



CONSTRUCTION PHASE HEALTH & SAFETY PLAN

**PARTIAL INTERNAL DEMOLITION, 3 FLOOR EXTENSION AND
THEN FIT OUT OF NEW STUDENT ACCOMODATION**

AT

**PREVIOUS CO-OP STORE, JUNCTION OF NEW STREET &
HUDDERSFIELD RING ROAD, HUDDERSFIELD.
103 NEW STREET HUDDERSFIELD HD1 2UD**

**REVIEWED AND REVISED: ON APPROVAL THIS PLAN IS TO
BE REVIEWED ON ANY CHANGES OR AS A MINIMUM EVERY 6
WEEKS AND ALL AMENDMENTS NOTED AND INITIALLED BY
THE SITE MANAGER**

Original issue: Date: 8 July 2019

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General health and safety note: Within this plan Spring and Company (SaCo) have identified the risks they see as significant on this project and have identified the means by which they reduce or preferably eliminate them. The SaCo site manager is tasked with eliminating risk as far as possible and will use the most efficient methods of construction, plant or equipment in association with our independent health and safety advisor who will also audit the process.

This plan identifies the procedures for mitigating risk and the fact the site manager will control. The document is not intended to be a location for all health and safety information but a guide to where it can be accessed i.e. via the site manager within the general health and safety procedures instigated and managed by SaCo the size of this plan is managed to ensure it is read and operated with the assistance of the other SaCo procedures relative to individual tasks.

Site specific risks, safe practices and risk reducing procedures – safe plant and equipment etc., will be communicated to the relevant operatives via induction and tool box talk at the appropriate time.

SaCo and all sub-contractors are to make themselves aware of the contents of the HSE website especially <http://www.hse.gov.uk/Campaigns/index.htm>. SaCo to advise all sub-contractors via toolbox talks and advise them further on their H & S notice board.

Revision Reference	Date	Revisions	Revision signature
Revision 0	08 July 2019	Original issue	

1 DESCRIPTION OF PROJECT

1.1 PROJECT DESCRIPTION AND SITE LOGISTICS

CONTACTS

Involvement	Name	Address	Contact
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Pre-Construction Information Pack:

As required by the CDM Regulations 2015 the Client with the assistance of his Principal Designer have issued their pre-construction information pack which SaCo will be utilising along with this Construction Phase Health and Safety Plan to make the works, logistics and management of all aspects of the project safer.

The information contained in this pack should be site specific and essential to the safe management of the site and is retained in its full content for a reason – all the information is specific to this contract and operates alongside this CPP plan. All sub contractors will be issued with this PCI and will be required to sign alongside the CPP to say they have read and will ensure their operatives are aware of all the information which it contains, from location of services (essential for safe works below ground although this will be backed up by SaCo's own surveys). We accept no criticism for reiterating this is a vital document and its value is in its use by all to add to site safety.

ALL EXISTING AND NEW RECORDS OBTAINED VIA SaCo SURVEYS WILL BE MADE AVAILABLE TO ALL SUB CONTRACTORS AND DISCUSSED BEFORE ANY PERMITS TO DIG OR COMMENCE WORKS ARE ISSUED AND THE INFORMATION ADDED TO THE CPP AMMENDMENTS.

SaCo, DESIGNERS AND ALL SUB CONTRACTORS, ESPECIALLY THOSE WITH A DESIGN LIABILITY ARE TO REVIEW AND TAKE ON BOARD ALL DESIGN BASED RISKS IDENTIFIED AND ILUSTRATED IN TH PRE CONSTRUCTION INFORMATION PACK.

All information received for this project is contained within appendix 1 and 2 of this plan with appendix 1 being the Pre-Construction Information Pack issued by the Principal designer and appendix 2 being the survey information issued pre start by SaCo obtained in the design stage at their instruction.

Project details:

The site is located in the town centre of Huddersfield with the building fronting onto both New Street & Queensgate. The site is adjacent to retail of which the most prominent neighbour is Wilko's of which a party wall and fire escape is shared and is in close proximity to The Kirklees College, Huddersfield Concert Hall and Huddersfield University Campus.

It is noted the property is situated within a conservation area but is not listed.

The property was constructed in 1936 and opened initially under the Co-operative brand. The building was later re-developed into a night club, Heaven & Hell. The night club closed circa. 15 years ago and was the last utilisation of the property.

The scope of works has been taken from the outline plans issued for marketing purposes and is subject to further review and agreement with the Client.

1.Strip out enabling works package:

- a. Removal of asbestos detailed in the Asbestos R&D Survey Report.
- b. Removal of pigeon excrement and any other hazardous materials on the upper floors.
- c. Strip out all existing redundant services.
- d. Remove all stud walls, plasterboard, ceilings and floor finishes back to structure.

2.Main Contract Works:

- a. Demolition of the high level canopies and pitched roof.
- b. Construction of 3no. additional floor levels on the existing structure. This will include the required stiffening of the existing structural supports and additional foundations.
- c. Forming of new staircases required to access the new levels, including but not limited to, forming of the openings and installation of all trimming steels.
- d. Refurbishment of the existing staircases.
- e. Construction of a new plant room located in the basement of the building.
- f. Installation of all M&E systems such as, but not limited to, heating, ventilation, domestic water services, intruder alarm, fire detection system, lighting and small power to meet the enhanced specification to be supplied by the client's M&E consultant.
- g. Design and installation of a new fire fighting lift.
- h. Creation of new walls to form 19no. three bedroom shared communal apartments, 3no. four bedroom shared communal apartments, 34no. studio apartments, 7no. self-contained apartments, 12no. two bedroom – four person apartments, corridors, back of house areas, bike store, bin store and meter room including all fire compartment requirements detailed by Building Control and the client's Fire Engineering Consultant.
- i. Internal fit-out of all of the above elements to a mid-range standard including, but not limited to, wall finishes, floor finishes, fixed furniture, bathroom and kitchen installations.
- j. Cleaning and repair works to the existing external stone work as per the structural engineer's requirements.
- k. Installation of external cladding to new build elements of the scheme.
- l. Repair or replace existing windows as per the architect's requirements.
- m. Installation of new windows and roof lights as per the architect's requirements.
- n. Liaise with the appropriate statutory authorities to arrange final connections to all required utility services.
- o. Commission and demonstrate all complete M&E systems to the client's M&E consultant's required standard.

Additional restraints:

1. The property is joined to the adjacent Wilko's building to the north and shares a party wall. The property is also adjacent to Wilko's loading bay to the east and liaison will be required to ensure disruption to their operation is minimal.
2. The site is surrounded by other trading retail units and a car park to the rear. All deliveries will need to be planned and coordinated.
3. Liaison may be required to create a construction lay-by and site facilities to the east of the property adjacent to the car park, potentially utilising the Queensgate Ring Road to the south.
4. New Street to the west of the property is pedestrian access only and is a busy public retail parade.
5. The property is located within a conservation area; however, it is subject to a certificate of immunity.

The works are to be carried out within a live public area and very busy road system with surrounding areas remaining in occupation and fully operational throughout the contract period. SaCo will therefore ensure the works are carried out in such a manner as to not affect the health, safety and operation of the surrounding area and properties including any emergency escapes or muster points. SaCo will at all times comply with the Client's Site Safety Rules which will also be referred to in the site induction and copies will be available for all site users to review.

The Client additionally advised the boundaries of the site are as detailed on the site logistics drawings and no further extension will be allowed despite requests from SaCo and their safety department and the Principal Contractor's working space will be strictly confined to the area within these boundaries except for the execution of any Works which are specifically shown as being outside the site – work to areas that require lifting over occupied areas which require staff and visitor movement management e.g. steel deliveries and concrete deliveries (pump). It is anticipated for these deliveries that an agreement for access will be arranged with Wilco for a crane or pump location on a limited basis with deliveries directed if possible before 8 am through the adjacent car park. SaCo will arrange cleaning of the adjacent car park areas as necessary by manpower – it is not anticipated (as there is no excavated ground) that a wheel wash or brush will be required

SaCo will prepare the area to locate the site compound and agree a vehicle access route across adjoining land (before 8 am and after 8 pm) for deliveries with a separate and segregated pedestrian route to the welfare cabins.

The welfare cabins are to be located internally on the first floor of the existing building.

SaCo will ensure that anyone entering the site compound first liaises with the site manager to ensure safety on site. There will be a Digi lock on the personnel door to the site to manage access. SaCo will install a temporary power and site lighting system throughout. This will be of a type suitable for adaptation during the project and ensure no trailing leads for the duration of the project.

Site offices / welfare will be provided, consisting of:

Toilet
Canteen
Site Office
Meeting Room

All of these facilities will be provided with CDM compliant facilities and appropriate certification.

The site boundary will be defined with a 2m high solid barrier, this will provide a fully secure site with no public entry.

A secure single personal gate will be provided for worker access

A secure double gate will be provided for deliveries

A dedicated deliveries manager will be provided at the vehicle entrance gate to manage the flow of deliveries and control access

Materials will be scheduled for delivery to ensure that there is no more than one delivery vehicle at any time to ensure the traffic flow is not disrupted. This is especially necessary with the steel delivery when the wagons will be held off site until the previous wagon has left site and will then be called in so that we do not have multiple vehicles on site at any one time. This is confirmed with our steel supplier and will be confirmed in our logistics plan.

SaCo have included within their contract for the following Client requirements:

Provide for taking all reasonable and practicable measures to prevent nuisance and disturbance to the occupants of any adjacent buildings arising from noise or dust. SaCo's sub contractors will be required to formally notify on their provisions and these will be monitored daily for compliance.

Provide for taking all reasonable precautions to ensure the efficient protection of all streams, waterways and drainage against pollution arising out of or by reason of the execution of the Works.

Maintain public and private roads, footpaths, kerbs, etc., and keep the approaches to the site clear of mud. SaCo is to make good any damage caused by his own or any sub-contractor's or supplier's transport at his own expense or pay all costs and charges in connection therewith.

Establish the positions of the protect, uphold and maintain all pipes, ducts, sewers, service mains, overhead cables, etc., during the execution of the Works.

Access to and from the site will be by way of noted roads. All roads to be kept clear and obstruction free.

Provide for taking reasonable precautions to prevent workmen, including those employed by sub-contractors, from trespassing on adjoining owners' property or any part of the premises which are not affected by the Works.

The Contractor is to note the nature of the adjoining buildings which must remain in operation at all times. Where the new building is to link to the existing buildings, the Contractor is to ensure that no dust or debris is to enter the adjoining buildings.

Connection to / segregation of existing fabric:

SaCo would note, for the advice of all the Client and Principal Designer, prior to internal works or connection to existing building fabric we will need to be advised, in writing, that the building is clear of asbestos. If any suspect materials or substances of concern are located, the site manager is to be informed and the areas cleared immediately and cordoned off for the safety of all.

SaCo's attention has been drawn by their independent health and safety advisor to the possibility of infectious or hazardous material in drains and sewers, if these are found to be fed by adjacent buildings and the possibility of petroleum based materials in excavations (close proximity of car parking and operational buildings and the previous uses) the site will ensure appropriate precautions and advice is in place to control this and any possibility of cross contamination when eating / drinking – general good hygiene procedures ensured e.g. wash hands prior to eating or drinking

Record drawings of the existing buildings and services installations and existing routes should be provided by surveyors, but equally should not be assumed to be fully accurate. SaCo and the sub-contractors are to carry out such further investigations considered necessary to determine the nature of the existing buildings and the location and suitability of existing services installations and the condition of the existing ground during excavation works commencing with a sub scan and by limited hand dig ground investigation.

SaCo is managing health and safety communication to maintain compliance

The Client is to note the design process will continue during the initial set up and groundworks phases and the Principal Designer (Architect) will manage health and safety in the design stage during this time

All access to and from the site will be established with safety in mind and all deliveries will be timed to miss busy periods within and around the site and these deliveries will be managed by trained operatives to ensure safe offloading. Deliveries will be directed via agreed routes.

Prior to commencement SaCo will ensure the Client health and safety requirements are advised to the site operatives and measures to mitigate any risk are enforced. The Client safety targets are taken as:

- To have no accidents on site or adjacent to the site.
- To have no occupational ill health arising from the project.
- To ensure that no environmental damage occurs.
- To ensure the minimum disruption to the Hospital.
- To exclude unauthorised persons, especially children from the construction site.
- To provide safe access to, and egress from, work places.
- To provide work places that are free from risks to the health and safety of persons at work, or affected by the work, so far as is reasonably practicable.
- To provide operating conditions so that the lowest reasonably practicable levels of noise and dust are generated by construction activities.

Due to the nature and location of the site it is likely there will be problems associated with vandalism, theft and nuisance however SaCo shall pay particular account of unauthorised persons, and maintain a high degree of security. Tools, equipment and materials will not be left outside of secure areas where they could pose a risk. The SaCo site will remain secured at all times with the entrance gates locked until access is required and this access

will be managed by the site manager with assistance of a trained banksman as appropriate – reversing of vehicles will be minimised as required by HSE guidance.

The Client obviously puts health and safety high on his agenda and has issued his Control of Contractors Health and Safety requirement to SaCo. These requirements include health and safety procedures, site rules and fire and emergency procedures to follow when working at the site. On arrival (commencement date) the site manager, will undergo set up a site induction and will then include any relevant details within the SaCo site induction – no smoking, allowable parking etc., and once this is completed SaCo will manage signing in, induction, safe working practices and permits within the site boundary themselves.

At the commencement of the contract SaCo will provide full time supervision by SaCo personnel and the independent H & S audits will commence and then continue on a regular basis. Visits are unannounced.

SaCo as a compliant Principal Contractor used to working within live hospital environments for example will at all times consider dust, noise and vibration and will put in place measures to mitigate these risks and reduce the possibility of legionella and aspergillus issues to their operatives and the surrounding public who might be immune suppressed. SaCo on site occupation will ensure they and all site occupants are made aware of any sensitive or infection specific risk areas around the site along with any occupied areas that may have any privacy and decency issues that need addressing. All of these measures will be agreed with the Client and our independent health and safety advisor before works commence.

Aspergilla are tiny fungi that cannot be seen by the eye but commonly occur in soil, water and decaying vegetation but they can also live in old buildings or in areas such as ventilation shafts. Many types of Aspergillus are found in nature but only a few cause human diseases. Aspergillus may be released into the air during construction/renovation activities ranging from demolition and renovation, to construction especially when the existing ground is broken through excavation or tree removal (both present on this project). Aspergillus can be transported great distances by normal conditions such as air currents and wind and small pieces of dirt or dust in the air are the main ways that Aspergillus travels and causes infection in hospitals. SaCo identify this as a residual risk for the contract and one that must be addressed from day 1. All aspergillus precautions will be agreed with the Client before construction commences.

Prior to arrival on site, SaCo site management will advise all sub contractors and suppliers of the site access requirements e.g. approved entrance and exist and agreement of delivery timings to miss busy or congested times surrounding and within the hospital grounds.

In order to mitigate risk to adjoining areas and public access reversing of vehicle will be minimised. Please note some minor circumstances may necessitate reversing but this will be minimised and managed by SaCo.

SaCo will manage the production of waste very closely and the building work is designed to assist. Any debris that does accumulate will be managed with SaCo, in defined areas and a skip brought in when sufficient materials need to be removed to reduce the need for skip storage, fire and security issues – all skips will be covered and lockable. With waste removed from the building via covered receptacles. However the space allocated does not allow segregation of waste into separate skips.

It should be noted that all surrounding roads are very busy, as they lead to and from major roads and must be kept clear at all times. SaCo will ensure that all their suppliers and sub-contractors are advised that no disruption, blockage or debris is allowed on this shared access.

As part of this project SaCo will provide the following safety targets:

1. Clear safe and trip free access for pedestrians around the site location and retain the adjacent pedestrian footpath to the front of the existing building.
2. Safe and clear access to allow Client and adjacent owners with shared fire escapes staff and maintenance access with access restrictions agreed to ensure security of the SaCo site (coded lock) and monitored attendance as required by the CDM Regulations. Note: should it be necessary to include these access routes to areas within the SaCo site boundary then all maintenance access will have to comply with SaCo health and safety requirements of site induction and approval of method statements.
3. Clear and safe access to the adjacent buildings throughout the scheme.
4. A secure site working area - Secure hoardings will be required to the designated construction site area as shown on the issued site layout plan using solid hoarding - boundaries will be adapted to suit the phasing of the works.
5. All security fencing, hoarding, partitioning, etc. shall be of adequate design and construction to prevent unauthorised access and withstand horizontal loading, e.g. wind loading or being hit by vehicles.
6. All work areas and temporary pedestrian or traffic routes shall be appropriately secured with suitable warning signs to alert the general public, children, etc. and provided with appropriate lighting in enclosed protection areas

7. All staff and contractors will follow the SaCo site rules which will include information on privacy and decency, loud or low behaviour and respect for the staff and public at all times.

No connection into the electrical supply of the Employer's premises will be permitted without the agreement of the Site Manager as the site supply will be totally independent of the adjacent buildings (2 existing electric cabinets available on site). Where possible battery operated power tools shall be used and where this is not practical, all lead lights, electrically operated tools and equipment, shall be of the type that operates from site safety transformers, with 110 volt, centre tapped earth outputs, (Note the mains supply input lead will be kept to a maximum of 1.5 metres in length).

Trailing leads will be kept to a minimum and must be routed so as not cause tripping hazards. All such equipment will comply in all respects with the British Standards (with specific reference to BS3535 and plugs/outlets to comply with BS 4343), Health and Safety at Work Act, and other legislation and standards as applicable.

All the above equipment must be provided and maintained in safe working order by our sub-contractors and shall have regular appliance tests in accordance with the relevant regulation and guidance. Each electrical appliance will be clearly labelled with details of next due date for test. The sub-contractors shall provide the site manager and health and safety advisor with sight of these records as and if required. All equipment to be used on site must be fitted with silencers and dust suppression measures.

SaCo will have a CITB 5 day certificated site manager on site at all times works are ongoing with the general working hours generally being:

Monday to Friday - 07:30 to 17.30. Hours outside of these by agreement

Saturday - by agreement

Sunday - by agreement

Residual Site based risks:

Restricted access for deliveries and roads are busy at all times with parking restrictions.

The site is within an occupied retail area..

Privacy and decency is to be respected at all times.

Live services and drainage are present in adjacent areas to the site. Extreme caution is to be used at all times when breaking ground or structure even though an isolation certificate will be issued to SaCo. Any known existing records will also be kept on site and will be referred to in the SaCo site induction.

Trespass onto the site is a risk that must be managed, this risk is particularly high when concerning children and there is an overlap with the day-to-day operation of the surrounding area..

Contact with live services (over / underground)

Possibility of encountering Asbestos (buried or other) – Client must advise there is no asbestos in the existing buildings but appropriate surveys to be undertaken if not possible. Caution to be taken at all times. Any concerns raised with the site manager immediately.

Restrictions on traffic movements affecting delivery arrangements

Noise due to close proximity of the site works to the occupied premises and public areas

Creation and spread of dust

Vibration due to ground works / installation

Debris and waste falling outside site perimeter and affecting adjacent main thoroughfare roads

The Client and SaCo require a site register is kept for safety and security purposes (SaCo signing in and out procedures to apply at all times). No access will be permitted to individuals who are not included on the register.

LPG shall be not be used on site.

Flammable materials such as solvents and adhesives shall be stored in lockable steel containers.

Adjacent user alarm tests – All alarm tests whether ours or others, must be co-ordinated to the completion of muster point checks. All fire alarms to be checked weekly

1.2 KEY DATES

This project will be carried out on a tight timescale and the critical date is:

Start on site	TBA
End date	TBA

SaCo will produce a detailed contract programme (which will be reviewed throughout the contract) and this will be issued & updated at regular intervals, to the Client, Principal Designer and all sub contractors and displayed on the office and welfare facilities wall for all to see. This programme will be updated with a progress bar at regular intervals and included in the CPP appendices.

1.2 EXISTING STRUCTURES

As noted previously

1.3 GROUND CONDITIONS

SaCo will issue permits to dig prior to all operations below ground commencing and ensure all operatives have all health and safety information including advice on contaminated ground or drains if appropriate. Pre start ground investigation to be completed.

1.4 EXISTING TRAFFIC SYSTEMS

Note: all staff, operatives and deliveries must report to the SaCo offices prior to accessing the site, accepting there is no parking on site and pay and display facilities must be used. There is a large car park opposite the site. SaCo staff (as Principal Contractor) will carry out site inductions and pre activity briefings prior to works commencing on site.

Access to the site to drop of tools or make deliveries must be agreed in advance with the SaCo site managers.

1.5 WORKING RESTRICTIONS

The SaCo site working requirements will be:

All site visitors, staff, operatives and deliveries must report to the SaCo cabins on site arrival.

SaCo will induct all persons and obtain a copy of their method statement signed by all operatives to ensure compliance.

All staff and operatives to use adjacent pay and display areas – no parking allowed on site

Only SaCo provided welfare facilities are to be used –

Method statements must be submitted for approval 7 days in advance of the works commencing.

The SaCo CPH & S Plan will be available for reading on site and all site operatives and sub-contractors must comply with its requirements.

With regards method statement approval period this is generally 7 days, if it is standard works – please issue to SaCo site manager but specialist method statement, especially those that need issuing to the Client may need more. When planning to issue method statements for approval the advice of the site manager must be sort and assumptions are at the risk of the sub-contractor.

SaCo will provide first aid trained managers and, in this case, this will be the site manager with additional (sub-contractor supervisors – names to follow dependant on work packages) back up first aiders should the site manager be off site e.g. meetings etc. Site manager's first aid certificate will be displayed on the office wall along with that of any back up first aiders and their mobile number contact details will also be displayed.

SaCo management will arrange weekly tool box talks for all contractors and in addition daily activity briefings will be held to ensure co-operation and communication between trades.

All SaCo and sub-contractor operatives and staff must comply with the SaCo health and safety procedures for construction works including but not restricted to –

1. Working at height
2. Edge protection
3. Protection of holes
4. General scaffolding
5. Mobile access towers
6. Ladders and step ladders – use minimised to when no viable or safer option. Preferred solution is podiums or mobile towers.
7. Collective fall arrest
8. Fall PPE
9. Loading and unloading as directed by SaCo
10. Pedestrian Access Routes
11. Lighting
12. Mobile phones

13. PPE
14. Buried services
15. Mobile cranes
16. Accommodation
17. Storage and logistics
18. Lifting arrangements
19. Segregated vehicular and pedestrian routes

All as displayed on the site notice board and discussed in detail with each contractor pre commencement.

SaCo and their sub contractors will ensure they comply with the following permits for working on, if this is appropriate for the work being completed:

HV electric systems
 LV electric systems
 Domestic H & C water systems
 Confined spaces
 Hot works

General permit to work
 Excavations
 Data systems
 Crane lifting

Works to the existing fire alarm system (if required) must include liaison with the Client and adjacent users.

SaCo will require all sub-contractors to identify in their method statements how they have mitigated the risks identified in the contract documents and noted in section 1.1. of this plan.

The SaCo site working requirements will be:

All operatives to be warned that medical sharps or needles could be present (especially in existing drainage routes) and extreme care must be taken – SaCo to provide a sharps container for use if any are identified.

All operatives to note any new medical conditions and seek doctors' advice if appropriate.

All contract works to be mindful of dust production as this is an aspergillus risk to immune suppressed patients or even operatives / site staff. Should dust be produced then the site must follow the aspergillus procedure but weekly communication with SaCo must identify future dust production risks for consideration.

All operatives to be aware that the existing drainage may contain contaminants and appropriate safe working practices (operatives to wash hands before eating or drinking) and PPE requirements (overalls, gloves, masks etc.) must be followed

No lifting is allowed over occupied buildings except under signed permit by SaCo.

All works must comply with the SaCo and Client procedures as contained in the PCH & S I Pack.

Obstructing circulation routes and access must be avoided at all times.

Damage or injury by explosion, fire, smoke or fumes (SaCo to instigate a fire watch system during hot works) must be mitigated

Operations or use of equipment likely to generate excessive noise, vibration or dust must be minimised

All skips to be covered and lockable and located in the SaCo compound or site secured perimeter only.

Adhere to the SaCo safety constraints as detailed in the contract documents including the SaCo Construction Phase Health and Safety Plan and contractor welfare layout plan.

All access and contractors compound information must be agreed prior to site commencement

All SaCo management staff health and safety requirements must be complied with.

Independent health and safety inspections will be carried out on a regular basis and non-compliance with current health and safety requirements will not be tolerated.

All temporary works to be designed and approved

Client imposed restrictions and site rules:

No works will affect the ongoing occupation of adjacent buildings

SaCo will employ suitable and sufficient measures to exclude unauthorised access by third parties in to the working areas.

SaCo will operate a full permit to work system

Sub contractors will keep all working areas clear and essentially trip free

No works are to commence until SaCo have confirmed that the working areas are clear of risk materials COSHH or sharps risks.

Working hours will be as noted previously.

Sub contractors and suppliers should time deliveries to site to avoid peak arrival and departure times.

Deliveries allowed pre 8 am or post 8 pm

2 MANAGEMENT OF THE WORK

2.1 MANAGEMENT STRUCTURE

This project will be managed with the following structure:

Project Manager:	To be advised
Site Manager:	To be advised

Company health and safety external advisor: Paul Smith / Alex Bloor Visiting site on a maximum 3 weekly basis and before high risk operations

With regard to health and safety responsibilities the following details our commitments and company goals.

SaCo will manage and monitor this project by utilizing a contract programme to identify all activities and critical operations

We would note that although we have stated in the following information SaCo, for example will mitigate risks of vibration, noise or dust, in effect these issues will be identified and then mitigated by our site supervisor and his action or inaction will be audited on a regular basis by our independent health and safety advisor and action requested with the results to be documented on the actual audit for review on the next visit. SaCo will look to mitigate and reduce any risks identified in the site specific method statements by the use of the hierarchy of risk and the use of plant, equipment and procedures that give us the highest risk mitigation. In addition all identified risk will be managed via the current approved SaCo health and safety procedures which are instigated and managed by the SaCo site manager.

2.1.1 MANAGING DIRECTOR / DIRECTOR

The Managing Director has overall responsibility for the health, safety and welfare of employees (via delegation) by:

- Ensuring that health and safety policies and procedures are developed, widely communicated and implemented
- Ensuring that health and safety is monitored and reported on and that policies are reviewed and updated as necessary
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their health and safety responsibilities
- Ensuring that suitably competent and trained persons are appointed and that good working practices are adhered to
- Ensuring training is available for all staff
- Encouraging health and safety communications across the organisation

2.1.2 CONTRACTS MANAGER

The Contracts Manager is responsible to, and shall report to the Managing Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff
- Monitoring adherence to the Health & Safety Plan and the SaCo's Health & Safety Policy
- Ensuring site inductions are carried out in accordance with the SaCo's standards
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Prompt investigation, recording and reporting of accidents, incidents and safety defects – Principal Designer to be advised within 24 hours – serious incidents to have a written report with 7 days
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies

2.1.3 SENIOR / SITE MANAGER

The Site Managers are responsible to, and shall report to the Contracts Manager and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and the SaCo's Health & Safety Policy
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained
- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Contracts Manager
- Informing the Contracts Manager of specific risk management issues such as COSHH, noise, work equipment, method statements etc.
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to Contracts Manager
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation
- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site

2.1.4 CONTRACTORS

The responsibilities on contractor personnel are the same as the SaCo's employees. SaCo's management will seek to ensure compliance to any policy, procedure and standards as outlined during induction.

2.1.5 EMPLOYEES

All employees (permanent & contract) shall:

- Ensure familiarity and adherence to the SaCo's Health & Safety Policy
- Observe all safety rules and codes of practice
- Ensure the appropriate safety equipment (PPE) is worn and appropriate safety devices are used where there is risk of injury
- Conform to appropriate instructions from those with responsibility for health and safety
- Report to Contracts Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form
- Report to Contracts Manager/Site Manager all accidents to themselves whilst at work
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager
- Report all hazards to Contracts Manager/Site Manager
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules
- When on customer/client site/premises, conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Assist the Safety and Fire representatives in the carrying out of their duties

2.2 HEALTH & SAFETY GOALS

The works shall be carried out at all times in accordance with the Company Health and Safety Policy, and amongst others, the following legislation:

- Health and Safety at Work etc. Act 1974
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Provision and use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 2002
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personnel Protective Equipment at Work [PPE] Regulations 1992
- Health and Safety [Display Screen Equipment] Regulations 2002
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 amended 2004
- Health and Safety [First Aid] Regulations 1981
- R.I.D.D.O.R. 2013

- Electricity at Work Regulations 1989
- Lifting Operation and Lifting Equipment Regulations 2008
- BS 7121 Lifting Operations
- The Control of Noise at Work Regulations 2005
- Chapter 8 Traffic Signs Manual 1991 (& Traffic Signing Regulations and General Directions)
- Control of Asbestos at Work Regulations 2006
- Work at Height Regulations 2005

2.3 MONITORING & REVIEWING

The Site Manager as part of his line management responsibilities will inspect the site on a minimum 4 times a day basis (but generally in line with the risks present – note the site manager is fulltime not visiting and will be classified as the site supervisor not office based manager) to identify any problem areas or shortfalls in standards. All other site employees will be briefed to show vigilance with regard to general health and safety issues through the Induction Procedures.

In addition to the above, this site will be visited by the Company Health and Safety Consultant (Paul Smith / Alex Bloor) on a regular basis – 3 weekly. Reports of these visits discussed with the site manager and any sub contractors requiring action and then a written report will be e mailed within 24 hours. The site manager will be required to return this audit report to the safety officer identifying actions and sign off with 7 days. Repeat items will be highlighted at Construction Manager and Director level and actions taken to ensure they are addressed.

2.4 LIAISONS BETWEEN PARTIES ON SITE

Any site liaison will be consistent with normal line management, contractual procedures and CPH & S Plan requirements. All parties will be advised of management structure and contact telephone numbers etc. Any queries relating to programme constraints, design problems will be communicated through client Project/Contract team.

Co-ordination of contractors will be achieved through the normal line management process for controlling the contract. Additionally, all contractors are to work within the site's build programme and where unexpected site conditions are likely to adversely affect the programme and interfere with various contractors, meetings will be held with the respective contractors to determine a revised programme as appropriate.

2.5 CONSULTATION WITH THE WORKFORCE AND OTHERS

As above, details of Project/Contract Management Team will be communicated to all parties to the Project/Contract. In addition, regular Progress Meetings will be held with Client and contractors to ensure effective and safe site operations. Effective communication to general site personnel will be provided by use of notice boards, posters and Toolbox Talks as the project/contract progresses.

Emergency/First Aid procedures will be communicated to the workforce during the site induction process. Members of the Project/Contract Team such as the Traffic Safety Officer (where appointed), Site Safety Supervisor and Site Supervisors will work closely together to ensure both work areas and public highway and accesses remain safe. The emergency / fire and first aid procedures are noted in section 2.16 and 2.18.

The company health and safety officer will check compliance with signing in / out, induction, tool box talk, training / competency checks and approval of method statements and risk assessments on his regular visits and any shortfalls in standards will be addressed within that visit.

It is the intention of SaCo that each day they will conduct a daily activity briefing, which will be documented, and each sub contractor will designate a supervisor to attend. This consultation meeting will discuss any new interfaces, design or construction risks or issues any company may have. This meeting will go through all deliveries for the day and any new work areas or trades and this consultation will be full and in depth.

At the end of the review of the days activities all attendees will be given the opportunity to raise any further issues – be they programme or health and safety based and these will be reviewed and any actions agreed. Should actions not be fulfilled these will be further reviewed the following day.

SaCo retain an open door policy and any site worker is free to consult, in private if required, with SaCo.

SaCo whilst noting the above would also like to stress this open door policy also relates to sub contractors, suppliers and especially the Client and his workforce and project representatives. We are a proactive contractor who is keen to be advised from local knowledge and procedures that can improve health and safety or working procedures.

As with all other SaCo sites there is also a requirement for co-operation and co-ordination with other contractors carrying out works simultaneously at the hospital especially those immediately adjacent with close CDM responsibilities.

2.6 THE EXCHANGE OF DESIGN INFORMATION

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The Organisation will co-operate fully with the SaCo procedures to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Principal Designer for comment as necessary.

As SaCo are the Principal Contractor they will designate Paul Williams as the main contact and as the Principal Contractor input and regular review meetings will be held – generally weekly to ensure full exchange.

2.7 HANDLING DESIGN CHANGES DURING THE PROJECT

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. SaCo will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where SaCo is required to carry out design work (this may also include temporary works) then this information will be communicated to Principal Designer for comment under design risk mitigation as necessary.

All design changes will be managed throughout the scheme by the Principal Contractor representative, as he is the contract lead in construction, but any requests for information will be through the Principal Designer.

2.8 SELECTION & CONTROL OF CONTRACTORS

This will be provided through the usual management regime on site via direct communication between contractor representative and Site Manager. This process will be aided by regular on site progress meetings to ensure works are being carried as per agreed programme and to address any health and safety issues that may arise from time to time.

Representatives from relevant contractors would attend the site progress meetings with attendance by user representative as appropriate.

Additionally all contractor employees are required to attend an SaCo site induction before commencement of work when the detailed site rules will be communicated in writing and any significant risk issue will be addressed along with TBT's as detailed previously and may be required to attend safety committee meetings if requested .

All contractors are required to complete a pre start questionnaire to ensure their competency under the CDM Regulations 2015. This information is linked to other known data such as past performance, management structure, quality plan / performance, resource and procedures for dealing with health and safety management and final approval for appointment.

2.9 THE EXCHANGE OF HEALTH & SAFETY INFORMATION BETWEEN CONTRACTORS

The exchange of health and safety information between contractors will take place during pre-start meetings, and throughout the duration of the project by the use of on-site meetings, letters and electronic means. A critical part of this same process is the induction of operatives when their agreed method statements will be discussed and reviewed (for late changes on site), the site rules and SaCo health and safety requirements will be discussed in detail and all operatives will sign to agree to the health and safety requirements of both SaCo and the site.

2.10 SITE SECURITY

On the Norfolk and Norwich Hospital site all working areas will remain under the control of the hospital but the designated contractor compound and storage areas and site location will be secured utilising heras fencing (minimum 2 m high) and lockable gates where no existing security measures are in place. All plant left within the compound overnight will be made secure and immobilised and all batteries etc. removed. All gas containers will be contained with a lockable store and all materials will be secured within lockable containers. All skips will be supplied with lockable covers and positioned a safe distance from fencing to ensure fire safety.

2.11 SITE INDUCTION

All personnel arriving on site will be required to attend an SaCo site induction session before starting work. These will be carried out each morning but will require prior agreement of numbers with SaCo.

The induction will revolve mainly around the Site Rules and the Client restrictions / rules (as described in the Pre-Construction Information pack including information obtained by SaCo during enabling period site investigation some of which were intrusive at roof level) but will also detail the agreed route of access to the working area, locations of toilets and welfare facilities and requirements for working within an occupied hospital. A written copy

of the site rules will be given to each operative and he will be required to confirm he has attended an induction and he agrees to comply with its requirements. Records of these inductions will be retained.

2.12 ON-SITE TRAINING

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. Cognisance is given to the Main Contractor's Group Health and Safety Policy and the Organisation is committed to supporting that initiative.

All Company operatives will have received health and safety training commensurate with their site roles and responsibilities and will be required to attend a weekly tool box talk the subject of which will be relevant to works on going.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from the respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

Over the last few years some additional issues have come to prominence that in the past have not been considered as health risks by the construction industry and one of the major ones are UV radiation or sun protection. It is now an HSE and SaCo requirement that site employees must cover up in hot and sunny times even if there is cloud cover and wear plenty of sun cream to protect against sun burn or worst of all sun stroke or possibly for long exposure skin cancer.

SaCo provide a health and safety board in every site canteen and site office and the display of seasonal information is encouraged and also forms part of the tool box talk rotation.

SaCo as part of their welfare provisions provide not only soap dispensers but also UV protection dispensers if deemed required (dependant on our changing climate). All operatives are advised that no removal of shirts or trousers (even if they wear shorts) will be allowed on site. If necessary our induction can recommend suppliers of tinted safety glasses and no reduction of safety helmets is allowed.

Operatives are given advice and information on risks & protection obtained from the HSE and medical websites by SaCo. SaCo site rules insist on the wearing of long trousers and covered body at all times.

2.13 WELFARE FACILITIES

SaCo will provide both office and welfare facilities situated adjacent to the site location as described above. In order to minimise disruption to the existing staff and patient access routes and adjacent roadways the units will be contained within its own secure area and no existing parking spaces will be utilised by the site team other than those contained within the agreed working area. SaCo will provide full facilities for the reheating of food, washing and toilet facilities and messing accommodation as required by the CDM Regulations. These facilities will be checked on the safety audit schedule. The supply of power, lighting, heating, water supply and drainage will be via the existing Client provisions and be connected and certificated by the SaCo in order to comply with current H & S requirements. If services from Client supplies are not available then generator supplies will be arranged.

The proposed site offices, welfare and storage provisions are as detailed on the SaCo site logistics plan which also details the skip location (short term duration as and when required) within the new site access area and the provisions will meet the requirements of the CDM Regulations.

SaCo confirm these facilities will be provided from site commencement and then throughout the project and will be adequately maintained.

2.14 THE PRODUCTION & APPROVAL OF RISK ASSESSMENTS & WRITTEN SYSTEMS OF WORK

Risk assessments and written systems of work will be produced and approved, by the site manager with input as necessary by the independent H & S advisor for Spring and Company, well in advance of the operation being carried out. Generally these will be in place an approved 14 days in advance of the start of works. Records of all current method statements and risk assessments will be maintained by the site manager and no works will commence without SaCo approval, confirmation signature by the respective operatives, the completion of a daily activity briefing and additional daily checks will be carried out to ensure contractor compliance. Records will also be kept of SaCo approval of method statements and issue of other health and safety documents e.g. permits to work, asbestos and sharps clearance if required etc.

2.15 THE REPORTING & INVESTIGATION OF ACCIDENTS & INCIDENTS INCLUDING NEAR MISSES

All accidents and near misses will be entered in the site accident book and fully investigated. Accidents and incidents within the scope of RIDDOR 2013 will be immediately reported to the enforcing authority by the quickest available means. The company health and safety advisor will deal with all notifications and will investigate any accidents other than general minor cuts etc. which will be investigated by the site manager and his report reviewed by the health and safety advisor on his 3 weekly visits with actions agreed if necessary before reporting to SaCo senior managers.

2.16 FIRST AID

On-site first aid arrangements will be commensurate with the operations being carried out. Ashley Brookes (site manager) will be the designated first aider with back up first aiders as noted above in the event the site manager is off site or unavailable) and he will be identified to all site operatives at induction and the necessary first aid supplies and certification will be provided in the site office. All injuries will be noted in the accident book no matter how minor and the records retained at head office under our ISO9001 requirements.

The site manager as appointed person will be responsible for notifying the emergency services, should they be required, and will ensure the injured party gets to hospital by the quickest method. The site will have access to route maps to show operatives the way to the nearest A & E (short walk from site). The site will display emergency contact numbers on the site notice board and office door in case the site manager is on site, routes to A & E will be available in the site canteen.

2.17 SITE RULES

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. Cognisance is given to the Main Contractor's Group Health and Safety Policy and the Organisation is committed to supporting that initiative.

All Company operatives will have received health and safety training commensurate with their site roles and responsibilities.

All site attendees will be required to comply with the SaCo drugs and alcohol policy which will be displayed along with all other SaCo policies on the site health and safety noticeboard in the site office.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

All personnel arriving on site will be required to attend a site induction session before starting work.

The induction will revolve mainly around the Site Rules, a copy of which will be given to each individual. Records of these inductions will be retained.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

SaCo would confirm all of these site rules and any amendments are notified to all site workers and visitors in the site induction and a signature of acceptance will be recorded in the appendix to this plan.

2.18 FIRE & EMERGENCY PROCEDURE

The site office will be supplied with the following:

- First aid kit
- Accident book
- Fire extinguishers
- Health and Safety Executive Health and Safety Law Poster
- Company insurances
- F10 – to be issued by the Client at the appropriate time but certainly before construction commences
- Map to nearest A & E department
- First aider details and a copy of the relevant certificate
- Access and delivery route to site
- Emergency escape route for the site compound
- Emergency escape route for the Pod locations

Location of muster point
 Emergency contact details including the Client personnel
 Emergency evacuation procedures

The site manager will ensure all operatives and visitors are advised, on arrival, of the emergency procedures in force and what they must do on discovering a fire or accident.

Generally that procedure will be:

On discovering a fire:

Do not fight any fire unless you have been trained to use the respective firefighting equipment
 Raise the alarm (shouted warning initially and then a wifi connected alarm system) and instigate SaCo emergency procedures.
 Get yourself and all other personnel out of the building and go direct to the allocated muster point.
 Inform the SaCo supervisor, SaCo supervisor to inform all Client contacts and the emergency service.
 The muster point for this contract will be the site compound.

On discovering an accident:

Raise the alarm via shouted warnings to other operatives
 Request other operatives advise the SaCo supervisor of the accident
 If trained make the injured party comfortable
 Stay with the injured party until the SaCo supervisor arrives
 SaCo supervisor to be responsible for notifying the emergency services if necessary and organising transportation to A & E if possible –
 In both cases the SaCo health & safety advisor and the Project Manager must be informed as soon as practicable of the incident for further actions by them.

The site manager will ensure that adequate and suitably checked fire extinguishers are provided both to the site accommodation and the work area and all fire risk operations (hot works) will require full fire precautions. The SaCo health and safety officer will check fire provisions on their regular audits

The fire action plan including escape routes, extinguisher points, alarm type etc. will be decided after consultation with the safety officer.

2.19 PRINCIPAL CONTRACTOR / HEALTH AND SAFETY ADVISOR

The Principal Contractor on this project is Spring and Company Limited with Spring and Company Limited (Paul Smith / Alex Bloor) acting as the independent health and safety consultant.

2.20 SITE SPECIFIC ENVIRONMENTAL IMPACTS AND THE ASSOCIATED CONTROLS

SaCo hold accreditation for BS14001 and as such are implementing the requirements of this standard. SaCo are committed to complying with the British standard requirements and as such will be implementing the following on this site:

1. Skips – SaCo currently operate using mixed waste skips and these will be utilised until separated skip use is introduced. SaCo will however commit to using approved waste carriers and tip locations and insist within their procurement system that once the waste has left site it will be segregated off site and records produced that detail the materials removed, the quantity of each material and its ultimate destination – recycled, reused or deposited as landfill.
2. Moving forward, possibly within this contract during fit out if this can be achieved with the current site size (sub-contractors and suppliers) SaCo commit to the use of separated waste skips such as – plasterboard, metals, non-metal general waste and timber etc.
3. In order to maintain this accountability it is currently intended that the Principal Contractor, in this case SaCo, will place orders for the skip supply and waste disposal and all contractors, sub-contractors and suppliers will use these skips to ensure accurate records. SaCo will monitor continually waste production and re-use, recycle and landfill quantities and compare against planned levels. Any differences will be identified and appropriate comments made. These figures will be reported each month (in the management meetings) and any significant differences identified and appropriate action taken – design or procurement changes to minimise and mitigate waste production. This constant monitoring will enable swift action to be taken should a waste increase be identified.
4. SaCo will be responsible for the maintenance of appropriate waste transfer records and the issue of appropriate figures at handover as required under the Waste Management Regulations (now disbanded but we feel still are a useful guide).

5. SaCo will carry out all necessary surveys to ensure that Flora, fauna and trees are protected as required and on this project several trees are the subject of substantial and appropriate tree protection. If protection is appropriate then this will be identified in the site induction and all site operatives will be required to comply with the requirements. Any operative not complying with these requirements will be removed from site and his parent company warned over their future conduct. Please note tree protection is in place on this contract.
6. SaCo also commit to carrying out appropriate animal, bat, newt and bird (protected species and nesting condition) surveys and instigate any appropriate protection. As above these requirements will be written into the sub contracts and any operative not complying with these requirements will be removed from site and his parent company warned over their future conduct. There are no known restrictions on this project.
7. SaCo insist on the following measures to mitigate spillages:
 - a. All fuel containers to be either double banded or stored on spill trays in the case of small vessels.
 - b. All equipment will utilise spill trays for fuel or oil spillage control.
 - c. The site will have available spill kits and their use will form part of the site induction.
 - d. No discharge of site waste water will be allowed into the local drainage system – bunds or barriers to be used to protect if a risk is identified.
 - e. All operatives to be instructed in the use of spill kits if this is a risk in their works.
8. SaCo have considered the impact of their works on surrounding properties – no schools or similar but the Client and adjacent staff must be consulted pre commencement. Any agreements or site requirements for the mitigation of noise, dust or vibration will be explained in the site induction. Note dust production can be deadly to immune suppressed patients so dust must be minimised at all times on site. All dust, noise and vibration mitigation will be managed via the SaCo procedures by the site manager and we would advise SaCo will utilise the best and most efficient means to reduce any risk identified. These processes will be audited on a regular basis by our external independent health and safety advisor

This site is within a hospital grounds and there are no residential properties within the immediate vicinity.

9. SaCo confirm that on this site there are no known sites of special scientific interest either on or immediately adjacent the site.
10. The site-specific requirements for site security are noted in section 2.10.

3 CONTACTS

Involvement	Name	Address	Contact
Client	SKA Textiles/HD1 Living	Graham St, Huddersfield, HD1 3LJ	T: 01484 539225 Zeb Pervaiz – Director M/DD: 07876 757994 E: zeb@skatextiles.co.uk Khalid Pervaiz – Director E: k-pervaiz@skatextiles.co.uk
Principal Designer	1618 Architects Limited	18a Ashley Road, Altrincham, WA14 2DY	T: 0161 9286622 Liam Donnelly – Director M/DD: 07788 718125 E: Liam@1618architects.com
Project Manager / Construction Manager	Spring and Company Limited	213 Chestergate Stockport SK3 0AN	James Valentine – Project Manager M/DD: 07712324808 E: James.Valentine@SpringandCo.co.uk Richard Green – Managing Director M/DD: 07798815180 E: Richard.Green@SpringandCo.co.uk Phil Spring – Chairman M/DD: 07836619760 E: Phil.Spring@SpringandCo.co.uk
Architect	1618 Architects Limited	18a Ashley Road, Altrincham, WA14 2DY	T: 0161 9286622 Liam Donnelly – Director M/DD: 07788 718125 E: Liam@1618architects.com Mohammed Afaq – Managing Director M/DD: 07977 277269 E: Afaq@1618architects.com
Structural Engineer	Arc Engineering	GF02 City Mills, Peel Street, Leeds, LS27 8QL	T: 0113 2533904 Mohammad Rafiq – Technical Director M/DD: 07812 370414 E: mohammad@arc-engineers.co.uk Nigel Blythe – Structural Engineer E: Nigel.Blythe@arc-engineers.co.uk Karan Katnaur – Structural Engineer E: karan.katnaur@arc-engineers.co.uk
M & E Consultants	Brentwood Consulting Engineers	1st Floor 21 Hornbeam Square South Harrogate HG2 8NB	T: 01423 873892 Neil Wright – Associate M/DD: 07802 654987 E: neil.wright@brentwoodgroup.co.uk

4 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SAFETY RISKS

4.0 DELIVERY & REMOVAL OF MATERIALS & EQUIPMENT

Materials will be delivered wherever possible directly to the work place storage situated immediately adjacent the site location and will comply with the SaCo material delivery protocol – copy available on site and this will be explained on induction

Materials called off for delivery and a date and time prescribed (outside of the noted busy periods).

Delivery vehicles will be escorted to the site compound if necessary due to size.

Materials accepted and off loaded by SaCo personnel and signed for.

Materials offloaded initially into the contractors compound storage area for checking.

Materials will then be taken to the site either carried (if possible) or utilising mechanical means (trolley jack/ fork lift).

The materials will then be safely and tidily stored adjacent to the work place.

Where unable to use immediately, materials will be placed/stored in the contractor compound.

As noted above deliveries will be subject to a “call-off” system wherever practicable and suppliers advised of most appropriate access to the site. Materials to be moved around the site will be facilitated by use of pallet or forklift trucks as necessary using approved haul routes and access/egress points.

All waste materials will be removed from the work area to a storage area before removal once sufficient materials are available to fill a skip and all routes checked for cleanliness by the SaCo site manager on a daily basis. All waste will be transported off site in covered waste containers to minimise dust release. The waste will be removed via the approved access routes.

4.1 DEALING WITH SERVICES

On occupation the site will be checked for live services. Prior to any works commencing the full site area will then be checked a further time by a qualified electrician to ensure full isolation and all areas requiring ground works will be further checked by a CAT survey and approval to continue issued by the SaCo site manager.

At the work site will be carried out using 110 V electricity for power and lighting.

SaCo will provide their own fire plan for the site location and any included buildings – shouted warnings will be used until a more permanent wired facility can be provided and then full evacuation before informing emergency services.

No work on live services will be permitted without a permit to work.

All work on hospital services (interruption / isolation) must be agreed 7 days in advance and will be completed by hospital personnel only.

SaCo in liaison with the hospital must ensure they carry out adequate a sufficient pre start checks to ensure complete isolation and lock off of all services and carry out further pre start checks to ensure cut off.

4.2 ADJACENT LAND USE

The new construction works are mainly within a contained site area but there are a number of adjacent building uses – described previously and access to these must be maintained at all times with special reference to public footpath accesses.

All operatives are to be advised that the adjacent areas will remain operational at all times during the project and visitor and staff privacy and decency must be respected (no swearing or shouting) at all times and no use of radios are allowed. Use of mobile phones on site is to be minimised.

4.3 STABILITY OF STRUCTURES WHILST CARRYING OUT CONSTRUCTION WORK, INCLUDING TEMPORARY STRUCTURES & EXISTING UNSTABLE STRUCTURES

All practicable steps will be taken to ensure that any new or existing structure shall not become unstable due to the carrying out of the construction work. All temporary supports and structures shall be designed and installed so that they can withstand foreseeable loads. A site specific design, method statement, risk assessment and site induction (for all operatives must be completed for any structural works with these documents issued to the Principal Designer (as he is responsible for ensuring all designers identify, mitigate or eliminate risk in their design process) at least 7 working days before the activity commences and all designs that include a structural element must also be approved by the structural engineer.

4.4 PREVENTING FALLS

All work at height will be properly planned, supervised and carried out in a manner which is so far as is reasonably practicable safe. Such work will be risk assessed using the hierarchy of controls detailed in the Work at Height Regulations 2005. Site specific method statements and risk assessments will be produced and discussed with the appropriate operatives. Work at height will generally be carried out off mobile towers or podium steps but should work off ladders be required this will only be permitted on production of a ladder risk assessment that shows no other safer method is available.

Accidents from work at height are increasing and so tool box talks must be regularly carried out and attendance documented.

All work at height if possible will be carried out from either podiums or scaffolds / towers and all scaffolds will be erected by trained installers with independent scaffolds inspected by a competent person every 7 days and additionally a record of all podiums and scaffold towers and their sign off as compliant, retained by the site manager for inspection. Compliance of work at height will be assessed each h & s audit.

4.5 WORKING WITH OR NEAR FRAGILE MATERIALS

Suitable and sufficient platforms, coverings, guardrails or similar means will be provided to prevent falls. Where the risk remains then suitable measures will be taken to minimise the distance and consequences of a fall using nets, airbags, crash decking etc. It is not expected that such working will be required on this project but any work in the plant room or in the roof void will only be carried out after an appropriate method statement and risk assessment has been approved by the site manager and that a permit to work has been issued (confined space and restricted access) and suitable fall prevention measures are in place.

The site manager will provide and manage a list of fragile materials on his own site and also ensure that falls through are managed and mitigated by the erection of solid barriers.

All works on fragile roofs should consider HSE Information Sheet GEIS5 Fragile Roofs Safe Working Practices.

4.6 CONTROL OF LIFTING OPERATIONS

All lifting operations will be properly planned and managed using trained and competent operatives and well maintained equipment. No lifting works will be allowed before an appropriate method statement and risk assessment has been approved by the site manager and all Client requirements have been complied with.

All crane lifting operations will be managed by an appointed person and lift controller and all operations will be treated as managed lifts by external companies. Ashley Brookes as site manager is also to act as an intermediary between site and the lift team as a trained appointed person.

4.7 MAINTENANCE OF PLANT & EQUIPMENT

All work equipment will be properly maintained, serviced, regularly inspected with documentary evidence to support. This inspection is every 7 days.

All plant and equipment on site will be recorded by the site manager and he will retain a record of its inspection with regards to PUWER or LOLER documents with inspections undertaken in line with the specific requirements. All service records will be retained by site for inspection as necessary. All maintenance must be completed off site.

4.8 WORKING ON EXCAVATIONS & POOR GROUND CONDITIONS

Not applicable to this project but the plan to be updated and reviewed if this changes.

4.9 WORK ON OR NEAR WATER WHERE THERE IS A RISK OF DROWNING

Not applicable to this project.

4.10 TRAFFIC ROUTES & SEGREGATION OF VEHICLES & PEDESTRIANS

The Contract Manager/Site Manager will ensure that all Traffic Management proposals minimise risks to health and safety, and method statements will be produced and carefully adhered to at all times by contractors and that no unnecessary risks are taken.

In accordance with the Company Safety Policy, "No Lorry Shall Reverse Unless Supervised", and signs will be erected at site access and egress points stating such, and a suitable number of banksmen will be provided to

take control of reversing vehicles. These banksmen will be wearing the equipment and clothing specified in the Legislation, Company Policy or sub contractor procedure whichever is the most stringent.

All lorries must be equipped with audible reversing alarms and any road sweepers used are to be equipped with reversing cameras. It is the SaCo's policy to encourage its lorry hire/delivery companies to have cameras fitted to their fleet, however, this is not a legal requirement, so currently this will not be enforced (except sweepers) although the basic minimum standard of supervised reversing will be maintained.

4.11 STORAGE OF MATERIALS & WORK EQUIPMENT

All delivered materials will be stored either in the secure contractors compound or immediately adjacent the work area as noted on our logistics drawing. No materials will be allowed to be stored in emergency lanes (where provided), live carriageway or safety zones. All materials and products will be delivered on an "as required" basis

4.12 ANY OTHER SIGNIFICANT SAFETY RISKS

1. All works outside of the SaCo area are to be agreed with the owner 7 days in advance especially the steel frame delivery.
2. Access to the site will be through occupied areas. All operatives must respect the current users and patients and move quickly and quietly to their workplace.
3. All storage area externally must be secured with solid hoarding and lockable gates.
4. Skips must be located in the contractors compound unless prior approval is obtained from the Client.

4.13 THE REMOVAL OF ASBESTOS

The Client must advise via the Principal Designer the building is asbestos free before internal works can commence.

4.14 DEALING WITH CONTAMINATED LAND

There has been no identification of contaminated ground on this project but the available (due end of week commencing 7 August) and local knowledge will be consulted prior to any ground being broken. As the proposed site location is currently adjacent utilised road ways and contains car parking some contamination from petroleum fuels should be expected if excavations are required for temporary works and care must be taken at all times and any smells or visible evidence of contamination noted to the site manager for advice. All site operatives should use good hygiene procedures as a matter of course during work below ground.

4.15 MANUAL HANDLING

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. A full assessment of the task will be carried out incorporating the whole task, individual, load and the environment in which the lift is to be carried out. Reference will be made to the Manual Handling Assessment Charts. Site specific method statements and risk assessments will be produced and kept in the site office.

All manual handling will be in compliance with the Manual Handling Regulations 1992 and SaCo and their sub contractors will action and mitigate any issues during construction that have been highlighted by the designers.

4.16 USE OF HAZARDOUS SUBSTANCES, PARTICULARLY WHERE THERE IS A NEED FOR HEALTH MONITORING

All products of a potentially hazardous nature will be the subject of a full COSHH assessment prior to being taken into use. Such an assessment will also determine the need for health surveillance and monitoring. See product specific COSHH assessments.

4.17 REDUCING NOISE & VIBRATION

Noise and vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. The noise and vibration levels of all equipment will be documented and used to establish optimum exposure levels for operatives. Site specific method statements and risk assessments will be produced and kept in the site office.

4.18 ANY OTHER SIGNIFICANT HEALTH OR OTHER RISKS

Health - None apparent at the current time but SaCo and their health and safety consultant will continually monitor.

5 THE HEALTH & SAFETY FILE

5.1 LAYOUT & FORMAT

This must be agreed between Saco, Client and the Principal Designer at the start of the project and will include all requirements as noted in the Pre-Construction Information pack:

- A brief description of the work carried out
- Any residual hazards
- Key structural principles
- Hazardous materials used
- Information regarding removal and dismantling of installed plant or equipment
- Health and safety information about equipment provided for maintaining and cleaning the structure
- Nature, location etc. of underground services/cables
- Information and as-built drawings

The Principal Designer has requested the following with regards the Health and Safety File:

The Health and Safety File shall be provided in accordance with Regulation 12 of the CDM Regulations 2015 and compliant with the requirements of Appendix 4, HSE publication L153 'Managing Health and Safety in Construction'.

The Client, Designers and Principal Contractor are responsible for providing information for the Health and Safety File to the Principal Designer immediately after design or construction work is completed.

The project team should note that the Designers must confirm the sufficiency and completeness of the technical content of the Building (O and M) manual element of the File.

Format

Electronic - pdf or Microsoft based documents. Designer drawings required in dwg and pdf. Operation and Maintenance manuals (two copies) also required in paper format once technically approved.

Quantity

Hard copy	1
Electronic	2

Timescale

Information required 4 weeks prior to completion; acknowledged final certificates will follow closer to completion. Health and Safety File review meetings will be held 8 weeks 4 weeks and 2 weeks prior to completion to monitor progress.

5.2 ARRANGEMENTS FOR THE COLLECTION AND GATHERING OF INFORMATION

The Principal Designer will prepare, review amend or add to any existing Health and Safety File and give it to the Client at the end of the project complying with all other requirements of the Pre-Construction Information Pack with assistance / information from SaCo.

Clients, designers and contractors will supply the information necessary for compilation and updating of the file and everyone providing information will ensure it is accurate and provided promptly.

5.3 STORAGE OF INFORMATION

The information will be stored in a dedicated file, and in such a way as to be easily retrievable and understandable

APPENDIX

Appendix 1	F10
Appendix 2	Site access and delivery plan
Appendix 3	Fire evacuation and muster point plan
Appendix 4	Site compound layout
Appendix 5	Signing in / out
Appendix 6	Induction records
Appendix 7	Route to local A & E
Appendix 8	Current approved method statements
Appendix 9	Current approved risk assessments
Appendix 10	COSHH records
Appendix 11	Health and Safety records – inspections
Appendix 12	Health and safety audits
Appendix 13	Client issued services and asbestos surveys / statements
Appendix 14	Client issued site contractors rules