormal or oversized loads where applicable. A delivery schedule / booking system will be implemented to coordinate deliveries and prevent multiple vehicles arriving at the site simultaneously.

Where practical, deliveries will be scheduled outside of the University's busiest pedestrian periods and will take account of lectures, examinations, University events and other known campus activities. The construction programme and delivery requirements will be reviewed regularly by the Project Manager/Site Manager to identify any changes that could affect traffic movements.

A Construction Traffic Management / Logistics Plan will identify the agreed routes for construction traffic approaching and departing the site.
All construction traffic will use the designated access routes and will not use unauthorised University roads, pedestrian routes or areas of campus.
The traffic route will be selected to:

- Minimise impact on local residents and businesses.
- Minimise interaction with pedestrians and cyclists.
- Avoid unnecessary vehicle movements through the University campus.
- Avoid unsuitable residential roads where reasonably practicable.
- Maintain access for emergency services.
- Maintain access to neighbouring properties and University buildings.
- Minimise congestion on the surrounding highway network.

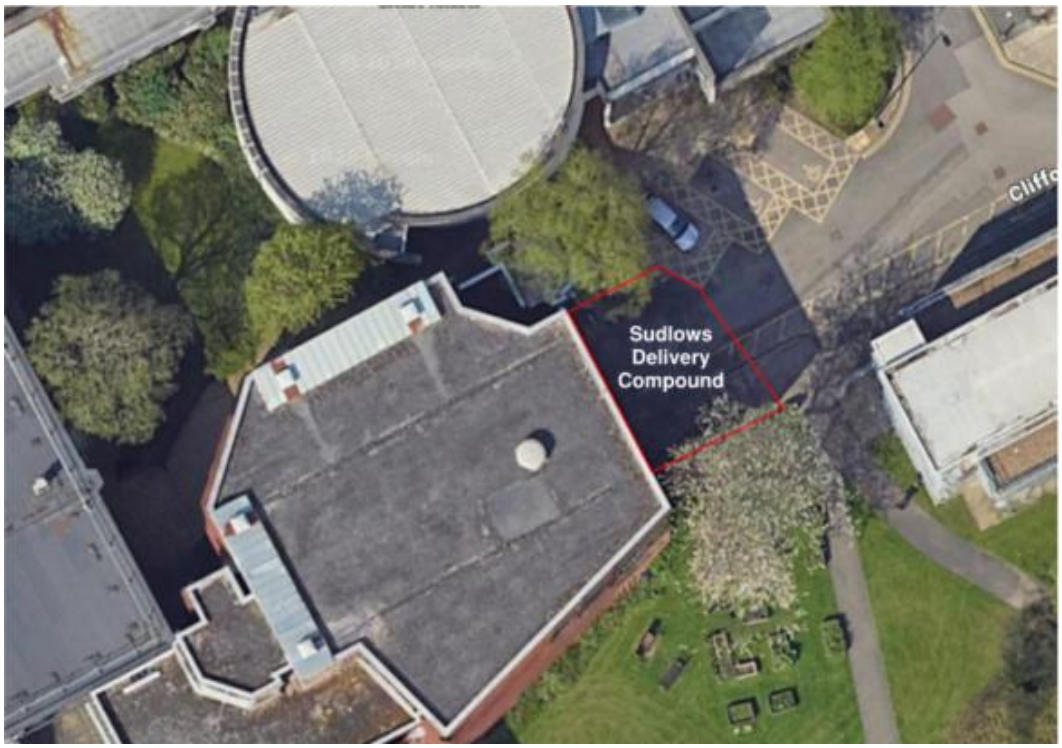
Particular consideration will be given to the final approach to the site, due to the high volume of pedestrian and cyclist movements across the University campus.

The site will have defined vehicle access and egress points.
The proposed access arrangements will be shown on the Site Logistics Plan, including:

- Main construction vehicle entrance.
- Construction vehicle exit.
- Pedestrian entrance.
- Delivery holding area.
- Loading/unloading area.
- Banksman positions.
- Site security/control point.
- Emergency access.
- Wheel-wash facilities, where required.

Vehicle access points will be maintained in a safe condition throughout the works.
A trained banksman/signaller will be used where required to control vehicle movements, particularly during reversing and manoeuvring operations.
Where possible, the site will be arranged to provide one-way vehicle movements, reducing the requirement for reversing.

11.3. Site compound security



All significant deliveries will be booked in advance through the Site Manager/site logistics team.
The delivery booking system will record:

- Delivery date.
- Delivery time.
- Supplier.
- Vehicle registration.
- Vehicle type/size.
- Material/equipment being delivered.
- Estimated duration on site.
- Required unloading arrangements.
- Any special requirements.

Drivers will be provided with the agreed route and site access instructions before attending site.
Vehicles will not be permitted to wait on surrounding public highways where this can be avoided.
On arrival:

1. Vehicle reports to the agreed access point.
2. Site team confirms delivery booking.
3. Vehicle is directed to the designated unloading area.
4. Banksman controls vehicle movements where required.
5. Delivery is unloaded.
6. Vehicle departs the site promptly.

The Principal Contractor will ensure the safety of all site users and the safe operation of the site compound through the implementation of robust access control, segregation, and security arrangements. The site will be treated as a controlled area, with access restricted to authorised and inducted personnel only. The site compound will be fully enclosed using suitable fencing or hoarding, with lockable access points. Entry and exit will be managed via controlled gates, which will be kept locked when not in use. All visitors will be required to report to the site office, sign in and out, and be accompanied at all times. A site induction will be mandatory for all operatives, visitors, and delivery drivers prior to commencing or accessing work areas.

Clear signage will be displayed at site entrances and throughout the compound to warn of construction hazards, identify mandatory PPE, and direct pedestrians and vehicles safely. Pedestrian routes and vehicle routes will be clearly defined and, where practicable, physically segregated to minimise the risk of collision.
Reversing movements will be controlled through the use of trained banksmen and agreed traffic management arrangements.
The site compound will be maintained in a clean, tidy, and well-lit condition to prevent slips, trips, and unauthorised access. Materials, plant, and hazardous substances will be stored securely within designated areas.
Welfare facilities will be positioned within the secure compound and maintained in accordance with Schedule 2 of the CDM Regulations.
Out-of-hours security arrangements will be implemented as necessary, which may include locked access points, lighting, alarms, or security patrols, to prevent unauthorised entry, vandalism, or theft. Regular inspections of fencing, gates, and security measures will be carried out, and any defects or breaches will be addressed immediately. These controls will be monitored and reviewed throughout the project to ensure the continued safety of site users and the integrity of the secure site compound.

11.4. Highway Dilapidation

As part of the planning conditions, prior to construction, a highway dilapidation survey is required including photographs and commentary on the condition of carriageways and/or footways on construction vehicle routes surrounding the site. It is noted that the site is a private road and accessed only by highways on Rumford Street, however at prior to any construction works taking place, the dilapidation will be agreed with the client and completed and stored in the project folders and will be submitted to the client.

12. Communication and Consultation

Sudlows will ensure that an adequate standard of safety communication is developed on the site and that sufficient information and instructions are passed to Sudlows staff and specialist contractors. Safety issues will be discussed at meetings as a priority and items specifically noted in the meeting minutes under a safety heading for action by those identified as responsible.

Site specific safety meetings will be held on a regular basis involving Sudlows staff and specialist contracting organisations with and senior site representatives attending. Minutes will be taken at these meetings and an agenda produced to encompass the scope and timing of works. All site safety representatives are required to attend these meetings.

Where considered necessary by the site manager, extra ordinary safety meetings will be held to discuss with Sudlows staff and specialist contractors and others concerned parties, issues that are of a critical safety priority. If it is considered necessary by the site manager or Sudlows Project Manager/H&S Manager any of the following may be invited to such meetings:

- Company H&S Advisors
- Relevant Sudlows senior managers
- Client or their representative
- Principal Designer

12.1. Toolbox Talks

High standards of communication with the workforce are to be developed through regular toolbox talks on site-specific topics. Additionally, Sudlows will require each specialist contractor carrying out work on site to deliver their own Toolbox Talks. The TBT process is in place to reinforce the Health and Safety culture and ensure that the requirements of Method Statements and Risk Assessments are briefed and understood by all. The Sudlows Project

Manager will agree a programme for toolbox talks and monitor their compliance. All toolbox talk records will be maintained within the Sudlows site folder system.

12.2. Safety / Environmental / Quality Alerts

Sudlows has in place Health, Safety, Environmental and Quality alerts in order to communicate as effectively and efficiently as possible relevant information from either proactive or reactive sources that require urgent distribution. An alert will be required whenever it is identified that there are significant deficiencies in the identified control measures which, without the implementation of the action identified in the alert, could present a significant risk to HSE&Q performance.

All alerts will be issued via the HSE&Q team using form IMS-F58 along with an attendance register (form IMS-F60), supporting memo and any appropriate supporting materials. The HSE&Q Manager will;

- Properly assess all information to ensure only those matters which are important and urgent are issued as an alert
- Correctly target alerts so that only those effected by the alert are briefed
- Issue clear and concise information, including details of actions to be taken in conjunction with the communication

In undertaking these actions, the HSE&Q team will ensure that projects are not issued with irrelevant information and can manage the communication process more effectively. Sudlows Alerts will be distributed electronically to the identified target audience. All those receiving the alert must sign the accompanying attendance register (electronic acknowledgements are acceptable). In addition to Sudlows Alerts, the HSE&Q team will receive copies of alerts from the client. The HSE&Q team will assess each received alert for its relevance, importance and urgency and will distribute the alert to the site as with Sudlows alerts. The accompanying communication will however note the timescales for the alert brief if different from the standard. Ref: 00-00-04 Communications, Consultation and Participation Policy.

12.3. Site Signage

Sudlows will ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk.

13. Site Based Hazards

13.1. Electrical Working

All electrical work will only be carried out by persons who are authorised, trained and competent to do so. All electrical work will be carried out in line with approved and agreed safe systems of work (Risk Assessment / Method Statement – RAMS).

The Principal Contractor is to follow the HSE guidance HSG 85 Electricity at Work – Safe Working Practices.

Before any connections to or extension from the University of Manchester site infrastructure are undertaken, a robust switching schedule will be developed with UoM appointed SAP's. It is understood that **all** HV switching will be done by UoM SAPs only.

Existing site services i.e. cable routes and entry points are outlined in the appendices included in the pre-construction information and should be reviewed throughout the construction phase of the works. All drawings should be considered as purely guidance and further investigation, and survey will be required when working in these areas where there is a potential for the services to be impacted by Sudlows undertaking to be performed by competent persons.

13.2. Working at Height

For all working at height activities, it is Sudlows policy to follow the working at height hierarchy of control including;

- Avoiding work at height where possible.
- Using work equipment or other measures to prevent falls where working at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.

All working at height activities will be controlled and safe system of work defined and documented. Once in place it will be necessary to control their implementation during the works. During all working at height activities such as the installation of cabling the supervisor/lead engineer must consider the following;

- All work is properly planned, supervised and carried out by competent people.
- All parties are fully aware of the operations to be carried out.
- The chosen method of access is suitable to the intended tasks.
- Hazards have been identified, and the work has been properly planned.
- Persons are fit and healthy and free from intoxication.
- RAMS are in place, understood and all staff undertaking the work have signed on.
- Where required, provision has been made to protect all third parties – exclusions zones, barriers, signs, etc.
- Where required, provision has been made to tether loose objects (such as tools, equipment etc.) to ensure no drops from height.
- Special notice is taken of hazards resulting from the nature of the work.
- All site-specific hazards are documented using the Sudlows 'Point of Work' RA process. All control measures are identified, implemented and communicated to all members of the team / site visitors.
- Equipment in good condition and regularly examined and records made.
- Workers will be competent in working at height, use of W.A.H equipment/PPE and the work tasks.
- All PPE is in good condition and subject to pre-use check.
- Routes of access and egress are clear and understood by workers.
- Permits to work have been obtained if necessary.
- Correct level of supervision is in place, according to the nature of the task.
- RAMS for the work are available on site.
- All workers are fully aware of the task and the nature of the site and have signed onto the RAMS.
- Head protection appropriate to the work method.
- Special provision made for the use of tools.
- Loose objects avoided or properly secured.
- Work at height never done by lone workers.

13.3. Control of Substances Hazardous to Health (COSHH)

Sudlows will provide a safe working environment for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessment. All employees and contractors working to Sudlows management systems must abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved or refer their concerns to their line manager.

An inventory of any substance in use on this project will be maintained by Sudlows project manager within the project HSE&Q plans or, for construction, site health and safety files. In addition, the use for each chemical will be identified. These inventories will be reviewed on at least an annual basis. Project Managers will also obtain Material Safety Data Sheets (MSDS) from the manufacturers of each substance; these will be kept for reference by staff and made available to the Health and Safety Manager in order for the COSHH assessment to take place.

A COSHH assessment will be performed by the Health and Safety Manager and the control measures identified. In conducting the COSHH assessment, consideration will be given to the need for occupational health monitoring for staff routinely handling hazardous substances and the results documented as part of the assessment. The provision of any health monitoring will then be in line with Health and Welfare Policy.

13.4. Hazardous Materials in Existing Structures

The pre-construction information has identified the following health hazards arising from construction materials where specific precautions are required:

- Lead based paints - If any works within the existing ground floor plant room are required the Principal Contractor must familiarise themselves with the following report " UoM Lead Survey Report 2025 – ISS 25-4153" dated 13th June 2025 (copy *in* **Appendix F**).
  Any activities that may disturb surfaces coated with lead-based paint must be preceded by a thorough risk assessment and the implementation of modified work practices in accordance with the **Control of Lead at Work Regulations.**

Location	Findings
G.027 Storage Room	Lead was detected in the door frames of each room, no access to rooms themselves
G.070 Electrical Cupboard	
2.067 Plant Room	Lead was detected in 1 door frame, to several metal support frameworks and to some metal pipework

Sudlows planning documentation will give due regard to the aforementioned hazardous materials and required controls and ensure they are managed in line with the Control of Hazardous Substances regulations/Sudlows COSHH Policy.

13.5. Asbestos Containing Materials (ACM's)

Sudlows site management team to review full scope of works against provided information to ensure Asbestos details are relevant and covered.

The Desk Study & Ground Investigation has not identified asbestos within the ground.

Record/Title	Reference	Issue date	Prepared by	Location
Asbestos Survey Report Targeted Refurbishment Survey – G.022 – Former Vodafone Room Refurbishment	Project Ref. no. PR1985 065AA Kilburn Building	04/06/2024	Inspectas Ltd	Appendix F
Asbestos Survey Report Project Specific Refurbishment Survey	FS3387-25/04/2025-14:49-UID406	25 April 2025	Inspectas Ltd	Appendix F

13.6. Mobile Elevated Working Platforms (MEWPS)

Sudlows will ensure that where a Mobile Elevating Work Platform is required, only an IPAF or equivalently trained person will be permitted to operate a platform. MEWPs will be inspected daily prior to first use by a competent person and the results recorded. Sudlows site management will ensure harnesses and lanyards are in good condition and worn.
When the platform is raised. Sudlows will further ensure that a suitable work at height rescue plan is developed and practiced, thus avoiding reliance on the emergency services.
Plant must not be left unsupervised, in an operational condition at any time.
All records of inspection for MEWPs on the site will be captured and stored in site folder systems for review.
Access equipment registers must be populated for individual contractors and regularly reviewed throughout the project.

13.7. Control of dust

Sudlows will plan, manage and monitor excavation and building works to minimise the generation and spread of dust, so far as is reasonably practicable, in accordance with CDM 2015.
Dust will be controlled through the use of appropriate suppression measures such as damping down, controlled excavation methods, and the use of enclosed or extraction-fitted equipment where required.
Materials will be stored and handled to prevent dust release, and waste will be removed promptly.
Vehicle movements will be managed to reduce dust generation, including speed limits, sheeted loads and wheel cleaning where necessary.
Workers will be provided with suitable information, instruction and, where required, respiratory protective equipment. Dust levels will be monitored and work methods reviewed if conditions change or excessive dust is observed.

13.8. Contaminated land

The Desk Study & Ground Investigation have not identified contamination within the ground. Any available geotechnical, environmental or historical land-use information will be used to identify risks such as contamination, unstable ground, buried obstructions, or unexploded ordnance. Findings will be incorporated into task-specific risk assessments and method statements (RAMS). Where contamination is suspected or identified exposure will be minimised through engineering controls, dust suppression, and controlled excavation, appropriate PPE AND RPE will be provided and enforced, materials will be handled stored and disposed of in accordance with environmental and waste regulations.

13.9. Excavations

Before any excavation is commenced on the UoM premises the clients facilities team must be consulted and the presence of electrical cables and other services identified. A permit to work will be obtained. Special care is to be observed in areas of made-up ground or ground made unstable due to excess water.
Where it is necessary to support an excavation to prevent the risk of materials falling into it and endangering people, the support will be put in place as soon as possible. Where it is necessary to support an excavation, suitable and sufficient materials must be provided. Support systems must only be installed, altered and removed if supervised by a competent person.
Where excavations are supported to prevent their accidental collapse the means of supporting the excavation must be approved by a competent person and recorded within the site temporary works register. Where temporary works are used on site the details of the project temporary works management arrangements and the details of the project temporary works coordinator & temporary works supervisor will be outlined.

Where an excavation is considered to be classed as a confined space, a permit to work must be issued prior to works commencing. Where necessary, excavations must be formally inspected daily prior to entry and a report generated and issued to the client within 24hrs of the inspection as required by The Construction (Design and Management) Regulations 2015 Regulation 22(4)(a). In the event that the competent person undertaking the inspection is not satisfied that construction work cannot be undertaken safely the client must be notified as soon as possible. Records of excavation inspections must be maintained for a minimum of three months post completion of the project.
Where people could be endangered, steps must be taken to prevent the fall of persons, vehicles, plant, equipment or materials into the excavation. Materials, vehicles, plant or equipment must not be placed or moved near an excavation in an area where they could collapse.
Safe working methods must be adopted to prevent people falling into an excavation. Outside of working hours all excavations will be secure to prevent access by third parties. Warning signage must also be displayed.

13.10. Confined spaces

Where excavation works create or involve confined spaces, the Principal Contractor will ensure that such work is avoided where reasonably practicable and, where unavoidable, is planned, managed and carried out in accordance with CDM 2015 and the Confined Spaces Regulations 1997.
A suitable and sufficient risk assessment and safe system of work will be implemented, including permit-to-work arrangements where required. Hazards such as oxygen deficiency, toxic gases, flooding, collapse and restricted access will be assessed and controlled. Appropriate ventilation, atmospheric testing, access and egress arrangements, and emergency rescue procedures will be provided. Only competent and authorised personnel will be permitted to enter confined spaces, and workers will be provided with suitable information, instruction, training and supervision.

13.11. Noise and Vibration

The Principal Contractor will identify vibration hazards associated with construction activities such as piling, compaction, breaking, drilling, demolition, and use of vibrating hand tools.
A vibration risk assessment will be undertaken in accordance with: Control of Vibration at Work Regulations 2005 (HAV & WBV), CDM Regulations 2015 and any Relevant British Standards (e.g. BS 5228).
Where, reasonably practicable, low-vibration construction methods will be selected. Works will be sequenced to limit the duration and intensity of vibration exposure. Pre-condition surveys of adjacent structures will be completed where vibration-sensitive receptors are present.
Exposure to Hand–Arm Vibration (HAV) and Whole-Body Vibration (WBV) will be controlled by Selection of low-vibration plant and tools, Use of well-maintained equipment in accordance with manufacturer instructions, limiting trigger time and introducing task rotation and planning regular breaks from vibration-generating activities.
Exposure Action Values (EAVs) and Exposure Limit Values (ELVs) will not be exceeded.
Workers identified as being at risk will be placed under health surveillance where required.

13.12. Underground Services

Buried services are widespread across the site and it should be assumed they are present unless it has been clearly demonstrated otherwise. A safe system of work will be developed to ensure excavation work is adequately planned; plans are provided and consulted; cable and pipe-locating devices are utilised; safe digging practices are implemented in line with *HSG47*.

Underground services report is available in Appendix B.

All underground services that are to be exposed must be supported where there span reaches more than 1.0 metre using suitable means.

14. Control of Work Activities

14.1. Method Statements

The hazard identification stage of our process aims to proactively establish all sources, situations or acts associated with our activities by a defined competent person producing a method statement for any planned works. Once the defined method of work has been documented, agreed and approved a systematic risk assessment of each aspect of the work is undertaken to identify the potential to cause harm in terms of human injury or ill health to the staff carrying out the work and to those who may be affected by it.

For each identified hazard, a risk identification review then occurs to identify suitable and sufficient control measures. Once completed, job specific Risk Assessments / Method Statements (RAMS) are issued and briefed to the staff undertaking the work who 'sign onto' the RAMS to confirm their understanding.

14.2. Risk Assessments

Once the defined method of work has been documented, agreed and approved a systematic risk assessment of each aspect of the work is undertaken in order to identify the potential to cause harm in terms of human injury or ill health to the staff carrying out the work and to those who may be affected by it.

Sudlows Limited will complete "point of work" risk assessments, this being a dynamic assessment of the hazards and risks associated with specific work activities. These will be bespoke to this site project and bespoke to the item in question.

14.3. Permits to Work

Authorisation must be obtained for the following activities:

- Access into and work within confined space.
- Access onto and work on roofs
- Access into and work within the plant room. Switch rooms. Boiler rooms lift motor rooms and service risers.
- Excavations
- Work on fire alarm systems and detection
- Electrical isolations
- Asbestos works and asbestos contaminated areas
- Works on high pressure systems
- Hot works
- Wet work
- Cold work
- Access into vacant premises and unallocated spaces
- Work on natural gas system

Permit process is to be finalised on site, with consultation with the clients' responsible persons for the project.
Sudlows will comply with all UoM site permit and work authorisation procedures.
Where work activities fall within the demise of the Sudlows CDM areas or on Sudlows managed equipment, the permit process will be under the full control of Sudlows Limited personnel.
Any and all work on the UoM areas of demise will be under full control and authorisation of the clients responsible person.

14.4. Specialist Contractor RAMS

Prior to any works on site starting each specialist contractor shall be required to produce and issue Risk Assessment/Method Statements (RAMS) and where necessary COSHH Assessments. These will be reviewed by the Sudlows Limited site manager and where required, Sudlows Health Safety Team, and copies maintained within the project site folder. The site-specific RAMS will be reviewed using Sudlows RAMS review checklist (00-05-07F03 RAMS Review Checklist) and sent to the client for approval prior to commencing works on site.

Each specialist contractor shall be required to communicate the contents of all their RAMS and COSHH Assessments to their operatives during the Sudlows site induction. Evidence of this must be provided to the Sudlows Limited project manager prior to works starting.

14.5. Site Supervision and Monitoring

Sudlows will have adequate levels of site supervision deployed across this site including project manager, site managers and site supervisor to adequately monitor the works. All personnel involved in the project will be trained to help them discharge their health and safety responsibilities. All project manager, site manager, site supervisor and lead engineers are, in addition to any other persons assigned will be responsible at all times for the health, safety and welfare of all persons (including employees, visitors and contractors) and ensure that a safe working environment is present.

In the case of an emergency please contact Sudlows Site Manager – [redacted]

They must be aware of the specific regulations which apply to their works and the requirements of the IMS and other HSE&Q policies. They must ensure that where applicable within their work scope:

- Risk assessments are carried out and any recommended actions implemented in a timely manner;
- All equipment, plant and machinery comply with safety requirements and are regularly checked and maintained by competent technical specialists;
- Hazardous substances are stored, handled, used and managed according to statutory and Company requirements;
- Appropriate consultation, with employees and all other persons in their area, is provided on health and safety matters;
- All necessary HSE&Q training is given, and statutory and specific hazard information has been issued and is regularly updated;
- All necessary job instructions, warning notices and signs are provided and are prominent and enforced;
- Employees and all other persons are routinely trained in emergency procedures;
- All necessary protective clothing, equipment, devices and aids are available, and their use where and when required is enforced;
- Appropriate health screening and surveillance assessments are carried out, including attention to pressure management;
- The workplace under their control is regularly monitored to ensure that hazards are minimised, procedures adhered to, and a positive HSE&Q culture is in place;
- HSE&Q topics and updates are included on the agenda of team meetings / briefings;
- They set a good example to employees and contractors when visiting the workplaces and sites controlled by Sudlows, by following at all time Sudlows procedures and wearing appropriate protective clothing and equipment.

The overall HSE&Q performance of the Company is achieved by the application of the defined management systems. Site audits are therefore deployed to provide information on the performance of projects with the expressed intention of improving process and project performance. As principal contractor Sudlows will adequately monitor and review the safety performance of all its activities involved in the project. The site

management team will undertake weekly inspections, recording observations and action taken. In addition to the site inspections, a formal inspection shall be carried out by the Sudlows Safety Team at a defined frequency.

14.6. Planned Resources

The following specialist-contractors are expected to be utilised during this project:

Fire System	Atexa
Pipework Installation	Charlestown
DX Installations	Nocria
Insulation	Essex Thermal
Ductwork & Ventilation	DDI
Civils	G2
Fencing	G2
General Builders works	G2
Chillers & CRAC Units	Aermec
Flooring	Bathgate
Drainage	Drain Alert
Specialist Earthing	Raiden
Water Treatment	MWS
GRP Building	Protect
UPS	Riello
LV Switchgear	Elecsis
Generators	GT Gen
Leak Detection	JAM
Cabinets & Aisle Containment	Prism
Lift & Shift	Rates
CRAC/CRAH Units	Usystems
Handrail / Balustrade	G2
Access Steps / Raps	Allowance from nlighten
Connectivity	ES
Load banks	Agrekko
Luminaires	Thorlux
Rack PDU's & DCIM	Raritan
Rack Accessories	EDP
Grilles / Louvres	GDL
Pressurisation Units	
Fans	Puma
Humidifiers	Condair
Fire Alarm Modifications	ADT
Access Control	Schneider
CCTV	Securitas
BMS & Controls	Schneider
MEP Design	Sudlows

Structural Design Fees	WML
Architectural & PD Fees	Fairhurst

15. Design

15.1. Control of Site Drawings and Documentation

All site drawings and documentation issued to site will be under document version control. New drawings and documentation will be issued with a formal system up-date notification (SUN) instructing the site manager to action any required updates within define timeframes. All previous versions of documentation will be archived in line with company procedures.

15.2. Design Assumptions

The Sudlows QMS has process in place to ensure that:

- Each element of design including temporary works, designed access equipment and specialist designer packages will be developed with due consideration for the health and safety of all concerned both during construction and subsequent occupancy and maintenance.
- Any designer appointed is provided with all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options.
- Each element of design shall be submitted in sufficient time to permit proper consideration of health and safety, and approval of the design itself.
- A detailed and current Construction Phase Plan is in place to address any health and safety risk associated with individual design elements developed during the work.
- Such amendments and modifications will be provided to the Principal Designer for review prior to commencement of the relevant phase of work.
- Installed information will be recorded and CAD drawings produced which will be included within the Health & Safety File.
- Any inherent design risks will be communicated and included within the Health & Safety File.
- All design information will be coordinated by the Project Manager.

15.3. Control of Temporary Works

Temporary works will be co-ordinated by an appointed Temporary Works Co-ordinator (TWC) who will be responsible for ensuring that the planning, erection, use, maintenance and dismantling of temporary works is undertaken in line with Sudlows temporary works process and as agreed with the relevant Temporary Works Manager (TWM). A temporary works schedule will be produced and reviewed and updated at regular intervals throughout the duration of the project.

Temporary Works	
Temporary Work Co-ordinator	1
Temporary Works Supervisor	1

The TWC will provide detailed method statements outlining safe systems of work and explaining how the temporary works design will be executed. A TW folder will be maintained on site outlining the design and deployment of all temporary works associated with the United Lincs HV project. All temporary works will be forwarded to the UoM for comment.

16. Project Environmental Restrictions / Existing Site Based Risks

Sudlows management team to refer to Document- Contractors Health and Safety Information and Compliance Document for existing site-based risks. Specific areas of attention include;

16.1. Boundaries and Access

Sudlows will give due regards to all environmental considerations associated with the works, including the following:

- Dust and noise created by the works.
- Prevention of damage to surrounding buildings, car parks and footpaths
- Safe disposal of hazardous waste, such as asbestos containing materials, refrigerants within fan coil units, redundant fire extinguishers, etc.
- Recycling of waste materials as applicable
- Light pollution from ongoing site activities

In case of a spillage, accident or other pollution incident the following actions **shall** be taken:

- The Sudlows Project Manager should identify what has been spilt and if necessary, the emergency services will be called.
- Any surface water drains will be blocked immediately, and a spill kit, sand or similar material will be used to absorb oil and chemical spills. (Appropriate PPE must be used by those carrying out the works).
- If pollution has been caused to the watercourse, land or air then the **Environment Agency Emergency Hotline (24 hours)** will also be notified on: **0800 80 70 60.**

Sudlows shall provide adequate and suitable waste skips for our elements of work along with a site-specific site waste management plan outlining our approach to waste management.

16.2. Adjacent Land / Building Use

The construction works are to take place within the existing University of Manchester Campus.
The work areas are therefore surrounded predominantly by other research, academic and teaching facilities & open spaces.

16.3. Existing Site Services

Detailed listings of existing site services for consideration by Sudlows will be issued by others as part of the pre-construction information pack.

16.4. Existing Ground Conditions

TBC

16.5. Existing Structures

Sudlows will check the proposed methods of work for effects on adjacent structures inside and outside the site boundary.

16.6. Location Specific Hazards

Key hazard identified	Significant risk and who may be harmed	Control measures
Waste Removal. Restricted site access.	Striking pedestrians and operatives whilst manoeuvring vehicles.	Establishment of segregated vehicle and pedestrian routes around skip compounds. See separate site logistics plan to be developed
Restricted road and pedestrian access around the site.	Striking site personnel and temporary / permanent structures.	Establishment of segregated vehicle and pedestrian routes around the Sudlows controlled site areas. Agreed site location for vehicle routes/demarcation of Sudlows CDM areas of control, banksman in attendance for site deliveries, traffic management plan developed considering client pedestrian/vehicle interface.
Site visitors.	Injury as a result of general site working.	Establishment of segregated pedestrian routes around the area, as required. All works segregated by barriers/safety signage warning others of works taking place Visitors must wear high visibility garments whilst out on site. All visitors must be accompanied at all times.
Vehicles being unloaded adjacent to site gates.	Injury to passing pedestrians.	All deliveries/removals will be planned in advance. Banksmen to be used with all deliveries. Designated waste material storage areas to be used prior to loading skips. Reversing Assistant / marshals to be in attendance.
Asbestos on site	Accidentally disturbing ACMs	TBC with surveys for substations and subways to be provided.
One Way traffic	Accidents resulting from incorrect use of site road system	One way system around site; Hazard lights must be on and 10mph. Logistics plan to be developed and communication with all suppliers/sub-contractors and key client personnel.
Electrical Working	Electrocutions, burns, shocks, fatalities.	All HV/LV electrical work to be carried out by trained competent staff.
Working at height during installation/building work	Possible falls from height	All W.A.H equipment registered and managed whilst on site. All W.A.H activities carried out by trained/competent staff. All W.A.H activities controlled by establishing designated work areas / drop zones.

Open excavations	Vulnerable site users	All excavation will be secured behind a locked HERAS fence perimeter gate. Excavations perimeters will be protected by additional chapter 8 barriers throughout the works. Excavations will be backed filled where possible.
Underground Services	Striking existing services, injury to person in the immediate vicinity.	All excavation works to be carried out in accordance with HSG47 Avoiding danger from underground services. Only approved and competent subcontractors to break ground on the site. Excavation work to be permitted under permit controls.
Underground Services	Striking existing services, Knock on effect to wider site operations and users.	All excavation works to be carried out in accordance with HSG47 Avoiding danger from underground services. Only approved and competent subcontractors to break ground on the site. Excavation work to be permitted under permit controls.
Noise and vibration	Sensitive site users	Noise and vibration will be minimised by best practise and good management to minimise the noise to sensitive receptors in the vicinity. Equipment to be fitted with exhaust mufflers and noise suppression kits.
Table To be developed following further site surveys		

17. Security Arrangements

A high level of security is always maintained at the facilities including a network of external and internal CCTV cameras, access control stations and door monitors all linked to the recording facilities and the Security Control Room. In addition, security on the premises requires that no materials/ goods can be removed from site without authorisation.

University of Manchester security team are available on [redacted] and are to be contacted in event of any security problem i.e. damage, water leaks theft or fire.

To ensure the continued safe operation of the client's facility:

- Any doors fitted with door entry controls are not propped open
- *All tools and materials are secured at the end of each day*
- *At the end of the work all windows in the work area are secured.*

Persons attending the premises (including visitors) must report directly to the Sudlows site office who will be expecting their arrival.

Every care must be taken during any delivery operation to safeguard the health and safety of pedestrians and the general public and to avoid any other nuisance to neighbours. Under no circumstances will any emergency route or point of access leading to escape routes be blocked.

Under no circumstances will Sudlows personnel cross barriers or go into restricted areas without specific authorisation and 'permits to enter'.

All necessary traffic management measures will be introduced to maintain safe access for vehicles and pedestrians in liaison with site security.

All fencing access gates will be padlocked shut out of working hours to prevent unauthorised access to Sudlows working areas.

Site welfare units and cabins are anti-vandal in design, with locking window covers and lockable doors. All Sudlows cabins will be securely locked when not in use.

18. Ongoing Liaison

18.1. Unforeseen Safety, Health, Environmental, Quality Hazards

In the event of discovery of any significant health and safety issue during the construction phase which is not specifically referred to in this document, Sudlows shall advise the Principal Designer and Client immediately.

18.2. Instructions

Instructions shall be taken through the Client Project Manager/client agent.

18.3. Work Activity Schedules

Sudlows shall ensure that all sub-contractors, contractors, operatives and the self-employed are made aware of the contents of this document and all other relevant information appropriate to the project.

19. Information for Employees, Contractors & Third Parties

Sudlows shall ensure that all sub-contractors, contractors, operatives and the self-employed are made aware of the contents of this document and all other relevant information appropriate to the project.

20. Health and Safety File

The Client has included information within the Client Requirements included with the tender documents.
The Health and Safety File is to completed by the Principal Contractor to the agreed format and contents.
All information including the Health and Safety along with O&M Manuals is to be uploaded in digital format to a designated Microsoft SharePoint provided by the Client.
The Principal Designer must be able to access and review the Health and Safety File (and information to be included) as the project progresses. A complete draft copy of the above information should be issued to Principal Designer no later than (1) one calendar month prior to the completion of the works.

20.1. Format

This should include:

- Identifying the type of format
- Describing how the file will relate to any Building Manuals and O&M Manuals that may be provided
- Stating how many copies will be required and to whom they are to be issued

20.2. Content

An example of the content is as follows:
1 Introduction
2 Brief description of the project
3 Residual hazards
4 Design criteria
5 List of materials with any associated hazards
6 Information regarding the removal or dismantling of installed plant or equipment
7 Maintenance and cleaning procedures for the structure
8 Nature, location and markings of significant services, including firefighting services
9 As built drawings of the structure
10 Operating and maintenance manual and national building specification

11 Relevant appendices

20.3. Contributors and coordination of contributions

PC	Responsibility for compilation and assembly of the file
PC	Responsibility for contributions to each section of the file
PC	Responsibility for co-ordinating and chasing contributors
PD	Responsibility for reviewing the file to establish satisfactory completion
PD	Responsibility for delivering the file to the client

20.4. Programme for development and completion

Agree format and contents Initiate contents sheets and action lists for contributors	From contract award
Monitor contributions to the file throughout construction	Record progress at site meetings
Complete the file ready for review to establish satisfactory completion	One month before practical completion
Reviewers' response to the file	one week from receipt
Complete and issue the Health and Safety File to the client	To be issued at practical completion.

21. Appendix A - Project Related Drawings

To be issued

22. Appendix B - Project Survey

Client:	**Project:**	**Project no:**
Document Name:	Document No:	Date of Survey:

Table to be developed with site specific Project Surveys

23. Appendix C- Project Organisational Structure

To be Issued