



CONSTRUCTION MANAGEMENT PLAN

Description: Erection of 5 no. dwellinghouses with associated landscaping and car parking following demolition of existing garages

Application no. 24/00959/FUL

Location: Land Adjacent to Rochdale Road at Hillbank Street and Church Avenue, Middleton M24 2RB



2501-JW

24-06-2025

Issue	Date	Comments	Issued to
Rev 1			
Rev 2			
Rev 3			
Rev 4			
Rev 5			

Amended	Date	Nature of Amendment

Instruction

The following report has been produced to accompany the construction process in regards to 5no new dwellings on 2no pieces of land adjacent to Rochdale Road at Hillbank Street and Church Avenue, Middleton M24 2RB. This document is to be submitted to the local authority prior to the commencement of works beginning to seek conditional discharge of condition 10.



Figure 1) Image showing a site plan of 3no dwellings situated on Hillbank.

*Copyright in this drawing remains with the designer. Responsibility is not accepted for errors made by others in using this drawing. All construction information should be taken from figure 4 drawings only. Check all dimensions on site. In case of any discrepancy, refer query to the designer.



HADAS
ARCHITECTURAL & CGI
Enquiries@hadasarchitectural.co.uk
0161 878 3399

18	Following Urban Design comments	JW	25-1-25
19	Following Highway comments	JW	13-1-25
20	Overall	JS	7-1-25
HADAS ARCHITECTURAL ARCHITECTURAL DESIGN 7/4 Rochdale Road, Slattocks, Middleton, Manchester M24 2RA			
(CHURCH AVENUE) Land Adjacent to Rochdale Road, Slattocks, Middleton M24 2RA			
DRAWN	JW	DATE	25-11-24
SCALE	1:50	REV.	1
			2501-2018

Figure 2) Image showing a site plan of 2no dwellings situated on Church Avenue.

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1.0) Project aims and description

The aim of this Construction Management & Health and Safety Plan is to set out the way in which Health & Safety will be managed on this project.

In particular to achieve the following: -

- To put into practical effect the commitment to Health & Safety made in the Health & Safety Policy.
- To meet the requirements of all relevant Health & Safety legislation.
- To ensure adequate control and co-ordination of all parties to the construction phase of the project with regard to Health & Safety.
- To develop the companies Health & Safety Management system, not only for the requirements of this project but also for future usage.

All parties involved in these works must ensure that they are aware of their duties under the Health and Safety at Work Act 1974 and persons must make themselves and their employees familiar with the content of this plan and work within the management system defined therein.

This plan defines the Health & Safety Management system, which will be adopted for this project. This document should be read on conjunction with the Health & Safety Policy and procedures.

Each works Subcontractor shall be made aware of the project Construction Phase Plan. They must ensure that the contents of the plan, relevant to their works, are communicated to their management, supervision and employees as is appropriate.

The project consists of the construction of 5 No dwellings including all subsequent services. Works will include the following but not limited to;

- Mass concrete foundation works
- Basement construction
- Drainage connection
- Brick and timber structural framework
- Electrical
- Plumbing
- Roofing

2.0) Programme & Schedule

Construction of 5 no New Build Dwellings on land adjacent to Rochdale Road at Hillbank Street and Church Avenue, Middleton M24 2RB as shown below, all construction works are to be in accordance with specifications detailed on the drawings.

Program of works and construction drawings were not available at the time of the production of this CMP, once provided this CMP will be amended to incorporate the program.

All works to be undertaken in accordance with the latest drawings and potentially include the following pending the full program of works;

Drawing ref:

- 2501-201B
- 2501-202C
- 2501-203C
- 2501-301A
- 2501-302A
- 2501-303A
- 2501-304A
- 2501-401A
- 2501-402A
- 2501-403A

3.0) Contacts Directory

Role	Logo	Details
Client		R H Developments (Rochdale) Ltd 813 Rochdale Road Slattocks Middleton M24 2RA T: 0161 870 2306 E: enquiries@rharrison-construction-ltd.co.uk

CDM Advisor & Health & Safety Consultant:		Andrew James Swan DipOHSP GradIOSH MIIRSM Swansafe 66 Market Street Denton Manchester M34 2AQ M: 07452 826160 E: andy@swansafe.co.uk W: www.sawansafe.co.uk
Principle Contractor		R H Building & Construction Ltd 769 Rochdale Road Slattscks Middleton M24 2RA T: 0161 870 2306 E: enquiries@rharrison-construction-ltd.co.uk
Principle Designer		HADAS Architectural Design 769 Rochdale Road Slattscks Middleton M24 2RA T: 0161 870 2306 E: enquiries@rharrison-construction-ltd.co.uk
HSE		Redgrave Court Merton Road Bootle Merseyside L20 7HS RIDDOR Reporting: Tel: 0845 300 9923

		Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8:30am to 5:00pm)
Fire & Rescue service		Heywood Community Fire Station 129 Middleton Road Heywood Greater Manchester OL10 2LU T: 01706 901203
Local Authority		Rochdale Borough Council 1 Riverside Smith Street Rochdale OL16 1XU T: 01706 647474 E: Council@rochdale.gov.uk W: Rochdale.gov.uk

4.0) F10 Notification & Pre-construction Information

Regulation 6 Notification

(1) A project is notifiable if the construction work on a construction site is scheduled to—

- (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- (b) exceed 500-person days.

(2) Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.

(3) The notice must—

- (a) contain the particulars specified in Schedule 1;
- (b) be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work; and
- (c) if necessary, be periodically updated.

F10 Notification

If the threshold above is met then the client must submit an F10 notification, the principal designer can assist with this.

What is pre-construction information?

2 Pre-construction information provides the health and safety information needed by:

- (a) designers and contractors who are bidding for work on the project, or who have already been appointed to enable them to carry out their duties.
- (b) Principal Designers and Principal Contractors in planning, managing, monitoring and coordinating the work of the project.

Pre-Construction Information provides a basis for the preparation of the Construction Phase Plan. Some material may also be relevant to the preparation of the Health & Safety File.

3 Pre-Construction Information is defined as information about the project that is already in the Client's possession or which is reasonably obtainable by or on behalf of the client. The information must:

- (a) be relevant to the particular project.
- (b) have an appropriate level of detail; and
- (c) be proportionate to the risks involved.

4 Pre-construction information should be gathered and added to as the design process progresses and reflect new information about the health and safety risks and how they should be managed. Preliminary information gathered at the start of the project is unlikely to be sufficient.

5 When pre-construction information is complete, it must include proportionate information about:

- (a) the project, such as the client brief and key dates of the construction phase.
- (b) the planning and management of the project such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is cooperation between duty holders and the work is coordinated.
- (c) the health and safety hazards of the site, including design and construction hazards and how they will be addressed.
- (d) any relevant information in an existing health and safety file.

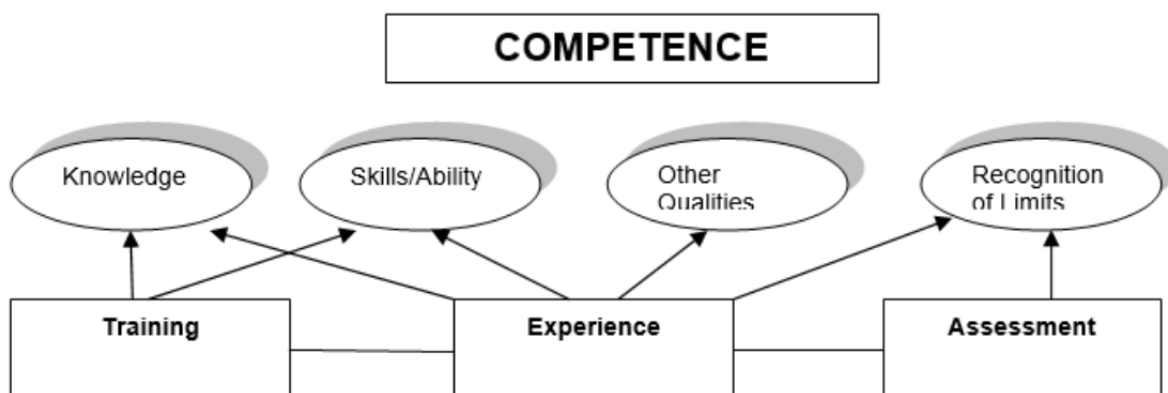
6 The information should be in a convenient form and be clear, concise and easily understandable to help other duty holders involved in the project to carry out their duties.

5.0) Organization & Arrangements

Competence

Harrison Construction Ltd will ensure that Site & Project Managers are competent through their comprehensive Training & Awareness programme and individual appraisals.

Project Managers and Site Managers must be competent to manage safely. Harrison Construction Ltd will ensure that minimum competency levels are identified and fulfilled so that everyone can make the maximum contribution to health and safety.



See Training & Awareness Matrix and/or training certificates and cards.

Minimum training requirements required for the site

- Managers – SMSTS, CSCS
- Supervisors – SSSTS, CSCS
- Operatives working at height – IPAF, PASMA, CSCS
- Operation of plant – NPORS, CPCS
- All site operatives will have a CSCS card relevant to their occupation/skill

An operative site passport scheme will be utilised on this site where copies of all competencies, certificates of training, CSCS, CPCS, NPORS, PASMA and IPAF will be held in the site file.

Communication & Liaison

Purpose

To ensure that suitable information is distributed to all parties in a timely manner to all individuals affected.

To ensure that effective communication is also undertaken with Harrison Construction Ltd clients.

Safety and Environmental Brief

- A list of all current employees and (where necessary) sub-contractors will be provided to ensure that the safety brief will be disseminated to all relevant employees.
- The Safety/Environmental Team brief will be delivered verbally at site to groups of employees and contractors based on the contents with any supporting information being distributed as appropriate.
- Communication with other parties including the principal designer, CDM advisor and other contractors will be via email or telephone call.
- Feedback from these briefings will be presented to the relevant management meetings.
- Acknowledgements of the briefings are to be passed to the Admin Officer for retention in the Employees Briefing file for future reference and audit purposes.

Technical Information Briefing

- Information of a Technical and/or Safety nature may be communicated to individuals through the transmission of a document and / or a transmittal note as appropriate.
- Where a technical brief is required following the review of new or amended industry documentation, this brief will be prepared by the Contracts Manager who will identify the target audience for receipt of the brief.
- The brief will be delivered either by the relevant Manager or his nominated representative.
- Feedback from these briefings will be presented to the relevant management meetings.

Communication with Client Companies

Harrison Construction Ltd will communicate with its clients by utilising the following communication mediums:

- By utilising the company website.
- By identifying on the web site, the company significant environmental aspects and the current mitigating controls.
- By using brochures and sending company information.
- By undertaking meetings with client representatives as and when necessary.
- Via formal customer feedback processes.

- Via verbal feedback from clients on a regular basis with employees and managers.

Harrison Construction Ltd will establish and maintain communication, on each individual project, with those parties that are affected by the works being undertaken or those parties that may have requirements that impact upon the works being undertaken. Such parties may include the Highway Authority, the Rail Authority, the Police, adjoining landowners and any other organisations as appropriate or as directed by the Customer/Client.

Workforce Involvement

Worker involvement is the term used to describe the ways in which workers are encouraged to take part in making decisions about managing health and safety at work. Harris Construction Ltd will consult on a range of health and safety matters, including:

- Any measure at the workplace which may substantially affect their health and safety. For example, changes in procedures, equipment or ways of working.
- The employer's arrangements for getting competent people to help him or her comply with health and safety requirements and evacuation procedures.
- The information employers must give to employees about risks to health and safety and preventative measures.
- The planning and organising of health and safety training.
- The health and safety consequences of introducing new technology.

Harrison Construction Ltd Employees will be consulted on all aspects of health and safety, either directly or through their elected representatives. Note: In accordance with the Health and Safety (Consultation with Employees) Regulations 1996 Harrison Construction Ltd can choose to consult directly or through elected representatives to its employees. If Harrison Construction Ltd consult with employees directly, then whichever method suits everyone best will be adopted. If Harrison Construction Ltd consults its employees through an elected representative, then employees have to elect one or more people to represent them.

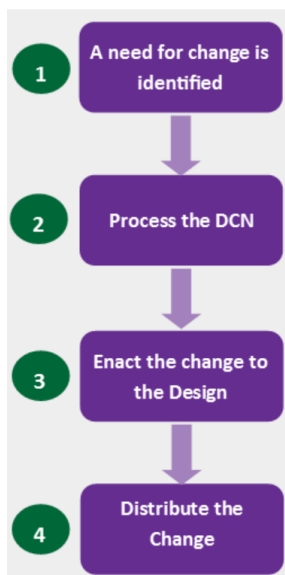
6.0) Design Change

Purpose

Despite most design solutions being subjected to a rigorous design process with competent and experienced personnel generating the solution, sometimes when the solution is installed, produced or constructed, it might be identified that what was originally perceived to be the ideal solution, is actually not quite all it originally appeared to be. This could be for a number of reasons, such as:

- Cost - the original budget is no longer available.
- Change of Scope - the Client has changed the design brief.
- Changes to Design Parameters - the original constraining factors have now changed, resulting in the need for an amendment.
- Supply Chain Issues - restriction on materials or components necessitates a deviation from the original solution.
- Unknowns - previously unavailable information, or shortfalls in the supporting design information identify the need for a change.
- Innovation - new technology, lessons learnt, or new ideas can all instigate a change.
- Quality - a previously identified defect can drive an improvement.
- Human Error - mistakes can be made during design or manufacture / construction.

The following 4 stage procedure will be employed to ensure any change is reviewed and implemented.



STAGE 1:

Once the need for a change has been identified, the supporting information needs to be reviewed, added to and amended where necessary in order to support the amendment. This information could include:

- Drawings - either revised as a Redline Mark-Up (RLMU) or completely new
- Schedules
- Calculations
- Test Records
- Confirmation from other parties, where the design affects more than one group, that the amendment suits all involved
- Additional costs
- Impact on Programme

STAGE 2:

When processing the change, ensure that the agreed and documented procedure is adhered to. As a minimum, the approval of the Design Change Note (DCN), should include the following items where applicable:

1. Review, comment and acceptance by a Competent Engineer
2. Review by the Client for acceptance (or a Senior Engineer, dependent on the process)
3. Where the Client is not the end user, seek further acceptance of the solution before submitting the response (i.e. if the Client is acting on behalf of the User)
4. Complete the paperwork, and formally record the outcome on the DCN

N.B. If you are responsible for generating / signing off a DCN, ensure consideration is taken as to whether or not the change is being done as a necessity, "Preferential Engineering," or a Scope Change. This may dictate the need for suitable instruction to carry out the change under the contract or provide grounds for rejecting the change. Failure to do so may result in your Employer incurring unnecessary additional costs.

STAGE 3:

Once the change is signed off by all relevant parties, the change needs to be made:

1. Where the change is detailed, and a RLMU will not suffice to accurately communicate the changes, the drawing needs to be transferred to the detailed design drawings
2. If the design is complex and impacts on more than one drawing or document, care needs to be taken to ensure each document is correctly amended
3. Checks on all drawings, schedules, calculations, etc. need to be completed and verified by the suitably authorised persons
4. If required to comply with specific standards or specifications, check that the change has been done in compliance with these to avoid non-conformity

5. Finally, where required, the change needs to be submitted through any Client specific checks. Ensure that the time required for these checks is considered when making any changes.

STAGE 4:

Finally, now that the change is signed off, accepted and designed, it can be distributed. All persons on the distribution list should have their old copies removed, destroyed and replaced to ensure that everyone is building to the same design. See our Simple Guide to Document Control for more on this.

Final things to consider

A few final pointers that need to be considered:

- Ensure that the DCN has all the relevant information included.
- Ensure that the RLMU's are legible.
- Does the change adversely impact any other element of the design or the existing components?
- Does the amendment create additional risks for routine maintenance of this or other elements?
- Does the change increase the "whole-life" costs to the end user which outweigh the cost of making the change?
- Does the change affect the way that other components operate? Consider as a minimum:
 - o Temperature change
 - o Corrosion o Abrasion / Friction
 - o Explosive elements
 - o Vibration
 - o Noise
 - o Friction
 - o Efficiency
 - o Performance
 - o Flow
 - o Pressure
 - o Waste / Recycling
- Is the process of making the change likely to incur costs which are greater than the savings made by implementing the design?
- Maintain channels of communication throughout the design change process in order to minimise the delays in getting the formal sign off for the change.
- Where the change is outside of the original design information, complete further investigations and surveys to provide additional support.
- Include correspondence from other parties to justify any change.
- Open channels of communication with other parties within your team at the earliest opportunity so that they can provide input, prepare formal documentation, or just to update them on current affairs.
- Temporary works are still classed as designs. Making amendments to the design can have catastrophic consequences so the same rules should still apply. If you

didn't design it, don't change it until the Designer has reviewed and approved the suggestions / amendments.

- Does the change create more risks to the installer than the previous solution?

Prior to and during works sub-contractors will be employed to works on this site, all subcontractors will undergo a robust vetting process, when selected each contractor will complete a sub-contractors pre-qualification questionnaire (PQQ) see below, upon successful completion each subcontractor will have to attend a site safety induction which will be held by the site manager and records kept within the site file.

Contractors will be managed on site by Harrison Construction Ltd site manager; however, each subcontractor will have to supply their own site supervisor during works.

7.0) Selection & Control of Contractors

Prior to and during works sub-contractors will be employed to works on this site, all subcontractors will undergo a robust vetting process, when selected each contractor will complete a sub-contractors pre-qualification questionnaire (PQQ) see below, upon successful completion each subcontractor will have to attend a site safety induction which will be held by the site manager and records kept within the site file.

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8.0) Excavation Management

Safety in Excavations Why Provide Support?

- Safeguard public
- Facilitate Safe Working
- Protect Adjacent Structures

HSE Studies – The Risks

- Struck by falling objects
- Struck by plant
- Falls
- Electricity
- Trapped by collapse



Health & Safety LOLER

- Excavator
- Lugs
- Chains, lifting, hanging, snatch
- Installation
- Extraction



Health & Safety Working at Height

- Edge Protection
- Access / Egress
- Ladders / Stairs
- Davits



Drag Boxes



Trench Boxes



Manhole Boxes



Walers & Sheets



Shoring Solution

Factors to consider when selecting excavation support equipment:

- Type of excavation
- Environment
- Excavation dimensions
- Plant capacity
- Strength of equipment
- Surcharges
- Ground conditions
- Soil Type
- Groundwater
- Availability
- Cost / Productivity

Shoring Solutions - Factors to consider

Environment:

- Green field site: all types of excavation support equipment are available
- Urban location: boxes may be restricted due to services
- Congested site: cantilever sheet piles or kingposts & infill panels may be only option
- Adjacent to waterways: consider water seepage – may require interlocking sheets

Shoring Solutions - Factors to consider

Excavation dimensions:

- Refer to temporary works design or suppliers' brochures
- Seek advice from Technical Sales or Designers Plant capacity:
- What's the lifting capacity of the excavator?
- What's the reach on the excavator?
- Is a crane available?

Hydraulic MH/ Waler Systems

Factors to consider:

- All kinds of Environment in various ground conditions
- Retain various depths (subject to loads)
- Installed using Dig & Push or Pre Drive method
- Mainly used in Urban Areas to accommodate services
- Excavations with higher ground pressures
- Positive support system easier to extract

Hydraulic Frames & Trench Sheets Method of Installation

Dig & Push

- Excavate to upper brace level
- Install all hydraulic frames
- Use frames as a template to assist piling & install corner piles
- Pitch & drive the remaining piles so they are self-supporting
- Connect lashing chains from trench sheets to top brace

Hydraulic Frames & Trench Sheets Method of Installation

Dig & Push

- Excavate to second frame level, lowering the frame as the dig progresses, to maintain stability at the toe of the pile
- Maintain an adequate toe on the sheets throughout the installation stages to ensure stability
- Install second frame at required level & attach lashing chains
- Continue to excavate to formation using the dig & push technique

Lessons Learned - Factors affecting failure

- Design not followed
- Kit abused / modified
- Ground movement not reported
- Inexperienced teams on site
- Cutting corners / Lower frame not installed
- Severe Deflection / Machine Surcharge
- Trench sheets / Kicking & rotating

Lessons Learned - Impact of Change Risks

- Poor soil e.g. running sand
- Stability issues
- Lack of toe-in
- Changes in levels of support
- Changes in weather
- Load cases (installation sequence)
- De-watering failure

Excavation Management Checking the Excavation Before we start

- During installation
- Once the Excavation is complete
- Ongoing – at every entry

Prior to Excavation

- Carry out Risk Assessment
- Complete Method Statement
- Obtain Temporary Works Design If Required
- Explain Design / Method to experienced site installation team
- Services located and marked & personnel informed
- Traffic Management & Delivery Arrangements
- Weather implications understood – temperature / surface water
- Equipment on site and checked prior to use

During & After Excavation

- Method statement & Design are being followed
- Confined space Regime – Gas Detection
- Equipment installed correctly & square
- Pitching & extracting sheets correctly
- Check Design meets reality
- Ground Conditions, Water Ingress, Frame Levels & Sheet Penetration
- Water controlled effectively

Excavation checked prior to entry

- Excessive Deflection – Ground Movement
- Safe Access & Egress
- Edge of excavation protected & warning signs in place
- Excavated spoil heaps controlled
- Hanging chains evenly installed & wedges tight
- Hydraulic leaks (lock off valve)

TOOLBOX TALK

WORK IN EXCAVATIONS

Introduction

Most building works involve excavations so you are likely to be working close to this type of work, even if not actually involved. Sometimes services are installed in trenches and then special care is called for on your part.

Excavations, even shallow ones, are like electricity and fire – they can kill very quickly and with very little warning. They need to be treated with similar respect.

Hard Hats and Safety Boots must be worn on site along with High Visibility clothing. This PPE may save your life when working with plant on site.

REMEMBER – BE SAFE AND BE SEEN

- ✓ All excavations should be supervised by a competent person. The law requires all excavations to be inspected at least once a day by a competent person and a record of inspection to be maintained.
- ✓ Timber for shoring must be available for all excavations; it must be used, except where the sides are “battered-back” to a safe slope by a competent person. The detail is in the risk assessment, read it.
- ✓ Ladders must be used for access and egress. Do not jump into or climb in or out on the timbering supports. Do not jump across excavations.
- ✓ Warning signs and barriers should be placed round all excavations and are compulsory if there is any risk.
- ✓ Never dig mechanically or by hand until a careful investigation using detection equipment has been made for buried services. When services are known to be close, careful hand digging (no picks or plant) is necessary until the precise position of the service is revealed.
- ✓ Keep spoil heaps and other materials well away from the edge of an excavation and ensure that vehicle wheels cannot approach the edge. Place stop blocks as a guide to tipper drivers.
- ✓ Safety helmets and safety footwear must always be worn during work in excavations.
- ✓ Do not alter or remove any supporting member unless you are competent on shoring, or are under competent supervision.
- ✓ Watch out for the weather forecast. Conditions in a trench can change drastically if it starts to rain.



- ✓ Remember, 1 cubic metre of earth weighs at least 1 tonne, more if wet. In the event of a collapse, it would take a strong man an hour to dig you out.

SAFE SYSTEM OF WORKING FOR DIGGING SITE NOTICE

These Guidelines apply to all work on site penetrating the ground at or below surface level

When working on site near buried services use:

MAPS

CAT

Safe Digging Systems

Company policies
procedures



All 4 Techniques
complement each other

and

Always be aware that the depth of cover may be very shallow and that there may be no brick, warning tape, or other protective measures in place. Always assume that services are present.

Before you start digging:

- ✓ **Ensure you have appropriate utility plans, REMEMBER:** Service connection cables and pipes from the mains to the building or from public lights may not be shown.

LOOK OUT FOR:

- Manhole covers
 - Valve covers
 - Lamp posts
 - House and building supplies
 - Services Meters, Coms, Networks
 - Signs of previous digging
- ✓ Always use cable locators (CAT) to trace all services
- ✓ Plastic pipes and cables may not be detected
- ✓ Mark the positions of all cables and pipes
- ✓ Highlight and assess the hazards and make sure that all relevant personnel are aware of them

I	✓ Inspect site location, Look for signs or services
M	✓ Mark the location of services on the surface before digging
P	✓ Plans and Maps should be available & used before digging
A	✓ Always assume that there will be more services than you can find
C	✓ Cable locator should always be used before you start work and as the work progresses
T	✓ Take care, where ever possible hand dig close to buried services and observe safe digging practices

WORK USING SAFE DIGGING PRACTICES

1. Wherever possible hand dig near buried cables.
2. Take special care using picks, pins and crowbars.
3. Wear gloves & other protective PPE.
4. Do not use hand held power tools with 0.5 metres of marked position of electricity cables, unless the number of services makes it impossible or surface obstructions reduce the space available
5. Do not use handheld power tools directly over marked cables – seek guidance from the Site Manager.
6. When the surface has been broken out use CAT again and re-confirm the location of services. Frequent and repeated use of the CAT should take place throughout the work.
7. Before using a mechanical excavator in the vicinity of electrical cables, trial holes should be excavated using hand digging techniques. Confirm the depth of the services at the point of work. The excavator should not operate within a radial distance of 300mm from a cable.
8. When using mechanical excavation in the vicinity of electrical cables, keep people away from the bucket at all times.
9. Where an electrical cable is embedded in concrete it MUST be isolated before breaking out
10. Do not use exposed cables as a step or hand hold when working in or near excavations.
11. Do not handle or attempt to relocate or reposition an electrical cable unless under the competent direction of the utility provider. EXTREME care should be taken where joints are exposed – contact the utility company.
12. If any service pipe, cable or mains suffers any damage, however slight, the owner should be informed, and people should be kept well clear of the area until the owner has made the area safe
13. Backfill around services with sand and use approved utility warning marker tape. Do not build into manholes or other structures or encase in concrete.

9.0) Confined Space Entry

Hazards

The main hazards associated with confined spaces include:

- Asphyxiation due to oxygen depletion.
- Poisoning by toxic gases, fumes, vapours.
- Explosions due to flammable gases, fumes, vapours.
- Drowning due to rising fluid levels.
- Asphyxiation due to free-flowing solids.
- Fire due to flammable liquids, oxygen enrichment, etc.
- Electrocution from unsuitable equipment.
- Difficulties of rescuing injured personnel.
- Fumes from plant or processes entering confined spaces.
- Diseases from animal wastes, infected materials or micro-organisms, e.g. fungal infections, tetanus, Weil's disease (from rat's urine), pigeon droppings, etc.

A "confined space" can be defined as any space which has limited means of access and egress, restricted natural ventilation and is not intended for continual occupancy by persons, e.g. storage tanks, pits, trenches, ducts, some areas or rooms within buildings, particularly below ground level, sewers, tunnels, box girders, etc.

Hazards associated with confined spaces fall into two categories:

- Hazards associated with conditions which exist in the confined space before work takes place, e.g. lack of oxygen, toxic chemicals, explosive gases, etc.
- Hazards which can be introduced into the confined space by the work to be carried out, e.g. fumes from welding operation, unsuitable electrical equipment, etc.

Monitoring and Control

The Supervisor will ensure that:

- The planned procedures, including any permit-for-work systems, are carried out as planned and that only trained and authorised persons are permitted to enter the confined space.
- The confined space must be assessed and categorised as "High", "Medium" or "Low" risk and the appropriate level of qualification is held by the entrants.
- Ensure that any changes in working methods or conditions which were not included in the planning procedures are referred to the Contracts Manager before work recommences

- All necessary equipment is available on site in accordance with the planned procedures before any person is required to enter a confined space.
- All safety equipment is regularly checked and maintained, and any defects in equipment are attended to immediately.
- Leptospirosis Card (Weil's disease) is issued to all persons who work with live sewers. These should be carried at all times and shown whenever a holder visits their doctor or goes to a hospital because of illness.
- Check the weather before entry into sewers, sudden storms can cause rapid rises in water levels.
- Ensure that the correct equipment is available and checked before entry, e.g. gas monitor, harnesses, self-contained escape breathing apparatus, resuscitators, lamps, protective clothes, first aid kit, barriers, winch, air horn, etc., as relevant.
- Ensure that the area is ventilated before entry by opening manholes, etc., above and below the point of entry. Use forced air ventilation where required. Place barriers around the manholes if needed.
- Establish a suitable communication link with local emergency services for use in emergencies and to notify of commencement and finish of operations.
- An on-site trained emergency rescue team must be available for entry into high risk confined spaces.
- Check the gas monitor and test the confined space atmosphere for a period of five minutes by lowering the monitor in and checking at several levels starting at the top and progressing to the bottom.
- Put on your safety equipment as needed.
- Enter the confined space with a lifeline attached to your harness (if needed). Check step-irons and rungs before putting your full weight on them.
- Lower tools and equipment by use of a line and leave both hands free for climbing up and down.
- If the alarm sounds, put on the escape set (if needed) and leave the area quickly and calmly. Do not attempt to retrieve other equipment.
- If anyone collapses, assume the worst and put on your escape set, stop only to put on the face mask of the collapsed person, leave the sewer and arrange a rescue with full working sets or the emergency services.
- If work is required along a sewer, then set procedures will be followed including use of lifelines, check depth of flows, establish clear communication between team members.
- Keep areas of skin covered which may come into contact with sewage.
- Avoid rubbing your nose, eyes or mouth with your hands during work and wash thoroughly before eating, drinking or smoking.
- Do not take matches, naked lights or smoke in a confined space.
- Do not take petrol, diesel or LPG powered equipment into confined spaces, and ensure that exhaust systems outside are sited away from openings into the area.
- Do not use electrical equipment in confined spaces unless specifically authorised. Check, if there is any doubt – electrical equipment must be "intrinsically" safe.
- Clean, and cover with a waterproof dressing, any cut, scratch or graze before entry.

- Replace manhole covers after use.

Remember: If In Doubt Get Out

- Ensure all other control measures identified in the risk and other assessment(s) for the work have been implemented.
- Where necessary, the safety adviser, on request, can arrange any necessary training, sampling, air monitoring and prepare relevant safe systems of work, permit-for-work systems, etc., and will provide advice on any relevant equipment.

The safe limit for various examples of gases at the time this policy was prepared were as follows (i.e. the level at which the gas monitor, if applicable, should alarm):

Methane/Flammable gas	1% (i.e. 20% of the lower explosive limit
Carbon Monoxide	50ppm (parts per million)
Carbon Dioxide	5000ppm
LPG	1000ppm
Nitrogen Monoxide	25ppm
Nitrogen Dioxide	3ppm
Ozone	0.1ppm
Sulphur Dioxide	2ppm
Hydrogen \sulphide H2S	5ppm
Oxygen	21% - normal conditions
	19% - low level alarm
	23% - high level alarm

The safety adviser can also provide information on ventilation equipment, breathing apparatus, reviving apparatus, ropes, harnesses, monitoring equipment, etc., as requested.

10.0) First Aid & Emergency

First Aid and Accident Reporting

Health and Safety (First Aid) Regulations 1981 (as amended)

Treatment for the purposes of preserving life and minimizing the consequences of injury and illness until medical help is obtained

Treatment of minor injuries which would otherwise receive non-treatment, or which do not need treatment by a medical practitioner or nurse

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), damage to any property or dangerous occurrences/near misses.

Trained Appointed Person(s) and/or First Aiders will be provided at all workplaces, to administer first aid treatment.

Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider to include:

- First aid kits, Eyewash stations
- A suitable place for the administration of simple first aid procedures
- All employees, contractors and visitors will be informed of the name of the First Aider and their location. All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace Accident Book. Information will be stored in accordance with the Data Protection Act.
- Harrison Construction Ltd together with our independent Construction Safety Consultant (if required) will undertake a thorough investigation of accidents.
- Accidents will be investigated to ensure that suitable controls are implemented, and safe systems of work are adopted with the aim of preventing recurrence, removing the hazard and reducing the risk. The accident book will be viewed on a regular basis with details analysed to assess trends for possible amendments to working practice.
- Management or supervisory staff must report serious injuries, incidents or diseases occurring at, or as a result of activities within the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Enforcing Authority must be informed when:

- Any person dies as a result of or in connection with work
- Any person suffers a major injury or disease as a result of or in connection with work

- A person is unable to work for more than 7 consecutive days due to an accident at work

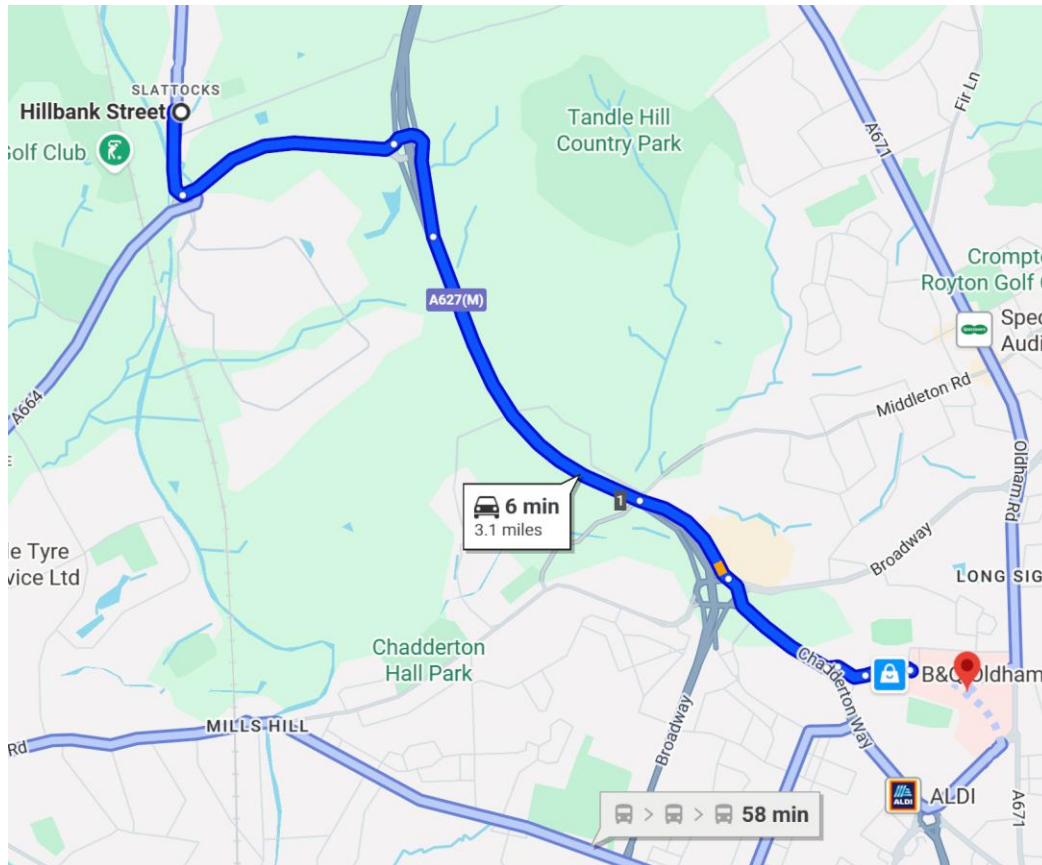
Any person not at work (Visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital, there is a dangerous occurrence at work. (Even when no one is injured)

THE ROYAL OLDHAM HOSPITAL

Rochdale Road, Oldham OL1 2JH

T: 0161 624 0420

3.1 Miles/6 minutes travel time



11.0) Fire Precautions

The Principal Contractor will:

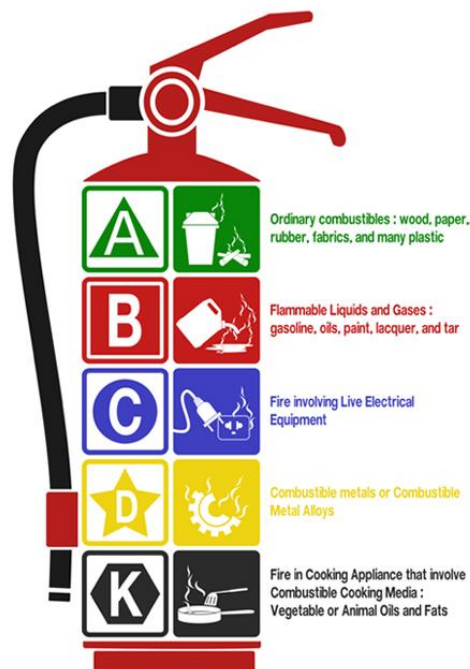
Deploy their own firefighting equipment at the point of work and at strategic points around the site. All site personnel are required to adopt, at induction the company strategy for emergency escape and evacuation in the event of a fire or other serious incident.

The site fire strategy and fire plan will be reviewed on a regular basis, particularly when the site layout changes, including changes to pedestrian routes, access/egress points and site accommodation locations.

Fire Precautions

- Hot Work requires Permit
- Fire Marshal Training
- Firefighting Equipment Appropriate to Risk
- Safety Data Sheets to identify any flammable substances
- COSHH Assessments for hazardous substances
- Bunded Fuel Tanks
- Flambox Storage
- Appropriate Firefighting Equipment at Point of Work Class of Fire and Appropriate Extinguisher

Class of Fire and Appropriate Extinguisher



Fire Safety Documentation

Please see the following documentation;

- Fire Evacuation Escape Checklist
- Fire Risk Assessment
- Fire Safety Checklist

Fire Risk Assessment

An assessment of the risks must be conducted including the introduction of: -

- (i) Hot Work
- (ii) Industrial equipment
- (iii) Products, materials and substances
- (iv) Workforce (v) Temporary electrical supply
- (v) Storage of products, materials and substances

Further information on fire safety and risk management

- The Regulator Reform (Fire Safety) Order 2005
- The Construction (Design and Management) Regulations 2015
- HSE Fire Safety in Construction (HSG168)
- The Fire Prevention on Construction Sites Joint Code of Practice 9th Edition October 2015

All "Hot Work" must be controlled via diligent use of the hot works permit system.

Steps must be taken to ensure, so far as is reasonably practicable, arson events are prevented. This will include management of waste and materials storage and the segregation of fuel sources and ignition sources.

12.0) Welfare & Site Set-Up

Site welfare in accordance with Regulation 4(2)(b), 13(4)(c) and 15(11) of the Construction (Design and Management) Regulations 2015.

All statutory notices, Company Safety Policy, insurance certificates, together with company posters and site rules, will be prominently displayed.

All visits from the HSE will be reported forthwith to HARRISON CONSTRUCTION LTD Managing Director and Construction Safety Consultant.

In the event of an accident on site, the Site Manager will complete Accident Report Form and send it as directed to HARRISON CONSTRUCTION LTD Managing Director and Construction Safety Consultant.

Smoke Free (Premises & Enforcement) Regulations 2006 and Smoke Free (Signs) Regulations 2007.

The approach adopted by an employer in developing a policy will determine its success. It is essential that a smoke-free workplace be promoted in terms of the positive benefits.

Welfare facilities and site compound will be confirmed on site.

13.0) Safety Induction Inc Site Rules

The Principal Contractor shall establish written site rules for the management of health and safety. (These rules shall be developed to be appropriate to the risks faced on site and may include the following not an exhaustive list).

Safety Induction

The table below is designed for a short (½ hour) induction session for operatives arriving on site. Statistics show that that this is often the danger period for workers.

The site manager must take a little time to prepare what they are going to say.

Not all the listed subject matter shown in the table below will be applicable to the particular site, so the site manager will have to consider what additional site-specific information will need to be covered if required and using the below table tick the box to indicate if subject was covered on induction.

Some hints on delivery:

- Find a good location away from noise and distraction
- Don't rush it or try to spin it out, set an even pace
- Make sure that everyone can hear you
- Make eye contact
- Grab attention early on
- Be confident but avoid confrontation
- Keep to the point and your plan
- Keep it simple
- Use suitable humour where possible but beware of trivialising serious points
- Keep a record of content and attendees

The commitment of Harrison Construction Ltd to health and safety should be stressed. Describe how the company health and safety policy work and the roles people play. You should stress that while much of the following will cover what a principal contractor will do, however, there is a legal duty on individuals to contribute to safe working and a safe workplace.

Explain to inductees the importance of site inductions as all sites are different and have a wide range of hazards which will change as the site develops.

Explain that this site induction is specific to this site.

NB Information listed below will be included in the site induction.

Ask inductees to pay attention for the next few minutes.

Once complete the Operative must sign the acceptance sheet.

NB See the site safety induction pack documentation as follows;

- IND01 Site Safety Induction
- IND02 Site Induction Risk Acknowledgement
- IND03 Safety Induction Pack

Site Management Details

Give the workforce information about the management of the site from day 1, so they know who to report to and who takes responsibility for what on site.

Project Details

Remember some of the workforce may have just been sent to do one specific job, but it is important they know what else is happening around them to ensure they can work safely.

Site Specific Risks

Workers may understand the risks associated with their own activities, but are there any unusual site-specific risks they should be aware of?

Site Rules

Rules are not there to be broken. They are there to create a safe site. In order to comply the workforce must first be aware of the rules and the site induction is the perfect place to explain them.

Site Procedures

Signing in, security measures, permits, accident reporting, PPE, hearing protection zones, housekeeping - make sure all workers know what is expected of them and the procedures they need to follow.

Site Layout

Each site is different. Familiarise the workers with the site at the induction session. Identify welfare facilities, canteen, first aid provisions, traffic routes, escape routes, firefighting equipment etc.

Meetings

Let all workers know when tool box talks, planned training, safety and other site meetings will be held. Get the workforce involved and outline consultation procedures.

14.0) Traffic Management Plan

1. Site Access

Main access to the Hillbank site is on the northern side of Rochdale Road (A664) next to no 836 Rochdale Road with Church Avenue being directly adjacent to Clifton Road. There is a right of way to the rear of the terrace houses situated on Rochdale Road. Site speed limit signage to be displayed at the entrance. Delivery times to be agreed with site management. This TMP should be communicated to all delivery companies prior to site attendance.

2. SITE PARKING RESTRICTION

The site is adjacent to residential housing; there is limited parking around the site.

3. FULL PPE

Must be worn at all times on site when Banking/Managing/Escorting site traffic.

4. OBSERVE SPEED LIMITS AND SAFETY SIGNS

Speed limits will be displayed in prominent places off and on site and must be adhered to.

5. PEDESTRIAN AND VEHICLE INTERFACE

Pedestrian walkways will be created where practicable using suitable physical barrier and appropriate signage displayed. Drivers operating plant and/or road vehicles must make themselves and their vehicles conspicuous by the use of hazard warning lights, amber beacons main lights etc particularly in inclement weather and during the hours of darkness. Drivers and driver's mates are to wear full PPE at all times particularly Hi-Visibility vests

6. STATS AND RECENT 'IN-COURT' SCENARIOS

(Evidence of fatalities and accidents/incidents involving plant/vehicles on site can be obtained from the SHE Department)

7. PEAK TRAFFIC INDICATORS

This information can be compiled from observation of particular roads or obtained from the local Highways Dept which would then in turn assist in planning deliveries and collections from site. Certain cases may arise whereby the only practical way to deliver to site would be off-peak during the evening when no work activity was taking place. This scenario would be subject to planning conditions.

8. BUS STOP LOCATIONS RE: PEDESTRIANS & SCHOOL CHILDREN

Identify bus stops on site map/plan and indicate school patrols and less congested times at school holidays.

9. FOOTPATHS & RIGHTS OF WAY

Indicate on site map/plan footpaths and rights of way, also bridal paths, cyclist routes and farm animal routes

10. BANKSMAN FOR VEHICLES REVERSING INTO SITE OR POSITIONING ON MAIN ROADS

A competent person to be provided for the purposes of reversing or directing traffic on site or entering/leaving site.

11. ACCESS ROAD PARKING AND PASSING

Indicate on site map/plan where parking is allowed and in particular where it is not

12. SITE MUSTER POINT

The Site muster point will be agreed and set up by the principal contractor during site setup and the location communicated during site inductions.

13. SITE SAFETY SUPERVISION AND CO-ORDINATION

Site management MUST undertake the supervision of all traffic movements where practicable

14. SITE SPECIFIC HAZARDS & RISKS

- OBSCURED MANHOLES
- COVERED MATERIALS
- PARKED VEHICLES
- DEBRIS
- PUBLIC/PEDESTRIANS

15. LOADING & UNLOADING OF VEHICLES

It is entirely foreseeable that a load on a vehicle will move during transit on the road. It is therefore important that the load is placed on the vehicle in its most stable orientation, and that appropriate measures are taken to ensure

that it cannot fall from the vehicle at any time. It is also important that the stability of the load is assessed prior to beginning to unload it.

- a)** Ensure adequate training is provided in the safe loading and unloading of vehicles
- b)** Assess the risks involved in loading and unloading
- c)** Implement inspection regime for straps, slings, ropes etc
- d)** Part 4 BS 7121 Code of Practice for Safe Use of Cranes refers to lorry mounted cranes and therefore drivers are to be trained and competent in the safe operation of HIAB's etc
- e)** Lorry mounted cranes should be inspected regularly in accordance with PUWER 1998 & LOLER 1998 and associated Approved Codes of Practice
- f)** Account for inclement weather conditions
- g)** Correctly place loads on vehicle
- h)** Plan the load taking into consideration the multi drop scenario
- i)** UNDER NO CIRCUMSTANCE ARE DRIVERS TO ENTER THE SITE IN THEIR VEHICLES WITHOUT PERMISSION AND/OR SUPERVISION. The matrix of a typical construction site can and does change daily and therefore events and procedures that were prevalent yesterday may not necessarily apply today
- j)** Drivers and mates delivering to site MUST wear HI-VIZ WAISTCOATS or JACKETS, SAFETY BOOTS and HEAD PROTECTION. PERSONAL PROTECTIVE EQUIPMENT IS A FUNDAMENTAL PART OF MOST RISK REDUCTION PROGRAMMES IN THE CONSTRUCTION INDUSTRY.
- k)** Prior notice of delivery is essential to plan the off-loading of materials
- l)** Site operatives to remain in the segregated area whilst vehicle is being loaded or unloaded
- m)** Competent vehicle banksman is to control all vehicular activities on site
- n)** Banksman to control and stop reversing operations when pedestrians are near to or walking by the site

16. POLICY TO BE READ TO INDIVIDUALS AT SITE INDUCTION

Clearly and concisely inform inductees of policy and plan

17. POLICY TO BE PROMINENTLY DISPLAYED

OFFICES, CANTEENS, NOTICE BOARDS, H & S PLAN AND SITE ENTRANCE

18. DRIVER & VEHICLE DOCUMENTATION

This might include the following information which will require checking and recording before any operations take place on or off site

- Driving Licenses
- Records of Thorough Examination
- Competency records
- Cards/Certificates of training and competency
- Tachographs (for investigative reasons)

- Safe Working Loads
- COSHH Data Sheets 17.

19. MISUSE OF HORN IN RESIDENTIAL OR BUILT UP AREA

Use only while vehicle is moving, and you need to warn other road users of your presence. Never sound your horn aggressively. You **MUST NOT** use your horn

- While stationary on the road
- When driving in a built-up area between the hours of 11:30pm and 07:00am
- When passing animals

20. USE OF VEHICLE LIGHTING INCLUDING FLASHING BEACONS

Vehicles with flashing amber lights. These warn of a slow-moving vehicle or a vehicle which has broken down, so approach with caution. They are also used to warn of a vehicular operation taking place and the movement of site vehicles

21. VEHICLES & TRAFFIC ROUTES

To be indicated on site map/plan and explained to drivers and site operatives

22. ENVIRONMENTAL ISSUES

Impact upon the environment must be kept to an absolute minimum and the following rules apply to ALL sites and must be observed at all times and supervised by management

- TURN OFF ENGINES WHEN NOT REQUIRED FOR SPECIFIC OPERATION (blowing bulk powder etc)
- CARE TO BE TAKEN WHEN DISCHARGING ANY LIQUID NEAR A RIVER OR WATER COURSE, DRAINS, SEWERS ETC (Spill Kits must be carried/provided and also firefighting equipment; in particular with regard to re-fuelling operations • KEEP NOISE TO A MINIMUM
- AVOID WHEEL SPIN
- OBSERVE SPEED LIMITS (creating dust clouds on dry dusty site)
- SPILL TRAY TO BE USED AND SAND BUNDS IF OLDER TYPE VEHICLES/PLANT ARE ON SITE

23. MOBILE PHONES

You **MUST** exercise proper control of your vehicle at all times. You **MUST NOT** use hand-held mobile phone, or similar device, when driving or when supervising a learner driver, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop. Never use a hand-held microphone when driving. Using hands free equipment is also likely to distract your attention from the road. It is far safer not to use any telephone while you are driving-find a safe place to stop first.

THE USE OF MOBILE TELEPHONES DURING THE OPERATION OF PLANT AND IN PARTICULAR CRANES (ALL TYPES), EXCAVATORS, TELEHANDLERS ETC IS STRICTLY FORBIDDEN AND DRIVERS/OPERATORS WILL BE DISMISSED FROM SITE IF WITNESSED USING MOBILE PHONES

24. SMOKING

The UK Smoking Ban Legislation should be observed and if necessary, included in the induction sessions; see below for further examples

- WHEN DRIVING TO AND FROM CONSTRUCTION SITES
- WHILE ON A CONSTRUCTION SITE (which contain flammable, hazardous, dangerous chemicals and substances etc)
- IN OR AROUND TIMBER and/or TIMBER FRAMED BUILDINGS
- IN DUSTY, CLOUDY ATMOSPHERES
- IN CONFINED SPACES
- IN CANTEENS and/or MESS ROOMS WHERE FOOD IS BEING CONSUMED
- IN KITCHENS/KITCHENETTES WHERE FOOD IS BEING PREPARED
- NEAR CHILDREN AND PREGNANT WOMEN

25. FITNESS TO DRIVE

SEE THE FOLLOWING SECTIONS OF THE HIGHWAY CODE (attached to this policy)

- I. 79. Make sure that you are fit to drive.
- II. 80. Driving when you are tired
- III. 81. Vision
- IV. 82. Tinted glasses, lenses, visors etc
- V. 83. Alcohol and Drugs
- VI. 84. Drugs and Medicine

15.0) Asbestos Registers & Surveys

No structures are currently present on the sit, the Principal Contractor must identify risk areas from Asbestos Register and/or Asbestos Surveys and conduct risk assessment based on likelihood of intrusive work or work that may disturb any ACM's.

The Principal Contractor must identify risk areas from Asbestos Register and/or Asbestos Surveys and conduct risk assessment based on likelihood of intrusive work or work that may disturb any ACM's.

Safety Critical Note: If asbestos or asbestos containing materials are discovered on site during construction, then work must stop immediately, and specialist advice sought to provide analysis and confirmation of suspected materials, soil, ground or substances before any further work is continued.

Control of Asbestos Regulations 2012

Regulation 5

Identification of the presence of asbestos

5. An employer must not undertake work in demolition, maintenance or any other work which exposes or is liable to expose employees of that employer to asbestos in respect of any premises unless either—

(a) that employer has carried out a suitable and sufficient assessment as to whether asbestos, what type of asbestos, contained in what material and in what condition is present or is liable to be present in those premises; or
(b) if there is doubt as to whether asbestos is present in those premises, that employer—

- (i) assumes that asbestos is present, and that it is not chrysotile alone, and
- (ii) observes the applicable provisions of these Regulations.

16.0) Demolition

BS 6187:2011 Code of practice for full and partial demolition.

Prior to demolition a R&D asbestos survey must be carried out with any identified asbestos removed in harmony with "The Control of Asbestos Regulations 2012"

A safe system of work must be provided in order to carry out a demolition of the existing traditional brick built public house with tiled roof.

Site hoarding along party boundaries and public thoroughfare should be fully sheeted to prevent materials encroaching on the neighbouring properties and the main public foot path.

The demolition process should consider any disruption to other residents in the area and should include dust, noise and plant generated hazards both physical and environmental.

Care must be taken when working on or close to supporting walls, structural beams etc.

Adjoining properties are in very close proximity to the existing building, these must be recognised and catered for within the Demolition RAMS.

Structural stability must be maintained at all times, if required via propping systems (see also temporary works). Propping systems must be installed correctly:

- on foundations capable of taking the intended loadings
- installed vertically and plumb
- of the correct size and number

if required consult a structural engineer to obtain load bearing calculations.

17.0) Significant Hazards

Significant hazards associated with the site include but are not limited to the following:

- Interaction between trades
- Noise
- Dust
- Asbestos
- Vibration
- Compromised escape routes
- Services and utilities
- Work at height
- Hot works
- Temporary works
- Parking, Traffic management and offloading of materials
- Site wide access and egress
- Construction and dust
- External pedestrian activities including substance abuse giving the potential for needle stick injury
- Leptospirosis (Weils disease)

Hazard identification and risk management will be controlled in detail through the risk assessment process, Harrison Construction Ltd will provide risk assessment for their operatives on site. All other contractors will provide risk assessment for their activities on site and will be reviewed and approved by Harrison Construction Ltd.

Dust issues will be controlled via water suppression wherever possible, if however, dust extractions systems are required then each extraction unit will be fitted with H or M rated Hepa filters

18.0) Temporary Works

Temporary Works

BS5975:2008 +A1:2011 - Code of practice for temporary works procedures and the permissible stress design of falsework

Temporary Works Management

The correct design and execution of temporary works is an essential element of risk prevention and mitigation in construction. BS 5975:2008 provides recommendations and guidance on the procedural controls to be applied to all aspects of temporary works in the construction industry.

Temporary Work Register provided with the **Safety Management System**

BS5975:2008 +A1:2011 - Code of practice for temporary works procedures and the permissible stress design of falsework

Temporary Works Management

The correct design and execution of temporary works is an essential element of risk prevention and mitigation in construction. BS 5975:2008 provides recommendations and guidance on the procedural controls to be applied to all aspects of temporary works in the construction industry. Temporary Works Register in accordance with BS5975:2008 + A1: 2011 – section 7.2 Responsibilities of the Temporary Works Co-ordinator - ensure a temporary works register is established and maintained.

Site Hoarding

Appointed Principal Contractor to ensure that the sites, and the works being carried out are secured, pursuant to **Regulation 17 Safe places of construction work** and **Regulation 18 Good order and site security** of the Construction (Design and Management) Regulations 2015.

19.0) Temporary Supply & Power Tools

Power tools on site will be either 110v or battery powered where practicable, all equipment is subject to testing and maintenance as required under the Provision and Use of Work Equipment Regulations 1998. Records of inspection, testing and maintenance will be kept on site in the site file.



project skills solutions

APPROVED CONTRACTOR

This report is not valid if the serial number has been defaced or altered **IPN3/0432987**

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with British Standard 7671 - Requirements for Electrical Installations by an Approved Contractor or Competing Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX

A. DETAILS OF THE CLIENT

Client: _____ Address: _____

B. PURPOSE OF THE REPORT *This report must be used only for reporting on the condition of an existing installation.*

Purpose for which this report is required: **5 Year Testing and Inspection**

Dates on which inspection and testing were carried out: _____

C. DETAILS OF THE INSTALLATION

Occupier: _____ Address: _____

Estimated age of the electrical installation: **24** years Description of premises: **Commercial** Evidence of alterations or additions: ☒ If yes, estimated age: **1** years

Date of previous inspection: _____ Electrical Installation Certificate No or previous Periodic Inspection or Condition Report No: _____

Records of installation available: **No** Records held by: _____

D. EXTENT OF THE INSTALLATION AND LIMITATIONS ON THE INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

Entire installation & outbuildings

Agreed limitations (including the reasons), if any, on the inspection and testing:

High level & outdoor lighting
Servers not indicated on DB to turn associated circuits off

Operational limitations including the reasons (see page No. _____)

Servers not indicated on DB to turn associated circuits off
Some circuits were not tested for insulation resistance due to circuits not being labelled and sensitive equipment (Servers).
Some RCDs could not be tested due to tripping of crucial circuits & RCD tripping current discrimination

The inspection has been carried out in accordance with BS 7671, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected.

E. SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

Summary of the condition of the installation continued on additional pages? No ☒ Yes ☐ Specify page No(s): _____

Overall assessment of the installation: **SATISFACTORY** (Delete as appropriate)

An 'Unsatisfactory' assessment indicates that dangerous and/or potentially dangerous conditions have been identified

This report should have been reviewed and confirmed by the registered Qualified Supervisor of the Approved Contractor responsible for issuing it. (See declaration on page 2)

Page 1 of 20

This report is based on the model forms shown in Appendix 6 of BS 7671
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Please see the 'Notes for Recipients'

20.0) Services & Utilities



0800 111 999

- Service and schematic drawings and plans
- Identify ducting and underground equipment powered by mains electricity
- Identify ALL services within the working areas of the site including GAS, ELECTRIC, WATER, COMMUNICATIONS, OIL, LPG, PRESSURISED SYSTEMS, ACIDS/ALKALIES, WASTE WATER
- Use Cable Avoidance Tools
- Treat ALL cables as LIVE until disconnection or isolation has been achieved or proven by a competent electrician
- Be aware of steel/metal components coming into contact with cables and wires
- Identify known LIVE cables and circuits; and conspicuously mark accordingly
- Identify ALL data cables and protect as well as critical cables such as fire detection and alarm system

Electrical Emergencies

Lots of people aren't aware that they should contact their local electricity network operator if they have a power cut and often end up calling the electricity supplier, they pay their bills to by mistake

To avoid this the electricity network operators have introduced 105. An easy-to-remember number you can call that will put you through to the correct local network operator who will be able to help.

To find out more information about 105 please visit <http://www.powercut105.com/>.



21.0) COSHH inc Hazardous Substances Inventory

The duties under COSHH 2002 are imposed upon employers for the protection of employees who may be exposed to substances hazardous to health at work and of other persons who may be affected by such work.

Regulation 7 of COSHH requires that where a significant risk of exposure to hazardous substances is identified employers 'shall ensure' it is either prevented or, where this is not reasonably practicable, adequately controlled.

22.0) Working at Height

Work at Height on this project will be of various heights, activities and risk levels, the following hierarchy of control must be applied at all times with, wherever possible the best solutions will be applied for each activity.

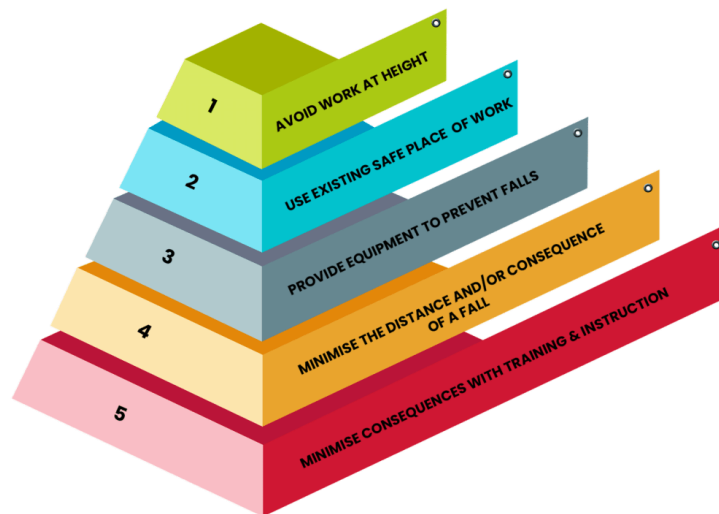
Particular care must be taken with the prevention of materials falling from height.

The **Work at Height Regulations 2005** set out a simple hierarchy for managing and selecting equipment for work at height...

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

Planning, as cited in Regulation 4 (1) of The Working at Height Regulations 2005, which should consider...

- Choice of equipment
- Collective protection measures
- Working conditions
- Distance and consequences of a fall
- Duration and frequency of use
- Evacuation and rescue



Regulation 10 requires that whilst working at height the prevention of materials falling should be implemented, with this in mind scaffolding used will comply with TG20:21 and SG4:10. All materials will be stored or secured to prevent them falling from height, all scaffolding is subject to 7 day mandatory inspections, tools will be tethered whilst working at height.

All work at height access equipment must be inspected pre use and have current record of thorough inspection (annual).

Where there still exists a risk of materials falling the area will be segregated with suitable physical barrier and signed danger area.

23.0) Lifting Operations

Lifting Operations & Lifting Equipment Regulations 1998 - Regulation 8

Organisation of lifting operations

(1) Every employer shall ensure that every lifting operation involving lifting equipment is—

- (a) properly planned by a competent person.
- (b) appropriately supervised; and
- (c) carried out in a safe manner.

(2) In this regulation “lifting operation” means an operation concerned with the lifting or lowering of a load. In accordance with LOLER 1998, BS7121, CPA Guidance and best practice...

- Check plant, chains, slings, shackles and lifting eyes etc for Record of Thorough Examination, Testing, SWL and Maintenance.
- Ensure competence of operator i.e. knowledge, experience and training.
- Plan and supervise lifting operations with robust Lift Plan produced by Appointed Person.
- Deploy competent Slinger/Signaller.
- Loads should only be moved when the slinger can both see the load and efficiently communicate with the driver. An additional banksman must be provided if the load goes out of sight at any point.
- Loads should not be lifted until directed by the slinger.
- The load should be initially lifted a short way to enable an assessment to be made that the load is properly slung.
- Where necessary, tag lines should be used to guide loads, i.e. windy conditions or on large/unwieldy loads.
- Loads must be carefully handled to avoid snatching and slewed and travelled so as to remain suspended vertically.
- Lifting equipment must not be used to pull or drag loads.

24.0) Plant & Equipment

Due to the diversity of operations on site various items of plant will be required, the following plant will likely be required on site.

- 360° Excavator 25T
- 360° Excavator 20T
- Dumper 9/10T
- 120 Roller
- Telehandler
- Assortment of smaller plant including whacker plates etc.

All plant and equipment will be subject to a thorough maintenance and inspection regime, for plant all records of thorough examination must be obtained and kept in the site file prior to works commencing in accordance with the requirements under the Provision and Use of Work Equipment Regulations 1998, pre use inspections will be undertaken and records kept in the site file.

 CERTIFICATE OF THOROUGH EXAMINATION PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 (LOLER) PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER)		
Owner:		Owner's Address:
Manufacturer:	Model:	Serial No:
Machine Type:	Date of Manufacture:	Safe Working Load:
Reason for Thorough Examination (see Note):		Test Carried out:
Defective Parts/Areas:		
Advised Repairs:		To be Completed By:
Repairs/Renewal/Alteration Carried Out:		
Defects Not Addressed:		
Date of Last Examination:		Date of Next Thorough Examination:
Testing Carried Out: Safe Working Load Data: Lift Operation: Frame/Load Guard: Chain Cert No.: Fork/Attachment: Seat/Seat Belt: Beacon Alarms: Unit Safe to Operate:		Inspection Carried out By: Print: _____ Service Engineer Sign: _____ Date: _____ Verified By: Print: _____ Service Director Sign: _____ Date: _____
NOTE: a: Six monthly under Reg. 9 (a) (i) b: Twelve monthly under Reg. 9 (3) (a) (i) c: Examination scheme under Reg. 9 (3) (a) (ii) d: Exceptional Circumstances under Reg. 9 (3) (a) (iv)		CERTIFICATE NUMBER 01 / TB XXXX

25.0) Risk Assessments

A Risk Assessment suite will be provided by Harrison Construction Ltd for the workforce; however, any subcontracted work must have associated risk assessments reviewed and approved by a competent person.

Manual Handling Assessment will be carried out for any products or materials that exceed 20Kg.

Additional risk assessments must be completed for activities not covered by those assessments issued by Harrison Construction Ltd.

Subcontractors RAMS must be issued to the Principal Contractor for review and approval prior to attending site.

26.0) Safe Systems of Work

Safe Systems of Work will be provided by Harrison Construction Ltd for the workforce. Any subcontracted work must have associated SSOW reviewed and approved by a competent person.

27.0) UV Protection

Protection of workers from UV radiation (Sun)

Rationale

Skin cancer is the most common cancer in the UK. Despite being an almost entirely preventable disease, it continues to rise faster than any other cancer in both males and females.

Employees who work outdoors for all or part of the day have a higher than average risk of skin cancer. This is because ultraviolet radiation in sunlight or 'solar UVR' is a known carcinogen.

All skin types can be damaged by exposure to solar UVR. Damage is permanent and irreversible and increases with each exposure.

Harrison Construction Ltd has an obligation to provide a working environment that is safe and without risks to health. This obligation includes taking proper steps to reduce the known health risks associated with exposure to solar UVR for outdoor workers.

Aims

This policy aims to provide ongoing organizational support to reduce employee exposure to solar UVR by implementing appropriate sun protection measures.

Our commitment

Harrison Construction Ltd will conduct a risk assessment in consultation with health and safety representatives and employees to identify employees who have a high risk of exposure to solar UVR, and work situations where solar UVR occurs.

Harrison Construction Ltd will reduce employees' exposure to solar UVR by requiring the use of sun protection control measures by outdoor workers when the UV index is 3 and above, and at all times when working in alpine regions or near highly reflective surfaces.

Harrison Construction Ltd recognises that supervision of outdoor workers and monitoring of the use of sun protection control measures is required to ensure compliance.

Harrison Construction Ltd recognises that standard company grievance procedures will be initiated where an employee fails to comply with sun protective control measures.

Harrison Construction Ltd will ensure injury reporting procedures are followed when an incident of sunburn or excessive exposure to solar UVR occurs in the workplace.

Harrison Construction Ltd recognises that a combination of sun protection control measures, which includes engineering and administrative controls and personal protective equipment and clothing, provides the best protection to employees from exposure to solar UVR.

Management will:

- Provide shaded areas or temporary shade where possible
- Encourage workers to move jobs where possible to shaded areas
- Modify reflective surfaces where possible
- Identify and minimise contact with photosensitizing substances
- Provide indoor areas or shaded outdoor areas for rest/meal breaks
- Schedule outdoor work tasks to occur when levels of solar UVR are less intense, such as earlier in the morning or later in the afternoon
- Schedule indoor/shaded work tasks to occur when levels of solar UVR are strongest, such as the middle part of the day

- Encourage employees to rotate between indoor/shaded and outdoor tasks to avoid exposing any one individual to solar UVR for long periods of time
- Provide daily access to the UV forecast
- Provide and ensure use of appropriate sun protective PPE in line with Sun Safe guidelines including: - sun protective work clothing - sun protective hats - sunglasses - sunscreen
- Provide training to employees to enable them to work safely in the sun
- Ensure training is provided as part of induction for new employees
- Ensure employees are provided with information to effectively examine their own skin
- Ensure managers and supervisors act as positive role models
- Adopt sun protection practices during all company social events
- Promote the use of sun protection measures 'off the job'

Employees will:

- Cooperate with all measures introduced by management to minimise the risks associated with exposure to solar UVR
- Comply with instructions and advice in regard to the use of sun protection control measures
- Participate in sun protection education programs
- Act as positive role models
- Be responsible for their own sun protective practices at work.

28.0) CDM 2015

Pre-Construction Phase & Construction Phase

The inception, design and planning stage of a project (before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase.

Harrison Construction Ltd have been appointed as Principal Contractor on this project and has prepared a Construction Phase Plan, pursuant to Regulation 12 of the Construction (Design & Management) Regulations 2015.

An open dialogue between concerned parties must exist to safely expedite this project and this will be facilitated by Progress and Design Team meetings, as well as safety briefings by the PC including independent Site Safety Inspections/Audits.

Managing health and safety in construction

Construction (Design and Management) Regulations 2015

L153 Guidance on regulations

This publication provides guidance on the legal requirements for CDM 2015 and is available to help anyone with duties under the Regulations. It describes:

- the law that applies to the whole construction process on all construction projects, from concept to completion; and
- what each duty holder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety.

Expected health and safety goals of zero harm and safe working practices must be reflected in the Construction Phase Plan.

Our aim is to have the safest construction site

To attain this level of safety: -

- All sites must achieve a site safety score of greater than 90%
- All sites to achieve zero RIDDOR reportable accidents.

The focus for each year to improve will be to improve our level of compliance in the following areas:

- Safe working at height
- Preventing unauthorised access to site
- Construction Fire Safety Strategy

Principles of Prevention

- Avoid risks
- Evaluate unavoidable risks
- Combat risks at source
- Adapt the work to the individual
- Adapt to technical progress
- Replace the dangerous by the non-or less dangerous
- Develop a coherent prevention policy
- Give collective protection measures priority
- Appropriate instruction

29.0) Occupational Health

- **Lead**

It is foreseeable that lead may be encountered within the building and fabric at this site and the protocols set out in the Control of Lead at Work Regulations 2002 and associated Third Edition Control of Lead at Work Regulations 2002. Approved Code of Practice and Guidance, L132 must be followed regarding prevention or control of exposure, medical surveillance etc.

- **Dust**

Construction and demolition dust are a significant hazard in our industry and the properties of Respirable Crystalline Silica are well known, therefore particular attention must be given to the use of on-tool dust suppression. Although this can capture 90% of construction dusts emitted from site activities using power tools etc, a robust system must be put into place for Face Fit Testing and the correct and appropriate selection of RPE.

- **Noise**

The Control of Noise at Work Regulations 2005 place a duty on employers within Great Britain to reduce the risk to their employees' health by controlling the noise they are exposed to whilst at work.

- **Vibration**

Vibration monitoring is not for the expected volume of work activity in respect of ground vibration; however, consultation with an appropriate HAVS Chart and associated plant and equipment along with a suitable and sufficient risk assessment will identify specific requirements to ensure compliance with The Control of Vibration at Work Regulations 2005.

- **COSHH**

Regulation 7 of COSHH requires that where a significant risk of exposure to hazardous substances is identified employers 'shall ensure' it is either prevented or, where this is not reasonably practicable, adequately controlled.

30.0) Environmental Risk Assessment

SUBJECT	ASPECT (Interact)	IMPACT (Change)	RATING	CONTROL MEASURES
Noise & Vibration	Plant, tools and equipment operations Drilling Cutting (Stihl saws)	Nuisance factor Resonance through underground services/utilities assets Impact on residents Propensity for structural damage	Low - Medium	Request; where practicable, that hired in plant or subcontractors' plant is no more than 5 years old. Check all maintenance records for plant, machinery and equipment and question/challenge any poorly operating equipment. Quarantine defective plant, machinery and equipment. Consider a change in process to reduce noise and vibration levels. Use alternative methods of cutting – i.e. shears for steel or block splitting for concrete products for example. Consider use of acoustic screens. Limited site operating window – i.e. time constraints on activities that generate noise and vibration levels. Risk Assessment for noise and vibration levels pursuant to the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005 for all personnel and operatives.

Waste	Skips Tipper trucks	Landfill Dust Cost	Low – Medium	Segregation of waste under current regulations. Hazardous Waste to be controlled under a waste transfer note. Reduce the number of vehicles
Energy	Site Supply Water Supply	Use of hosepipes and waste	Low	Ensure effective dust suppression is used such as misting and not just a direct supply from on-site water supply/tap where waste and run off is inevitable – control water usage. Suitable temporary electrical supply to be provided for construction site.
Transport	Site Traffic Deliveries Collections Contractors and associated parking	Congestion Emissions Safety	Low - Medium	Competent banksman to manage and control all site deliveries and collections. Prepare and plan site deliveries and collections and anticipate their arrival by booking slots to keep waiting time on the highway and congestion to a minimum. Clean road and apron to site with sweeper. Off loading of vehicles to be conducted on site where practicable. See TMP for site layout and vehicular control whilst accessing and egressing the site.

				Reduce vehicle miles by planning materials deliveries. Maximum site speed limit is 5 mph. All deliveries to be made between 9am and 3pm Site management to communicate the traffic management plan to all delivery companies.
Materials	Timber Steel Concrete	Sustainable Eurocode Specification	Low - Medium	Ensure suppliers run a responsible purchasing policy and only source from legally managed forests which mean all timber complies with the EU timber regulations 995/2010 which is in evidence on certificates. Sustainable construction is an important subset of sustainable development because of its contribution to the UK economy and the significant environmental and social impacts that buildings and other structures play in all our lives; therefore, responsible sourcing must be considered along with cost, design, fire engineering and Eurocodes (Structural design codes). Evaluate the benefit of construction techniques and products. Ensure the correct products and materials are ordered

31.0) Auditing, Monitoring & Reviewing

Each contractor must ensure that his line managers and supervisors monitor the health and safety standards of his activities as a normal part of their duties. In addition, they should ensure that a formal safety inspection, leading to preparation and issue of a report is carried out weekly. Confirmation that remedial action has been taken should form part of the inspection and reporting procedure.

The Principal Contractor shall monitor health and safety standards as follows:

- Weekly inspections by the nominated Site Safety Supervisor/Site Manager or Construction Safety Consultant.
- Spot-checks of subcontractor's inspections and documentation (including registers).
- Periodic inspection by the Principal Contractor's Construction Safety Consultant.
- Auditing of arrangements made for compliance with this CMP by – Andrew James Swan c/o Swansafe.
- The effectiveness of the arrangements made in this Plan will be monitored and reviewed at the Subcontractors Health & Safety Meeting where all parties will have the opportunity to contribute to the review.

Procedures in the event of failure to comply with the requirements of this Plan.

Any operative or subcontractor failing to comply with the CMP will be notified in writing (one verbal warning only regarding hard hats). Should this failing not be rectified or continues to occur, the operative or subcontractor employee is liable for dismissal/determination.

Any operative or subcontractor failing to comply with the CMP will be notified in writing. Should this failure continue to occur, the operative, subcontractor, employee will be liable for dismissal / determination.

Measuring Performance

Reactive Monitoring

This system is intended to collect and analyse information about where things went wrong. This will allow the Company to learn from mistakes, whether an accident or ill health resulted, property damage occurred or a 'near miss' took place. This can be done from the following sources of information:

- Accident Reporting and Investigation - The purpose of the investigation is to identify the cause and to establish and enforce measures to prevent reoccurrence and not to apportion blame
- Near Miss and Hazard Reporting - Prevention is better than cure! Near misses are painless lessons to learn from. All incidents not resulting in injury (i.e. Near Misses and RIDDOR Dangerous Occurrences) must be reported to
- site management. In addition, employees all have a duty to report any hazards identified so that an assessment can be made to eliminate or control the risks arising out of that hazard,

Active Monitoring

This shows where the Company is meeting its objective according to set standards. The primary objective of monitoring is not just to identify failure in the form of unsafe acts or conditions, but to measure success and acknowledge good practice. Active monitoring may include:

- Management monitoring - the undertaking of health and safety inspections and completion of weekly checklist by site managers. These may also be carried out intermittently by Contracts Managers.
- Independent inspections - Site Inspections are carried out regularly by the external Construction Safety Consultant – Andrew James Swan c/o Swansafe; however, the frequency may vary according to the size and type of project. The Directors or Project Manager will advise the Construction Safety Consultant of their requirements.

Key Performance Indicators (KPIs)

Key performance indicators (KPIs) are used to measure the specific elements of a Safety Management System and are an indicator of health and safety performance. The primary purpose of KPIs and targets is not to penalise failure but to identify opportunities for improvement and acknowledge successful achievements.

32.0) Health & Safety File

Description of its format and any conditions relating to its content: When putting together the health and safety file, consideration should include information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

- (a) a brief description of the work carried out;
- (b) any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc.);
- (c) key structural principles (for example, bracing, sources of substantial stored energy – including pre- or posttensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- (d) hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc.);
- (e) information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc.);
- (f) health and safety information about equipment provided for cleaning or maintaining the structure;
- (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- (h) information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc.);
- (i) the PC will electronically store the project information on their main computer system at head office and also provide any 'As-Laid', 'As Built' and revisions to the Principal Designer for collation and preparation of the Health & Safety File including any new service locations and depths.