# CONSTRUCTION PHASE PLAN

# C24/113

# STORI BRYMBO

# FOR

# FBRYMBO HERITAGE TRUST

**Principal Contractor: MPH Construction Ltd.**

**Telephone: 01352 755 151**
**Fax: 01352 758 892**

**e-mail: info@mphconstruction.co.uk**

| **SECTION:** | **Description** |
|---|---|
| **-** | **INTRODUCTION** |
| **1.0** | **NATURE OF THE PROJECT** |
| 1.1 | Location |
| 1.2 | Nature of the Works |
| 1.3 | Timescale |
| 1.4 | Key Participants |
| 1.5 | Site Management |
| 1.6 | Appointment of Sub-Contractors |
| 1.7 | Sub-Contractors |
| **2.0** | **THE EXISTING ENVIRONMENT** |
| 2.1 | The Site and Surrounding Land Use |
| 2.2 | Existing Services |
| 2.3 | Existing Structures |
| 2.4 | Existing Traffic System |
| 2.5 | Restrictions Affecting the Site |
| **3.0** | **MANAGEMENT STRUCTURE & MANAGEMENT OF HEALTH, SAFETY AND WELFARE ON SITE** |
| 3.1 | Management Structure |
| 3.2 | Health and Safety Objectives for the Project |
| 3.3 | Security & Unauthorised Access |
| 3.4 | Welfare Facilities / First Aid |
| 3.5 | Fire and Emergency |
| 3.6 | House Keeping/Waste Disposal |
| 3.7 | Personal Protective Equipment (PPE) |
| 3.8 | Reporting of injuries, Diseases and Dangerous Occurrences (RIDDOR) |
| 3.9 | Control of Substances Hazardous to Health (COSHH) |
| 3.10 | Noise and Pollution Control |
| 3.11 | Training and Induction |
| 3.12 | Site Vehicles and Mobile Plant |
| 3.13 | Dismantling |
| 3.14 | Lighting |
| 3.15 | Plant and Equipment |
| 3.16 | Inspections/Reports |
| 3.17 | Weather Protection |
| 3.18 | Monitoring and Continuing Liaison |
| 3.19 | Asbestos |
| 3.20 | Scaffold Control |
| 3.21 | Work on Excavations |

3.22 Managing Temporary Works / Stability of structures
3.23 ~~Covid-19~~

**SECTION:** **Description**

**4.0 PROJECT RISK ASSESSMENT**

**5.0 HEALTH AND SAFETY DOCUMENTATION**
5.1 Clients Rules
5.2 Principal Contractor Rules
5.3 Other Rules
5.4 Permits to Work
5.5 Display of Statutory Notices
5.6 Risk Assessments and Method Statements

**6.0 HEALTH AND SAFETY FILE**

**7.0 PROJECT REVIEW**

**8.0 APPENDICES**

APPENDIX A SITE LAYOUT PLAN

APPENDIX B ~~COVID-19 – SITE OPERATING PROCEDURES issue 5~~

APPENDIX C DESIGNER RISK ASSESSMENTS

APPENDIX D METHOD STATEMENTS AND RISK ASSESSMENTS
- ~~RA – COVID-19~~
- Work Operation Safety Assessment
- Method Statement Checklist
- Method Statement Briefing Attendance Form

APPENDIX D HEALTH & SAFETY INFORMATION SHEET

APPENDIX E SITE INDUCTION SHEET
- Client / Visitor Induction Form
- Operative Induction Form
- ~~Daily Covid-19 Operative Check Sheet~~

APPENDIX F PRE CONSTRUCTION INFORMATION DOCUMENT

APPENDIX G SUB-CONTRACTORS HEALTH & SAFETY INFORMATION

APPENDIX H ACCIDENT / INCIDENT / NEAR MISS REPORTING FORM

APPENDIX I COSHH ASSESSMENT FORM

APPENDIX J PERMITs TO WORK

- General Permit to Work
- Hot Work Permit
- Lone Working Permit
- Permit to Dig
- Close Working Permit Issue 3

APPENDIX K INSPECTIONS/REPORTS/CERTIFICATES

This section should include all inspections, reports and certificates issued by the client and completed by / for MPH Construction.

APPENDIX L H & S CHECKLIST's

- Site Establishment Checklist
- Daily Safety Checklist

APPENDIX M NOTIFICATION OF CONSTRUCTION PROJECT

APPENDIX N FIRE SAFETY PLAN

APPENDIX O INSURANCE DOCUMENTATION

APPENDIX P MPH CONSTRUCTION LTD POLICIES

- Health and Safety
- ~~Covid-19~~
- Environmental
- Quality
- Waste Management Policy

~~APPENDIX Q NOTIFICATION OF WORKS LETTER~~

APPENDIX R WASTE MANAGEMENT PLAN

APPENDIX S SCAFFOLD MANAGEMENT SYSTEM

APPENDIX T MANAGEMENT OF HAV

APPENDIX U DUST AND NOISE LEVEL REPORTING

APPENDIX V TEMPORARY WORKS

APPENDIX W LIFTING EQUIPMENT

APPENDIX X MANUAL HANDLING ASSESSMENT

APPENDIX Y EXCAVATED MATERIALS REMOVAL CHECKLIST

## INTRODUCTION

PURPOSE

This Safety Plan is prepared in order to outline the procedures, planning and execution of safety management during the construction phase of the project.

PHILOSOPHY

It is the intent of MPH Construction Ltd. that the first priority of all participating parties on the project must be to perform their work in a manner which will achieve safe working on the project and ensure the health and safety of all persons associated with the works including all staff, students and visitors who could be affected.

It is the belief of MPH Construction Ltd. that safety on the project can be achieved by effective Safety Management. Every person involved in the project, in whatever capacity, has a contribution to make to the achievement of the safety objectives.

OBJECTIVES

The following are the specific safety objectives to be achieved during the construction phase of the project.

MPH Construction Ltd. will co-operate with the Principal Designer and provide information required by him in order to undertake his duties under the 2015 Construction Design and Management Regulations.

To maintain a safe and healthy working environment for all participating parties by setting a target of No Lost Time Accidents.

To ensure that MPH Construction Ltd. apply health, safety, and environmental standards fully consistent with legislation, project safety regulations and all other specific requirements.

To ensure the project adopts safe systems of work through the provision of clear construction plans, methods, and procedures.

To ensure that all MPH Construction Ltd personnel and sub-contractors employed on the project attend an induction, prior to commencing site work.

To initiate and implement an effective culture programme on the project.

To monitor the safety performance throughout the project and provide an effective means for corrective action where necessary.

Obtain and check Risk Assessments and Safety Method Statements submitted by Contractors and Sub-Contractors in accordance with C.D.M. Regulations.

Establish appropriate communication arrangements between all parties.

Ensure all relevant information is made available for inclusion in Health and Safety File.

# SECTION 1.

# NATURE OF THE PROJECT

## 1.0 NATURE OF THE PROJECT

### 1.1 Location

The site address is:

**Stori Brymbo (Brymbo Heritage Site)**
**New High Street Road**
**Brymbo**
**Wrexham**
**LL11 5AX**

### 1.2 Nature of the works

The construction work will briefly comprise but will not be limited to the following items.

- Ground Works inc Foundations & Drainage.
- Notifiable Asbestos Removal.
- Lead Paint Removal.
- Masonry Works.
- Structural Steel.
- Roofing Replacement Works.
- M & E services.
- Windows & Doors Refurbishment.
- Fit Out Works.
- Flooring.
- Decoration.
- External Works inc Hard & Soft Landscaping.
- FF&E

### 1.3 Timescale

| | |
|---|---|
| Contract Duration: | **78 Weeks** |
| Commencement Date: | **09th of September 2024** |
| Completion Date: | **20th of April 2026** |

### 1.4 Key Participants

| Party | Names/Addresses | Telephone No. | Contacts |
|---|---|---|---|
| **Client/Project Manager** | Brymbo Heritage Trust<br>The Enterprise Centre<br>Blast Road<br>Brymbo<br>Wrexham<br>LL11 5BT | M – 07771 854581 | Andrew Foster<br><br>afoster@parkhillestates.co.uk |

| | | | |
|---|---|---|---|
| **Architect/ Lead Consultant** | TACP Architects<br>Pembroke House<br>Ellice Way<br>Wrexham Technology Park<br>Wrexham<br>LL13 7YT | M - 01978 291161 | James Barker<br><br>james.barker@tacparchitects.co.uk |
| **Principal Designer** | TACP Architects<br>Pembroke House<br>Ellice Way<br>Wrexham Technology Park<br>Wrexham<br>LL13 7YT | M - 01978 291161 | David Ineson<br><br>David.ineson@tacparchitects.co.uk |
| **Principal Contractor** | MPH Construction Ltd<br>Bromfield House<br>Queens Lane<br>Bromfield Industrial Estate<br>Mold<br>Flintshire<br>CH7 1XB | M – 07508 311831<br><br>T - 01352 755 151 | Jason Pritchard<br><br>jasonpritchard@mphconstruction.co.uk<br><br>Andrew Forster<br><br>andrewforster@mphconstruction.co.uk |
| **Enforcing Authority** | Health & Safety Executive<br>Unit 7 & 8<br>Edison Court<br>Ellice Way<br>Wrexham Technology Park<br>Wrexham<br>LL13 7YT | T - 01978 316 000 | Chris Wilcox |
| **Local Planning and Building Control Authority** | Wrexham County Borough Council.<br>Wrexham Library, Rhosddu<br>Road, Wrexham, LL11 1AU | T – 01978 298989<br><br>T - 01978 298989 | Planning Department<br><br>Building Control |

## 1.5 Site Management

Site Management Personnel involved with the project will be as follows:

Site Manager: **Jason Pritchard** Mob: **07802 808382**

Email: jasonpritchard@mphconstruction.co.uk

First Aider on site: **Jason Pritchard**

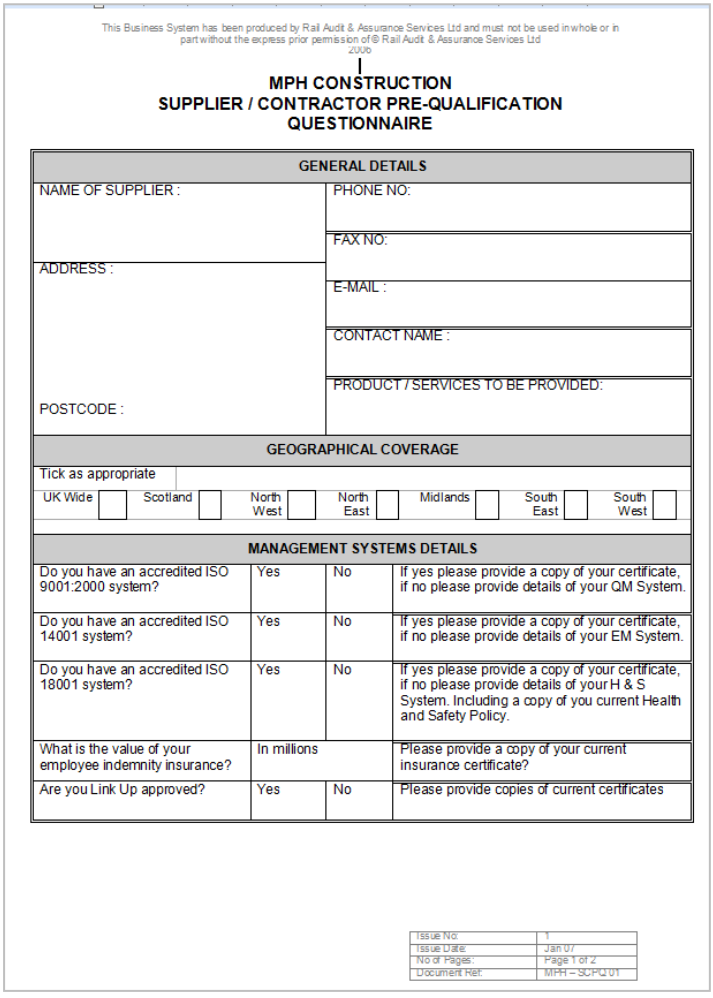
The Site Manager will be responsible for ensuring the safety of the work, on site, for the duration of the works.

## 1.6 Appointment of Sub-Contractors

CDM requires that enquiries must be made of the knowledge, ability, and resources of the contractor to carry out their duties under the CDM Regulations. Where applicable copies of the Sub-Contractors Health and Safety Information will be obtained so as to review their competency and their awareness of health and safety matters. Copies of such can be found in Appendix G.

As part of the procedure for a Sub Contractor to become approved on our supply chain, we have a Pre-Qualification Questionnaire which asks pertinent questions with regards to the competence, policies, and procedures.

MPH Construction maintains rigorous and effective control over our supply chain, from inception to completion, to ensure that designers, sub-contractors, and other suppliers provide their goods and services whilst adhering to our Policies and Procedures.



This Business System has been produced by Rail Audit & Assurance Services Ltd and must not be used in whole or in part without the express prior permission of © Rail Audit & Assurance Services Ltd 2006

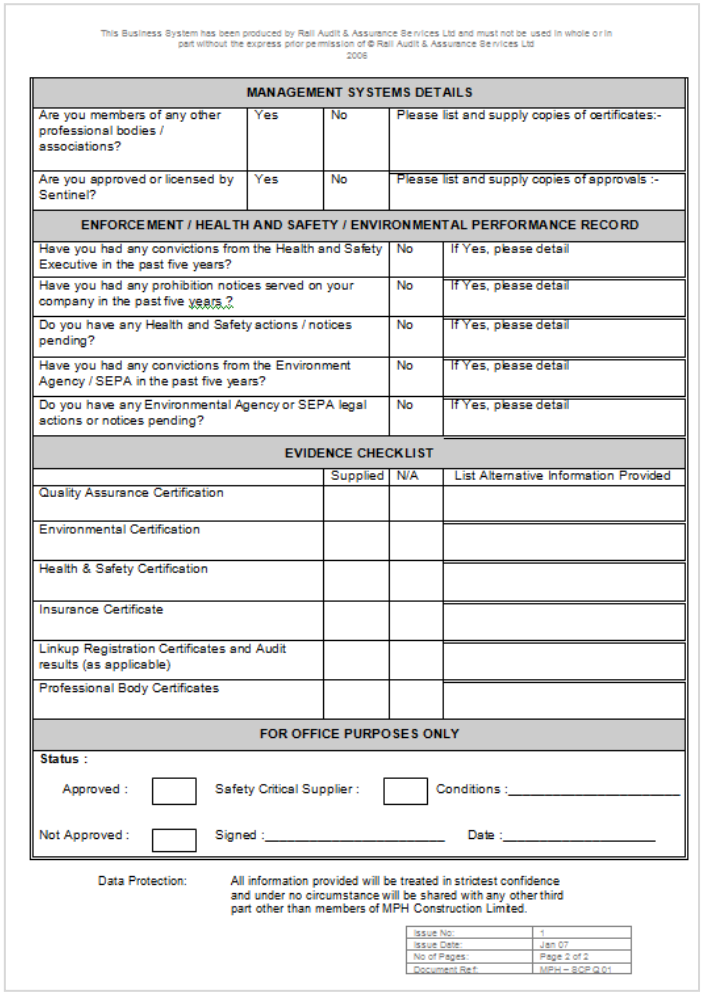
**MPH CONSTRUCTION**
**SUPPLIER / CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE**

| GENERAL DETAILS | |
|---|---|
| NAME OF SUPPLIER : | PHONE NO: |
| | FAX NO: |
| ADDRESS : | E-MAIL : |
| | CONTACT NAME : |
| | PRODUCT / SERVICES TO BE PROVIDED: |
| POSTCODE : | |

| GEOGRAPHICAL COVERAGE | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Tick as appropriate | | | | | | | | | | | | |
| UK Wide | | Scotland | | North West | | North East | | Midlands | | South East | | South West | |

| MANAGEMENT SYSTEMS DETAILS | | | |
|---|---|---|---|
| Do you have an accredited ISO 9001:2000 system? | Yes | No | If yes please provide a copy of your certificate, if no please provide details of your QM System. |
| Do you have an accredited ISO 14001 system? | Yes | No | If yes please provide a copy of your certificate, if no please provide details of your EM System. |
| Do you have an accredited ISO 18001 system? | Yes | No | If yes please provide a copy of your certificate, if no please provide details of your H & S System. Including a copy of you current Health and Safety Policy. |
| What is the value of your employee indemnity insurance? | In millions | | Please provide a copy of your current insurance certificate? |
| Are you Link Up approved? | Yes | No | Please provide copies of current certificates |

| Issue No: | 1 |
|---|---|
| Issue Date: | Jan 07 |
| No of Pages: | Page 1 of 2 |
| Document Ref: | MPH – SCPQ 01 |



This Business System has been produced by Rail Audit & Assurance Services Ltd and must not be used in whole or in part without the express prior permission of © Rail Audit & Assurance Services Ltd 2006

| MANAGEMENT SYSTEMS DETAILS | | | |
|---|---|---|---|
| Are you members of any other professional bodies / associations? | Yes | No | Please list and supply copies of certificates:- |
| Are you approved or licensed by Sentinel? | Yes | No | Please list and supply copies of approvals :- |

| ENFORCEMENT / HEALTH AND SAFETY / ENVIRONMENTAL PERFORMANCE RECORD | | |
|---|---|---|
| Have you had any convictions from the Health and Safety Executive in the past five years? | No | If Yes, please detail |
| Have you had any prohibition notices served on your company in the past five years ? | No | If Yes, please detail |
| Do you have any Health and Safety actions / notices pending? | No | If Yes, please detail |
| Have you had any convictions from the Environment Agency / SEPA in the past five years? | No | If Yes, please detail |
| Do you have any Environmental Agency or SEPA legal actions or notices pending? | No | If Yes, please detail |

| EVIDENCE CHECKLIST | | | |
|---|---|---|---|
| | Supplied | N/A | List Alternative Information Provided |
| Quality Assurance Certification | | | |
| Environmental Certification | | | |
| Health & Safety Certification | | | |
| Insurance Certificate | | | |
| Linkup Registration Certificates and Audit results (as applicable) | | | |
| Professional Body Certificates | | | |

**FOR OFFICE PURPOSES ONLY**

**Status :**

Approved : ☐ Safety Critical Supplier : ☐ Conditions :_____

Not Approved : ☐ Signed :_____ Date :_____

Data Protection: All information provided will be treated in strictest confidence and under no circumstance will be shared with any other third part other than members of MPH Construction Limited.

| Issue No: | 1 |
|---|---|
| Issue Date: | Jan 07 |
| No of Pages: | Page 2 of 2 |
| Document Ref: | MPH – SCPQ 01 |

## 1.7 Sub-Contractors

Sub-Contractors appointed to date for this project include:

| TRADE | NAMES & ADDRESSES | TELEPHONE/FAX NOS |
|---|---|---|
| ACM Remediation | A&D Environmental Services Ltd<br>Unit E36 Ashmount Enterprise Park<br>Aber Road,<br>Flint, CH6 5YL | Lee Holmes<br><br>Tel: 07595 862671 |
| Scaffolding | Arctic Scaffolding Co Ltd<br>Unit 1, Bannel Lane,<br>Buckley, CH7 3AP | Ron Larty<br><br>Tel: 07740 835367 |
| Ground Worker | TBC | <br><br>Tel: |
| Further subcontractors to be confirmed. | | |
| | | |

# SECTION 2.

# THE EXISTING ENVIRONMENT

## 2.0 THE EXISTING ENVIRONMENT

### 2.1 The site and surround.

The Stori Brymbo Site is situated just off New High Street road in the village of Brymbo, Wrexham that is partly Residential and rural. Works will be carried out during normal working hours as detailed in the planning document.
Care must be taken to segregate all working areas from live public areas at all times.
All abnormal deliveries should check their route to site before delivery. Emergency access from the hospital buildings and surrounding areas must be maintained at all times.

**Please refer to Appendix A for Site Layout**

### 2.2 Existing Services

There are live services within the working area that may need to be isolated, diverted or terminated as the job progresses. Some services encountered may be within the building fabric, so every reasonable precaution will be taken by MPH Construction to locate and isolate services as necessary. The Principal Contractor will ensure that a sweep of work area is undertaken and that sufficient checks are carried out by competent persons prior to any intrusive works to the fabric of the building. Any services found to be live must be disconnected or isolated.

All trial holes dug within 500mm of any underground service should be excavated BY HAND.

### 2.3 Existing Structures

Consideration of on-going activities within the site and the continued use of the general surrounding facilities must be considered as these may impact of the works in terms of interface and traffic management requirements. Noisy operations must be carefully planned so as not to affect the sensitive areas around the site.

If during the course of any works, there are any suspect materials uncovered, works to that location must stop immediately, the area sealed off and guidance sought from a suitably qualified organization

before resuming work. Operatives are advised to remain vigilant at all times

THE PROJECT MANAGER MUST BE NOTIFIED.

## 2.4 Existing Traffic System

Suitable precautions must be implemented to warn operatives, employees, and members of the public of the works and any restrictions.

The TMP must ensure segregation between pedestrians and the vehicles/plant equipment. The TMP is to allow for access routes to and from the workplace and must consider routes from compounds and car park locations. Specifically, this TMP must consider the following:

- Emergency access for the Emergency services must be maintained at all times.
- High volumes of vehicle and pedestrian traffic occurs throughout the day. Detailed timings can be advised by the Client project manager.
- The site speed limits are 10mph.

The local speed, weight and parking restrictions shall be adhered to at all times.

Access to the site will be via New High Street Road. For the specific location and route please refer to our Site Layout drawings detailed within Appendix A.

All contractors are reminded to park in a neat and considerate manner.

Once parked in the correct locations, contractors must proceed immediately to the MPH Site Compound to sign in with the **MPH Site Manager – Jason Pritchard**

Vehicular, pedestrian and emergency access/egress to the surrounding premises must be maintained at all times unless specifically closed off by MPH Site Management.

Suitable precautions shall be taken to ensure that there is no disruption to normal operations and activities.

**All deliveries to the site shall be made under the supervision of a banksman.**

Local Security should be informed of all deliveries prior to arriving on site so that deliveries can be given clear directions as to where to proceed.

Contractors are requested to unload materials/tools etc. at the point of work and requested to park in allocated/designated parking areas.

All delivery routes to be agreed between the Client and Principal Contractor.

Site vehicles must not exceed 10mph on site. No reversing without a banksman.

## 2.5 Restrictions affecting the site

The site is within a rural village with the general public and road traffic passing the site constantly throughout the duration of the project.

No materials shall be left within the shared access areas, including all roads footpaths and escape routes, materials must be positioned within the site compounds.

Close liaison with the Client's Representative and to other parties on and adjacent to the site will be maintained at all times, with details of activities, busy periods and requirements communicated.

Planned operations for each day will be communicated by the local project stakeholders and Project Management to MPH Site Manager during daily pre-shift briefings.

Signage will be in place to highlight any restrictions, and to ensure that boundaries of the MPH Site Areas are clearly detailed and maintained. Full details of daily issues and planned Construction activities will be displayed on the MPH internal Communication Board.

# SECTION 3.

# MANAGEMENT OF PROJECT & MANAGEMENT OF HEALTH, SAFETY AND WELFARE ON SITE

## 3.0 MANAGEMENT OF PROJECT & MANAGEMENT OF HEALTH, SAFETY AND WELFARE ON SITE

***Within this section of this Construction Phase Plan are listed in italics the most significant items of legislation pertinent to that particular sub-heading.***

***The Legislation identified whether Acts, Regulations, Codes of Practice or HSE Guidance Notes etc. are not exhaustive lists but provide a reference should further detailed information be required.***

### 3.1 Management Structure

The proposed key members for the delivery of this project have been carefully selected to provide a first-rate service, whilst ensuring safe operations on site.

| | |
|---|---|
| **OFFICE BASED** | **Andrew Forster**<br>*Contracts Manager* |
| | **Ian Morris**<br>*HSQE Advisor* |
| **ON SITE** | **Jason Pritchard**<br>*Site Manager* |
| | **MPH Direct Workforce** |
| | **MPH Approved Supply Chain** |

## 3.2 Health and Safety Objectives for the Project and Arrangements for Monitoring and Reviewing Health and Safety Performance

In order to ensure the safety of all stakeholders to the project, whilst monitoring and reviewing health and safety performance throughout the works, the following objectives are to be achieved during the construction phase of the project.

- **To implement strict control measures and site operating procedures to manage the risk the Coronavirus Covid-19 pandemic, to ensure we are protecting our workforce and minimising the risk of spread of infection.**

- MPH Construction Ltd. will co-operate with the Principal Designer and provide information required in order to undertake his/her duties under the 2015 Construction Design and Management Regulations.

- To maintain a safe and healthy working environment for all participating parties by setting a target of 'No Lost Time Accidents'.

- To ensure that MPH Construction Ltd. apply health, safety and environmental standards fully consistent with legislation, project safety regulations and all other specific requirements.

- To ensure the project adopts safe systems of work through the provision of clear construction plans, methods and procedures.

- To ensure that all MPH Construction Ltd personnel and sub-contractors employed on the project attend an induction, prior to commencing site work.

- Ensure safe access and egress to and from the site areas, minimising traffic impact on the surrounding highways.
- To monitor the safety performance throughout the project and provide an effective means for corrective action where necessary.

- Obtain and check Risk Assessments and Safety Method Statements submitted by Contractors and Sub-Contractors in accordance with C.D.M. Regulations 2015 as well as HASAWA 1974.

- Establish appropriate communication arrangements between all parties.

- Establish an "Open Door" Policy where health and safety issues are concerned.

- Ensure all relevant information is made available for inclusion in Health and Safety File.

- Notification of all proposed contractors to Client PM prior to sending to Site.

**Arrangements for Regular Liaison between Parties on Site**

MPH Construction Ltd. will regularly consult with the Contract Administrator / Clients Representative, the Principal Designer, CDM Advisor, Operations Manager and the Design team about high-risk works which require formal approval to proceed, i.e., cutting of concrete, excavation.

**Arrangements for Consultation with the Workforce**

- Site Induction
    - All contractors who carry out construction works on site will undergo an Operative Safety Induction before commencing with any works. This induction provides operatives with specific information about the project, the team undertaking the work and the Site Operating Procedures to prevent Covid19 transmission.
    - MPH Construction Ltd is committed to operating construction sites that provide a working environment which is both safe and free from health hazards for everybody within the construction process and those we may impact on such as General public and Visitors.
    - As well as this induction, contractors must also have a Method Statement, Risk Assessment and COSHH briefing.

- Team discussion
    - The company operates a system of regular quarterly team briefings and discussions that cascade information from the directors and management regarding health and safety, strategy, and areas for improvement. The briefings also allow for feedback to be provided by all team members in an open forum.

- Individual Communication
    - Everyone within the company is given the opportunity to discuss relevant concerns with any manager at any time. We employ an 'Open Door' policy where Health and Safety issues are concerned.

- Feedback
    - When feedback is provided, we must ensure that it reaches the appropriate management and is correctly logged.

**Arrangements for the Exchange of Design Information between the Client, Designers, Principal Designer and Contractors on Site**

Where elements of the design are carried out by MPH Construction and our approved sub-contractors, the Principal Designer will be advised. Any details will then be passed on to the Principal Designer to ensure that adequate information will be provided for inclusion in the Construction Phase Health and Safety Plan and/or the Health and Safety File and that the design is fully co-ordinated between designers. This relates only to the health and safety aspects of the design and does not imply acceptance of the design by the Contract Administrator.

Any changes in design, or changes which negate primary assumptions made in the Construction Phase Plan, whether made by the Design Team or by ourselves, and which may significantly affect the Construction Phase Plan, sequence of working or the resources necessary to comply with health and safety legislation, shall be referred to the Principal Designer and agreed by the Client in writing before any change is implemented. This relates only to the health and safety aspects of the design and does not imply acceptance of the design by the Contract Administrator.

All contractors who carry out construction works on site will undergo an Operative Safety Induction before commencing with any works. This induction provides operatives with specific information about the project, the team undertaking the work and how you can actively participate in the safe completion of the works.

MPH Construction Ltd is committed to operating construction sites that provide a working environment which is both safe and free from health hazards for everybody within the construction process and those we may impact on such as General public and Visitors.

As well as this induction, contractors must also have a Method Statement, Risk Assessment and COSHH briefing.

**Arrangement for the Selection and Control of Contractors**

Supply Chain Management has formed the basis of the way we conduct our business at MPH. As a company we have created collaborative working relationships with our integrated supply chain in order to achieve the best solution for our clients and see it as the most effective way of ensuring the quality and safe working procedures of our Sub-Contractors

We have robust processes in place to ensure safety is at the fore for all of our construction activities including the procurement of subcontractors and the nature of how our supply chain operates means that all vetted members are aware of and understand our policies and procedures for Health and Safety on site.

Our local supply chain has been developed and vetted over numerous years, enabling us to fully understand their competencies whilst they understand the service and quality required by our clients.

## 3.3 Security & Un-authorised Access

*Construction (Design and Management) Regulations 2015 Regulation*
*HS(G)151 Protecting the Public - Your Next Move*
*Management of Health and Safety at Work Regulations 1999 (as amended)*

~~**No un-authourised visitors will be allowed to access the site in line with our Covid-19 Site Operating Procedures (Please see Appendix B)**~~

All approved subcontractors will be expected to report to the site office upon arrival and sign the MPH Visitors record Book. On departure where they will be expected to sign in the Visitors record book on a daily basis.

~~All approved subcontractors will be expected to report to the site office upon arrival and complete the MPH Daily Covid-19 Operative Check Sheet. On departure where they will be expected to sign in the Visitors record book on a daily basis.~~

Areas of external and internal working, including the site compound, will be fenced off and made secure in accordance with HSE Guidance note HS(G)151 Protecting the Public - Your Next Move (Refer also to

Section 2.3 of this plan). All materials shall be stored within the MPH Site compound areas only. Access and egress doors are to be kept to minimum so as to avoid potential for unauthorized entry.

Warning signage will be clearly displayed, warning of the risks and dangers associated with the building work.

Block and mesh fencing will be required to isolate any compound areas from traffic routes. The extent of this will be agreed at the pre-contract meeting with the client and contractor. Internal protection and segregation of work areas will also be required.

The contractor shall carry out a recorded inspection of all work areas at the end of each working day ensuring all gates, doors, skips etc. are securely locked.

See attached: **SITE COMPOUND LAYOUT PLAN (APPENDIX A)**

All construction Operatives arriving at site shall report to the Contractor's Compound and sign in the Attendance/Visitors Book and then attend the Site Induction and Briefing by the **Site Manager – Jason Pritchard**

Only authorised personnel shall be allowed into the working areas. When high risk activities are to be carried out (such as demolition work), access to site and any movements around site will be restricted. Such works will be programmed to ensure that no other works will take place during this time.

All work areas shall be closed off with barriers for the duration of the works.

All material transit routes shall be planned as to minimize any interface with the building users.

## 3.4 Welfare Facilities

*Management of Health and Safety at Work Regulations 1999 (as amended)*
*Construction Design& Management Regulations 2015*
*The Health & Safety (First Aid) Regulations 1981*

We have allowed to utilise the existing welfare facilities due to there being facilities on site, and also due to the lack of space to site welfare units.

**TOILET FACILITIES PROCEDURES**

- Only **one** person may enter each toilet unit at any one time
- Wash hands before and after using the facilities
- Door to toilet units must remain open at all times. Only internal cubicle doors may be closed
- All persons must ensure the toilet facilities remain clean after their use. Please consider the health and wellbeing of all other users

**CANTEENS AND EATING ARRANGEMENTS**

- Break times should be staggered to reduce congestion and contact at all times
- Wash hands before and after using the facilities
- Door to welfare units must remain open at all times.
- Please bring pre-prepared meals and refillable drinking bottles from home.
- Use of food warming equipment and kettles is to be minimised. All appliances must be thoroughly cleaned before and after use.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried before and after use. It is advised that all individuals bring their own cutlery/crockery for personal use only.
- Workers must sit 2 metres apart from each other whilst eating and avoid all contact.
- Tables must be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles.
- ~~Workers are advised to take breaks in their own vehicles alone wherever possible.~~

**CHANGING FACILITIES AND DRYING ROOMS**

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two meters
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Welfare facilities will be in accordance with all current Health, Safety and Welfare Regulations and all other statutory legislation.

The first aider is: **Jason Pritchard** Mobile No. **07802 808382**

The first aider and first aid box shall be located within the site office.
A site establishment checklist shall be carried out once the site set up has been established.

A First Aid Box will be displayed in a prominent position within the site cabin.

The First Air Box will be maintained and re-stocked in the event of its contents being used.

## 3.5 Fire and Emergency

*Management of Health and Safety at Work Regulations 1999 ( as amended)*
*Construction Design & Management Regulations 2015*
*The Regulatory Reform ( Fire Safety ) Order 2005*

All employees of MPH Construction Ltd. will adopt the fire procedures as set out in the site induction. Fire Points will be set up at various positions within the working area. The positions of emergency escape routes and assembly point will be relayed to all site personnel during the site induction.

Exits from all work areas within the site shall be kept free of obstructions so that escape routes are maintained at all times. Fire escape routes from the neighboring factory and office buildings will also be kept clear at all times.

All construction activities will not interfere with the duty holder's fire escape plan.

Assembly points will be agreed with the client and the MPH Construction Ltd. Currently we are proposing that a **Contractors Emergency Assembly point is to be located to the MPH external site compound**

The Site manager shall be issued with the client's fire and emergency arrangements, for the occupied buildings surrounding the site.

Hot and electrical work shall be regulated by a permit to work.

The Site Manager or appointed / designated person will be responsible for checks that no latent sources of ignition are left unattended.

Please refer to the **Fire Safety Plan contained within Appendix N.**

## 3.6 House Keeping/Waste Disposal

*Management of Health and Safety at Work Regulations 1999 ( as amended)*
*Construction Design & Management Regulations 2015*

All Contractors will ensure that the site is kept tidy.

Waste materials shall be removed from the site on a daily basis and placed in the skips to be sited a minimum 4 meters from any building and contained within a fenced area.

A lockable lidded skip shall be sited within the site compound.

Please refer to **Site Layout Plan contained within Appendix A.**

All contractors shall fully comply with the Environmental Protection Act 1990 and all current amendments. The contractor shall comply with the provisions of the Controlled Waste (Registration of carriers and seizure of Vehicles) Regulations 1991 and Section 3 & 4 of the Environmental Protection Act 1990 and register with the Local Authority. All waste will be kept in suitable containers and will be disposed of according to the Control of Pollution Act and Special Waste Regulations.

Records of controlled and special waste removed from the site under the Special Waste Regulations 1996/972 Waste Transfer Notes shall be kept and provided to the Client's Project Manager on request.

## 3.7 Personal Protective Equipment (P.P.E.)

*Management of Health and Safety at Work Regulations 1999 ( as amended )*
*Personal Protective Equipment at Work Regulations 1992*

Personal Protective Equipment (P.P.E) shall be worn as dictated by Risk Assessments and wearing of such shall be enforced by the Site Manager who is responsible for the upkeep of Health and Safety on site. Sufficient helmets, footwear, masks and eye/ear protection and fall arrest equipment etc. will be made available on site for site personnel and visitors.

As a minimum requirement safety helmets, protective footwear, High-Vis vests shall be worn at all times whilst on site. Hats will be checked to ensure they are in date. Safety glasses must be used where required and Ear protection must be worn when carrying out noisy operations. Face masks must be used during strip out operations.

## 3.8 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*

All accidents, injuries and dangerous occurrences shall be reported to the Site Manager who will record them in the Accident Book.

Reporting of injuries or dangerous occurrences will be recorded on standard HSE sheet F2508 (**see Appendix H**)

In the event of a dangerous occurrence or a near miss actions will be taken to stop the event from re-occurring. (Refer also to section 7.0 of this plan).

## 3.9 Control of Substances Hazardous to Health (COSHH)

*Control of Substances Hazardous to Health Regulations 2002 Regulations and 2004 (amended)*

All contractors are to provide Control of Substances Hazardous to Health (COSHH) assessments for hazardous substances they are to use on site.

The collation of these sheets will be undertaken by the Site Manager and will be made available for all site personnel.

COSHH Assessment and Product Data Sheets can be found in **Appendix I.**

## 3.10 Noise and Pollution Control

*Control of Noise at Work Regulations 2005*
*Management of Health and Safety at Work Regulations 1999 (as amended)*

Noise, dust, vibratory pollution etc. will be kept to a minimum throughout the project.

**Dust Control**

In a case where the possibility of air borne dust will be generated from our method of working, dust suppressing equipment will be used to minimise dust creation at the source, including water suppression.

All working areas will be cleaned daily.

**Noise Control**

Efforts must be made to use sound dampening equipment where possible.

**Noise levels from the works will be continually monitored to ensure that noise levels remain below the statutory threshold.**

The use of Radios and audio equipment is strictly forbidden on site.

Noise and vibration suppressed equipment / tools shall be used to minimize noise/vibration sources.

Protective equipment will be issued to any person working close to high levels of noise.

## 3.11 Training and Induction

*Construction (Design and Management) Regulations 2015*

All site personnel will be subject to a site induction before starting work on site, in order to learn of site procedures. This will be conducted in the Contractors Site Office.

Toolbox talks shall be given where the relevant safety information, to specific tasks, needs to be communicated and co-ordinate with the work force.

If findings from an investigation in to the causes of an accident or near miss are deemed to be significant to operatives, suppliers or sub contractors, then the findings will be forwarded. Findings of any investigations where lessons can be learnt will be briefed to staff

## 3.12 Site Vehicles and Mobile Plant

*Management of Health and Safety at Work Regulations 1999 (as amended)*
*Construction Design & Management Regulations 2015*

Parking of contractors vehicles is permitted within the allocated car parks, with limited parking available within the site compound for dropping off materials and equipment only.

Deliveries and unloading of materials to the site shall comply with the specified time restrictions, and under the direction of Banksman.

Deliveries and unloading of materials to the site will be made following liaison with the Client and Site Manager and carried out during the specified time restrictions as informed.

Drivers of all vehicles will be suitably trained and informed about site transport rules.

Operators of plant will provide verification that they are suitably trained to operate such plant, i.e. C.I.T.B. certification.

Site access and egress routes to and from the site will be agreed before work commences, so that site traffic causes a minimal risk to other vehicles, pedestrians and any structures on the designated routes.

Necessary temporary protective measures shall be undertaken so as not to disrupt or damage any service.

## 3.13 Dismantling

*Construction (Design and Management) Regulations 2015*
*Management of Health and Safety at Work Regulations 1999 (as amended )*

The dismantling of the existing equipment is specifically addressed with risk assessments and method statements received from the respective contractors as detailed within Section 1.7. Refer to **Appendix C.**

## 3.14 Lighting

*Construction Design & Management Regulations 2015*

Localised task lighting shall be provided as dictated by circumstances. This shall be powered by the existing power supply.

## 3.15 Plant and Equipment

*Management of Health and Safety at Work Regulations 1999 (as amended)*
*Provision and Use of Work Equipment Regulations 1998*
*Construction (Design and Management) Regulations 2015*

Work equipment must be inspected as necessary to ensure that it can continue to be used safely. Certain work equipment must be subjected to a schedule of thorough examinations. The legislative requirements also require anyone who uses an item of work equipment to be trained and competent to do so.

All electrical appliances must be kept in good order, and suitably PAT tested.

## 3.16 Inspections/Reports

*Provision and Use of Work Equipment Regulations 1998*
*Construction (Design and Management) Regulations 2015*

Inspections and reports of such inspections shall be recorded and retained within this Construction Phase Plan. (**Refer to Appendix K**).

## 3.17 Weather Protection

*Management of Health and Safety at Work Regulations 1999 (as amended )*
*Construction (Design and Management) Regulations 2015*

Externally appropriate PPE and weather specific clothing must be provided and worn in the event of poor weather conditions. Minimal works are to be carried out externally, but weather conditions will be monitored as and when required.

The external site set-up and fencing could be subject to high winds during the project, and as such must be secured to permanent structures where possible.

Internally, the weather is not considered to be a significant hazard. Doors will be closed when possible to cause least disruption to internal conditions

## 3.18 Monitoring and Continuing Liaison

*Construction (Design and Management) Regulations 2015*

The co-ordination of sub-contractors activities shall be planned by the Principal Contractor and will be set out in the contract program.

Site meetings of the relevant parties shall be held on a regular basis to ensure the adequate liaison and communication of health and safety matters.

Co-operation from all those personnel involved in the construction works should be encouraged by frequent on-site consultations, site safety reviews and site inspections.

All contractors working on this project will adhere to the contents of this Construction Phase Plan. Further risk assessments and/or method statements will be produced by contractors on request.

The Construction Phase Plan is an ongoing document and MPH Construction Ltd. will ensure that this document is updated with all required information, from all parties involved.

Toolbox talks shall be held periodically to educate the workforce on specific health and safety issues associated with the work activity being undertaken.

All site staff shall receive a site-specific site induction and task specific method statement briefing prior to commencing work on the site.

The Principal Contractor shall ensure that contractors who will be carrying out design work comply with their obligations under the Construction (Design & Management Regulations) and that the outcome of their assessments which are relevant to the project are communicated to other contractors.

Whenever there is a design element in the work to be carried out by any of the contractors, they must provide the Principal Contractor with all details pertinent to health and safety, associated with the design, before work begins.

The Principal Contractor will in turn, pass this information to the Principal Designer and confirm this in the Construction Phase Plan.

Any deviation from the original design criteria revealed during the execution of the work must be communicated to the Principal Designer.

## 3.19 Asbestos

An Sentinel Asbestos R&D Survey dated 11th of May 2023 (Ref: J014447) has been be issued to MPH and this will be reviewed prior to any works commencing.

Asbestos containing materials will be removed by A&D Environmental prior to the refurbishment works commencing, with certification to be provided.

If during the course of the works, there are any suspect materials uncovered, works to that location must stop immediately, the area sealed off and guidance sought from a suitably qualified organization before resuming work. Operatives are advised to remain vigilant at all times.

**THE PROJECT MANAGER MUST BE NOTIFIED.**
**The asbestos register must be made available for review on site.**

Contractors will be briefed during the induction stage and reminded of the possible impact it might have whilst undertaking their works.

## 3.20 Scaffold Control

*Management of Health and Safety at Work Regulations 1992*
*Construction (Design and Management) Regulations 2015*

It will be the responsibility of the Site Manager or appointed / designated person to undertake statutory inspections and recording of scaffolding works if scaffolding is required.

Scaffold will be designed and erected by competent scaffold contractors which will comply to NASC TG20:14 and will be checked before first use, after any alteration, after any event that may affect its integrity and at intervals not exceeding 7 days.

Suitable precautions will be made to prevent falls, in the form of guard rails and toe boards.
Brick guards to be fixed to handrail edge protection, to prevent falls of material.
Materials must not be stacked higher than guards, Not stacked in a manner that overloads recommended design criteria, all walkways access routes to be kept clear at all times.

All ladders shall be removed at the end of each working day, to prevent any unauthorized access onto the scaffolding.

All access/egress routes to each landing platform to be fitted with either gates or trap doors, these are to be kept shut at all times when not being accessed to prevent possible falls.

Under no circumstances must scaffolding be removed or interfered with other than a suitably qualified/authorized person. In any event this should be logged in the scaffolding register.

Please refer to **Appendix S** which includes our management system for scaffolding.

## 3.21 Work on Excavations

*Management of Health and Safety at Work Regulations 1992*
*Construction (Design and Management) Regulations 2015*
Excavations will only be undertaken once a safe system of work has been developed including suitable and sufficient Risk Assessments relevant and appropriate to the excavation works to be undertaken.

## 3.22 Managing Temporary Works / Stability of structures

*Management of Health and Safety at Work Regulations 1992*
*Construction (Design and Management) Regulations 2015*

If there is a need to provide temporary works, these will be appropriately designed, in liaison with the temporary works co-ordinator will be allocated to oversee the safe implementation of this.

Please refer to **Appendix U** which includes our management system for Managing Temporary Works / Stability of structures

## 3.23 ~~Covid-19~~

~~*CLC Site Operating Procedures Issue 5*~~

~~MPH Construction sites remain operational where we are able to appropriately implement the latest Site Operating Procedures (SOP) issued by the Construction Leadership Council. The procedures must be followed at all times.~~

~~A range of awareness materials has been produced and posted at all workplaces.~~

~~An increased cleaning regime has been introduced, providing hand wash stations at entrances to all office buildings and construction sites~~

~~Additional procedures are in place for disinfecting handles, handrails and other frequently touched surfaces at least twice daily, both on site and at our head office.~~

~~***Self-Isolation***~~

- ~~Any person who has someone in their household who is displaying any of the COVID-19 symptoms must stay at home for 14 days.~~
- ~~Anyone presenting with symptoms is must self-isolate for 7 days.~~

~~***All workers on site must be briefed on the following prior to entering site and commencing with work:***~~

- ~~COVID-19 Site Rules, which have been developed in line with the *MPH Site Operating Procedures - COVID-19 issue 5.*~~
- ~~All persons entering site must complete the *MPH Daily Covid-19 Operative Check Sheet* to the satisfaction of the MPH Site Manager prior to entering the work site.~~
- ~~Site managers have been instructed to turn away or remove any contractors presenting with symptoms, or any persons who fail to abide by these site rules.~~

# SECTION 4.

# PROJECT RISK ASSESSMENT

## 4.0 Project Risk Assessment

Following site visits and consideration of the outline Health and Safety Plan issues by the Principal Designer our assessment of the most significant hazards are:

1. **Covid 19 – Risk of spread between workforce, staff, and visitors**
2. Asbestos – ACM's may present within the building. An asbestos register must be provided by the client for review on site.
3. Hot Work and danger of fire / disruption – compliance with Permit to Work System required.
4. Risk from Work Related Upper Limb Disorders (WRULDs) when handling heavy items.
5. Access to site
6. Traffic –Potential of conflict with pedestrians (visitors and members of the public), cars, cyclists.
7. Working at height.
8. Potential of objects falling from height.
9. Use of handheld vibratory tools – hand arm vibration syndrome.
10. Manual handling of heavy materials.
11. Interruption of electricity supply – permit system to be employed to ensure person isolating supply has control on when it is switched back on again.
12. Exposure to harmful substances (potential of lead and asbestos)
13. Encountering unidentified services.
14. Exposure to contaminated Excavated Materials
15. Unauthorised access to work areas.
16. Vandalism.
17. Noise – Construction operatives and interference with client's use.
18. Dust – Construction operatives, members of the public, interference with clients use.
19. Segregation of construction personnel and staff, visitors and the public.
20. Fire Safety.
21. Slips, trips and falls.
22. Security of work area.
23. Working with electric.
24. Use of mechanical plant and tools.
25. Use of crane.

All project specific Risk Assessments developed and utilised during the course of the works will be contained within **Appendix B**.

Activities will be reviewed and if appropriate amendments shall be made.

Such amendments shall be copied to the Principal Designer.

# SECTION 5.

# HEALTH AND SAFETY DOCUMENTATION

## 5.0 Health and Safety Documentation

## 5.1 Client Rules

Please refer to the **Pre-Construction H & S Information contained within Appendix F.**

**Site Specific Rules**

These will be incorporated within the Site Induction.

- ~~**MPH Site Operating Procedures – Covid 19:** Refer to Appendix B~~

- Underground Services exist all around the construction area the Principal Contractor must ensure that in the absence of recorded drawings or other information regarding services, he must identify by means of CAT scans and safe digging practices the existence of live and redundant services all changes to the existing must be relayed back to the Client's representative.

- The appointed Principal Contractor shall use all reasonable endeavours to ensure that all materials, equipment or apparatus on the site is operated so as to minimise noise and vibration levels that are likely to cause harm and nuisance.

- Local residents and business are located adjacent to the proposed site, the Principal Contractor will liaise with the client representative when works which generate noise and vibration are being undertaken. An assessment will need to be undertaken and an agreed working methodology agreed prior to commencement.

- Biological Hazards associated with raw sewage which can lead to infections such as e.coli and may also be contaminated with Hepatitis A may be present when working directly on foul drainage. Water systems that have not been drained or disinfected, containing stagnant water could contain bacteria which can cause Legionnaires' disease if spray / fine droplets contaminated with the bacteria are inhaled. Contractors must have suitable welfare facilities and PPE to ensure any potential risks are reduced.

- The Principal Contractor shall comply with the recommendations of BS 5228: Part 1, clause 9.3 for minimising noise levels during the execution of the works. Noise levels must not be allowed to exceed the second action level as determined by the Noise at Work Regulations 2006.

Particular attention shall be given to noise reduction during the construction phase especially when removing existing hard-standing/masonry areas. To reduce the risk of noise induced hearing loss the Principal contractor shall:

- Fit all compressors, percussion tools with effective silencers or types recommended by the manufacturer.
- Ensure all equipment used i.e. compressors, percussion tools are serviced and maintained to the highest level to reduce impact noise.
- Monitor the works on a regular basis during each stage and review noise levels.
- Supply hearing protection to all operatives

- The Principal Contractor is required to bring tools and materials in at the commencement of each working day and leave the site in a safe, clean and non-hazardous condition at the end of each working day. All rubbish must be removed off site at the end of each working day.

- Work will be permitted between normal working hours to be Monday - Friday 8am - 5pm. Any weekend working/out of hours working must be agreed in advance with the Project Manager.

- When there is a requirement to isolate any of the existing services this must be done in conjunction with client representative, permits will be issued where required and safe working procedures agreed prior to commencement.

- Due to the nature of the working area and the associated risks all visitors must contact the Principal Contractor to arrange visits.

- Mobile phones are not permitted in the general site areas. Radios, including Walkman type personal radios are not permitted at the workplace.

- The Principal Contractor shall maintain the site in a tidy condition, especially along pedestrian and vehicular routes.

- Waste will be removed from site at times which suit the movements of materials coming into and leaving the factory, The site skip will be located in an area designated by the Client and his representative. All waste leaving site will be subject to statutory Environmental requirements the Principal Contractor must ensure a waste management plan is produced and approved prior to commencing work on site.

- No burning will be permitted.

- All portable equipment not in use shall be isolated and carefully stored. Items of plant not in use shall be rendered safe and isolated.

- Steel cutting with grinders or oxy propane/acetylene will require a permit to work will be issued by MPH Site Manager

- Beware of vehicles moving around within the site.

- Be aware also of the whereabouts of the excavations / pits.

## 5.2 Principal Contractor Rules

These will be incorporated within the Site Induction.

- ~~Daily MPH Covid 19 Operative Check List to be carried out by all operatives before entering site~~

- No non-essential visitors will be allowed to the working area

- The Site Manager shall ensure that only authorized persons are permitted on site and shall keep a register on site of the name and address of all personnel working on site. The register will be available for inspection.

- All site personnel shall be given a site-specific induction by the Site Manager, which will outline the site rules, emergency procedures, first aid provisions and identified risks on site. A signed record will be kept of all inductions in the site office.

- All contractors are to provide high visibility waistcoats/jackets of a clearly identifiable colour, which provides identification of the company/contractor.

- All contractors will provide evidence of competence in health and safety for their operatives and management, CSCS cards and Asbestos Awareness Certification are a requirement of access onto the site.

- Agreed access routes to the site must be observed at all times. The contractor must ensure that formal instructions are given to all vehicle drivers and that this procedure is followed.

- All accidents and near misses will be reported to the Principal Contractor who will investigate and report on them to the Client and Principal Designer.

- The Principal Contractor will immediately report any accident resulting in a major injury or dangerous occurrence which is reportable to the Health and Safety Executive under the Reporting of Injuries and Dangerous Occurrences Regulations 2013, to the Principal Designer.

- The Principal Contractor through the Site Manager shall co-ordinate and oversees the activities of all contractors to ensure compliance with health and safety legislation.

- All contractors shall provide their task specific method statements and risk assessments before commencing work. No contractor shall start work unless they have provided these to the Site Manager who will ascertain their safe working method and decide on their adequacy before work commences.

- The wearing of hard hats to BS-EN 397 and safety footwear to BS-EN 346 will be mandatory, as is the use of correct personal protective equipment for the work being undertaken and meeting the requirement of current BS-EN standards.

- The Principal Contractor shall display copies of all applicable legislation in the site area.

- All equipment arriving on site will be checked to ensure it is in good working order and well maintained and meets current legal requirements. No person shall use plant and equipment unless they are competent by training and qualification.

- All hazardous materials will carry COSHH assessments, which must be sent to the Principal Contractor and Site Manager before arrival on site.

- All trades working on site will use 110 volts, or less, tools and equipment which will be well maintained, and PAT tested,

certificates of testing will be provided before they can be used on site.

- All contractors must be aware of any Permit to Work System and obtain a permit for the work to be undertaken if it is required.

- A copy of the Notification Form (F10) will be posted in the site office.

- A list of Emergency Contact Numbers will be posted in the site office. (fire /spillage/accidents/utility companies emergency numbers/Environmental Agency/HSE)

- There will be no smoking allowed within the building. Allocated smoking areas must be used only.

- Wolf whistles, cat-calls and generally poor behavior towards members of either sex passing or on the site are forbidden.

- The use of radios or other such music players is forbidden.

- Operatives must wear clear identification at all times.

- All ladders must be secured out of general access when not in use/outside working hours.

- All contractors and visitors to the site associated with the project must report to the Site Manager and sign-in.

- Particular attention must be paid to the avoidance of slips and trip hazards with particular reference to electric extension leads.

- All communal area affected by the works must be thoroughly cleaned at the end of each working day.

- Dust sheets and other suitable surface protectors must be used throughout the works to ensure the upkeep of adjoining surfaces and areas.

- To comply with our drugs and alcohols policy all our employees and subcontractors must not:

    - Report for duty having just consumed or being under the influence of drugs or alcohol.

- Consume alcohol or drugs whilst on duty.
- Use prescribed or over the counter medicine while working on site, without advising the MPH Site Manager.
- At no time be in possession of alcohol or drugs of abuse in the workplace, or supply or attempt to supply them in the workplace.
- The implementation of this policy will be supported by the following:
  - Refusal to undertake Alcohol and Drugs tests will be considered a positive result
  - **MPH will not tolerate any departure from these rules and will take the appropriate disciplinary action which will normally result in dismissal in the event of any infringement.**

## 5.3 Other Rules

Safety Goals for the Project:

- The project should be managed so that accidents are minimized.
- The Principal Contractor is to display and update safety reminders notices across the project.
- Good Frequency of relevant toolbox talks.
- A Hazard Board for proposed operations during the week will be maintained.

The management of Health & Safety on site will be closely coordinated with the Client.

Communication and coordination is essential to this effect

## 5.4 Permit to Work

Client and/or Principal Contractors '**permit to work**' systems will be adopted and implemented for the following works: (Refer to **Appendix J**)

- General Permit (as required)
- COVID-19 Close Working
- Hot works
- Lone Working
- Excavation Permit
- Working at Height Permit

## 5.5 Display of Statutory Notices

The F10 Form of Notification and relevant Health and Safety posters will be displayed in a prominent position within the site office. (A copy of the F10 is also attached within **Appendix M**).

This Construction Phase Health and Safety Plan will be available on site and all appropriate personnel will be made aware of its location and its relevant content. The information and procedures contained within this document will be followed to ensure a safe method of working.

## 5.6 Method Statements and Risk Assessments

Method Statements and Risk Assessments will be provided and will be appended to this plan in **Appendix B & C**, along with our Work Operation Safety Assessment which will include some of the following:

- Contact with services
- Saw cutting and Excavations
- Dust and fume control
- Fire Safety
- Noise Reduction / Control
- Traffic Management
- Manual Handling
- Slips, Trips and falls
- Security of working areas
- Vibration
- Harmful Substances
- Use of Mechanical Plant and Tools

Further method statements required for these works will be incorporated into the Construction Phase Plan before commencement of that work on site and assessed using our Method Statement Checklist.

Copies of such documentation shall be forwarded to the Principal Designer.

Risk Assessments, Method Statements produced by contractors can be found in **Appendix C** as and when developed.

# SECTION 6.

# HEALTH AND SAFETY FILE

## 6.0 Health and Safety File

In accordance with the Construction Design and Management Regulations information deemed necessary for the Health & Safety File will be passed promptly to the Principal Designer.

This should facilitate expedient issue of the Health & Safety file to the client.

Such information shall include:

- Record or 'as built' drawings and plans used and produced throughout the construction process along with the design criteria.
- General details of the construction methods.
- Details of the installation and maintenance facilities.
- Maintenance procedures and requirements for the installation.
- Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the project including decommissioning.
- Details on the location and nature of utilities and services, including emergency procedures.
- Details of any residual risks.

The above information will be collated by MPH Construction during the course of the project for submission to the Principal Designer for comment during monthly meetings.

# SECTION 7.

# PROJECT REVIEW

## 7.0 Project Review

MPH Construction Ltd. operate a policy of continuing development and improvement relative to Health & Safety and will strive to achieve this throughout the life of the project from inception to completion.

A full quality audit covering performance in progress and achievement of Health & Safety objectives during the course of the project will also be undertaken following close monitoring and review at all stages of the construction process.

Any areas identified where further improvements of significant benefit can be made will be discussed, considered and adopted where appropriate.

Similarly whenever possible, any relevant new Health & Safety Legislation arising during the life of the project will also be incorporated, to ensure that the completed project is abreast of current developments.

Signed:

Name: Andrew Forster

For and on behalf of: MPH Construction Ltd

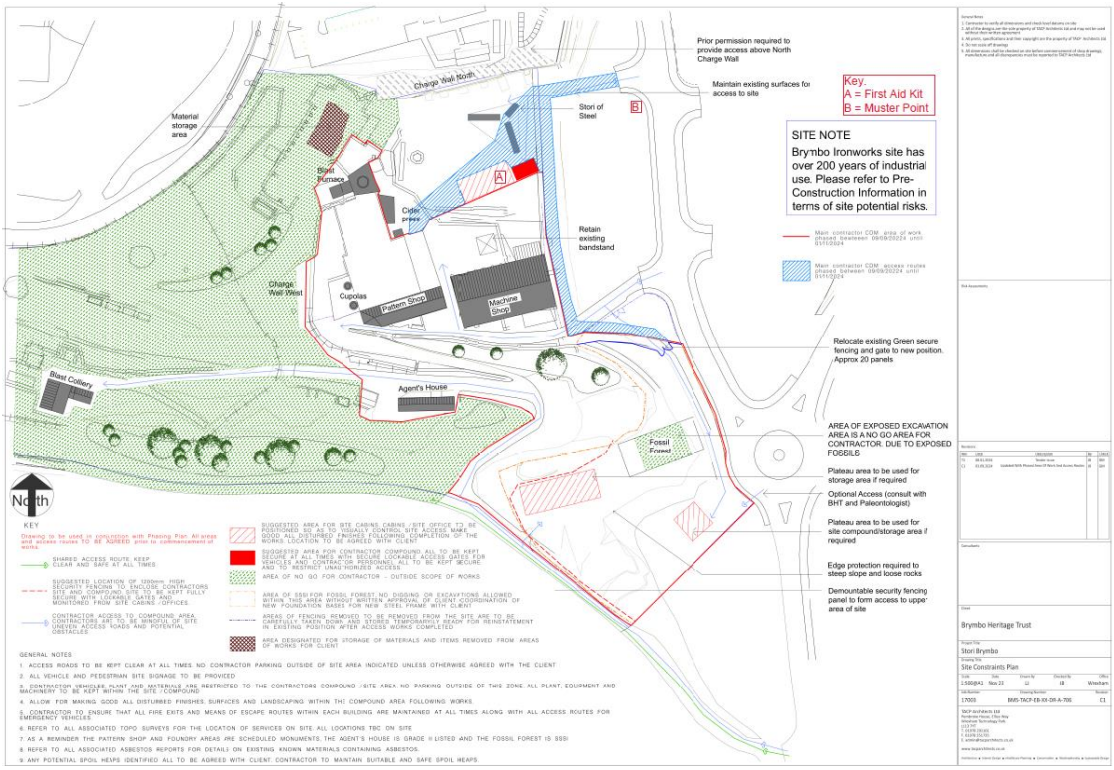
Date: 2nd September 2024

# APPENDIX A

# SITE LAYOUT PLAN

# Please see the PDF link below to the full size drawing:

17003 - HLF -
Tender - Sheet - 706



# APPENDIX B

# SITE OPERATING PROCEDURES - COVID-19 issue 5

## INTRODUCTION

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on all MPH Construction sites in line with the Government's recommendations on social distancing. Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.

**These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.**

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

The following Site Operating Procedures are aimed at protecting all site personnel, their colleagues, their families and the UK population.

## SELF-ISOLATION

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature, loss of smell/taste or a new persistent cough - These include high temperature 37.8C or more, loss of smell and/or taste or a new, continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours). - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

The employee shall self-isolate for seven days from the onset of symptoms. If you are living with someone who is symptomatic you shall not return until 14 days after the onset of symptoms of the first person who became ill.

## PROCEDURE IF SOMEONE FALLS ILL

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Ensure their manager or supervisor is informed
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

## TRAVEL TO SITE AND TRAVEL BETWEEN SITES

Workers must travel to site alone using their own transport and sites need to consider:

- Parking arrangements for additional cars
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home.
- Vehicles shall be cleaned internally with sanitation wipes and the outside door handles at a minimum, at the start and end of every shift.

If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain a distance of two metres and avoid touching their faces
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

## SITE ACCESS POINTS

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Introduce one-way systems
- Remove or disable entry systems that require skin contact
- Require all workers to wash or clean their hands before entering and leaving the site
- Allow plenty of space (two metres) between people waiting to enter site
- Use signage:
    - such as floor markings, to ensure 2 metre distance is maintained between people when queuing
    - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. gates, turnstiles, screens, telephone handsets, desks.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible

- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where
- drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.

## HAND WASHING

- Allow regular breaks to wash hands, and remind all operatives to frequently wash hands throughout the day
- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

## TOILET FACILITIES

- Restrict the number of people using toilet facilities at any one time
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## CANTEENS AND EATING ARRANGEMENTS

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

- The workforce should also be required to stay on site once they have entered it and not use local shops.
- Consider increasing the number or size of facilities available on site if possible
- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Dedicated eating areas should be identified on site to reduce food waste and contamination

- ~~Break times should be staggered to reduce congestion and contact at all times~~
- ~~Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced~~
- ~~Hand cleaning facilities or hand sanitiser must be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area~~
- ~~The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home~~
- ~~Workers should sit 2 metres apart from each other whilst eating and avoid all contact. *Do not use communal messing facilities or breakout areas if 2 m distancing cannot be achieved*.~~
- ~~Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced~~
- ~~Tables should be cleaned between each use~~
- ~~Crockery, eating utensils, cups etc. should not be used unless they are disposable~~
- ~~All rubbish should be put straight in the bin and not left for someone else to clear up~~
- ~~All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.~~

## ~~CHANGING FACILITIES AND DRYING ROOMS~~

- ~~Introduce staggered start and finish times to reduce congestion and contact at all times~~
- ~~Introduce enhanced cleaning of all facilities throughout the day and at the end of each day~~
- ~~Consider increasing the number or size of facilities available on site if possible~~
- ~~Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres~~
- ~~Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.~~

## ~~AVOIDING CLOSE WORKING~~

~~In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.~~

~~Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures.~~

~~Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.~~

## Hierarchy of Controls

If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

- **Eliminate**
  - Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace
  - Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)
  - Avoid skin to skin and face to face contact
  - Stairs should be used in preference to lifts or hoists and consider one ways systems
  - Consider alternative or additional mechanical aids to reduce worker interface
  - *Site Meetings*
    - Only absolutely necessary meeting participants should attend
    - Attendees should be at least two metres apart from each other
    - Rooms should be well ventilated / windows opened to allow fresh air circulation
    - Consider holding meetings in open areas where possible

- **Reduce:** Where the social distancing measures (2 metres) cannot be applied:
  - An assessment of the task must be carried out by the MPH Site Manager. This must be carried out using the MPH Close Working Permit form. A Close Work Permit must be issued by the MPH Site Manager prior to any tasks being completed within a 2m distance. The following key points must also be considered:
    - Temperature of all workers involved in close working must be taken prior to completing the task
    - Minimise the frequency and time workers are within 2 metres of each other
    - Minimise the number of workers involved in these tasks
    - Workers should work side by side, or facing away from each other, rather than face to face
    - Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times
    - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
    - Increase ventilation in enclosed spaces
    - Workers should wash their hands before and after using any equipment
- **Isolate:** Keep groups of workers that have to work within 2 metres:
  - Together in teams e.g. (do not change workers within teams)
  - As small as possible
  - Away from other workers where possible

- **Control:** Where face to face working is essential to carry out a task when working within 2 metres:
    - Keep this to 15 minutes periods with a 10 minute break. or less where possible
    - A Close Work Permit Must Be issued by the MPH Site Manager, ensuring that control measures for face to face working are implemented
    - The task must be directly supervised by the MPH Site Manager to ensure compliance to agreed control measures
- **PPE:**
    - Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.
    - Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE
    - Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy
    - Re-usable PPE should be thoroughly cleaned after use and not shared between workers
    - Single use PPE should be disposed of so that it cannot be reused
    - Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk

- **Behaviours**

    - The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.
    - Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

***Summary of General Principles***

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- A close working permit must be obtained from the Site Manager prior to carrying out any task within 2m working distance.
- Plan all other work to minimise contact between workers
- Re-usable PPE must be thoroughly cleaned after use and not shared between workers
- Single use PPE must be disposed of so that it cannot be reused
- Increase ventilation in enclosed spaces

If social distancing cannot be applied in line with the requirements detailed within this document then report the details to your Line Manager or Supervisor and do not proceed with the activity.

***Cleaning***

- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
    - Taps and washing facilities
    - Toilet flush and seats
    - Door handles and push plates
    - Hand rails on staircases and corridors
    - Lift controls
    - Machinery and equipment controls
    - Food preparation and eating surfaces
    - Telephone equipment
    - Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. Waste from used PPE, towels, tissues or any other waste at risk of being contaminated must be disposed of in designated bin, double bagged and placed in specific contaminated skip for 72 hours prior to removal from site.

## ADMINISTERING FIRST AID & COVID-19

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

If you are required to perform CPR it is recommended that you do not perform rescue breaths and simply perform chest compressions particularly on an unknown individual.

**✓ Only give first aid if you have received first aid training**

**✓ Call for an ambulance and shout for help straight away.**

**✓ Wash your hands before and after treating a casualty**

**✓ Wear gloves or cover hands when dealing with open wounds**

**✓ Cover cuts and grazes on you hands with waterproof dressings**

**✓ Ask others, who are not providing assistance, to leave the area**

**✓ Use a public access defibrillator if there is one available.**

**X Do not cough or sneeze over a casualty when you are treating them**

**X If someone is unconscious, or not breathing normally, do not put your face near theirs—do not perform mouth to mouth.**

X ~~Do not touch a wound with your bare hands~~

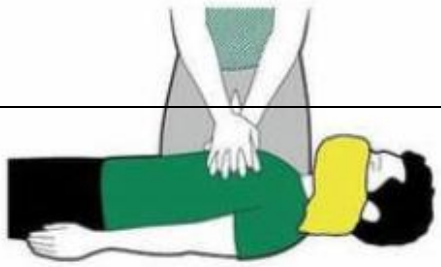
X ~~Do not touch any part of the dressing that will come into contact with the wound~~

X ~~Avoid touching your mouth, eyes and/or nose~~

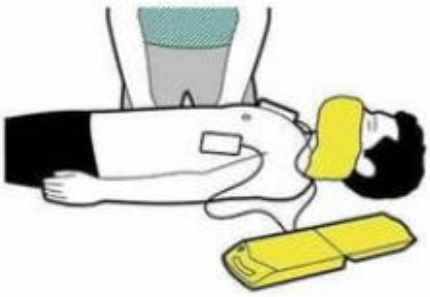
## How to do CPR on an adult COVID-19 update



1. If someone is unconscious and not breathing normally, do not put your face near to theirs
2. Call for an ambulance



3. Use a towel or piece of clothing and lay it over the mouth and nose
4. **Do not do mouth to mouth**
5. Start chest compressions to the tempo of "Staying Alive"



6. Use a Public Access Defibrillator if available.

**Remember:** ~~Not all incidents will require you to get close to the individual. Wherever possible provide guidance and supervision to the casualty whilst maintaining your distance. For example, if the casualty has a minor cut instruct them to clean the wound before asking them to apply a dressing.~~

# APPENDIX C

# DESIGNER RISK ASSESSMENT

# APPENDIX D

# METHOD STATEMENT AND RISK ASSESSMENTS

# Risk Assessment

## *COVID-19 – Transmission and Exposure*

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2020 |
| *No of Pages:* | Page **1** of **13** |
| *Document Ref:* | RA37 |

| ***Assessed By*** | ***Date*** | ***Project*** |
|---|---|---|
| | | |

**Health and Safety Risk Assessment**

| *Probability (P)* | *Rating* | *(Health and Safety) Severity (S)* | *Rating* |
|---|---|---|---|
| Very unlikely to happen. | 1 | No injury. It would be a near miss. Minor property damage | 1 |
| Unlikely to happen, but not by any means impossible. | 2 | Minor injury, less than 3 days' time lost. Property damage more than just minor. | 2 |
| Likely to happen and would not be totally unexpected. | 3 | Reportable injury to the HSE with over 3 days' time lost, but no major injury. | 3 |
| It is very likely to happen and would not be at all unusual. | 4 | Major injury. Long term absence. | 4 |
| It is certain to happen | 5 | Fatal accident or multiple major injuries. | 5 |

| Risk Score | Rating | Action Requried |
|---|---|---|
| *Or Less* | Low | Assessment to be reviewed at regular intervals and further reduced if possible |
| *5 to 9* | Medium | Provided that everything reasonably practicable has been done to reduce the risk. Reduce as appropreate/required. |
| *10 to 15* | High | Immediate action must be taken, including stoppageof work if neccesary to reduce the risk level. Seek advice from your Line Manager/Safety Advisor. |
| *16 and Above* | Very High | Totally unacceptable and the work will not be undertaken until the risk has been reduced. Seek advice from your Line Manager/Safety Advisor |

*Formula to obtain these values = (Probability x Severity) See Matrix below*

| ***Severity*** | | | | | | |
|---|---|---|---|---|---|---|
| | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | ***Probability*** | | | | |

| ***Concern/ Potential Hazard*** | ***Person at Risk*** | ***Hazard Effect*** | ***Pre-Control Evaluation*** | | | ***Control Measures*** ***Must be Implemented*** | ***Post-control evaluation*** | | | ***Risk Rank*** |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | *Likely hood* | *Severity* | *Risk Score* | | *Likely hood* | *Severity* | *Risk Score* | |
| Travelling to work, public transport | All Persons on site, their families, and the wider community | Exposure to the virus. Contamination of employees and further spread of the virus | High 4 | High 5 | **V/High 20** | • Limit all travel to a minimum where possible<br>• Public transport should be avoided where possible<br>• Provide employees with information on the virus and precautions to take during travel<br>• Frequently clean hands by using alcohol-based hand rub or soap and water<br>• Avoid touching eyes, nose or mouth<br>• Cancel travel for employees experiencing symptoms of the virus. | Low 1 | High 5 | 5 | Medi um |
| Avoiding Close Working (Within 2m) | All Persons on site, their families, and the wider community | Exposure to the virus. Contamination of employees and further spread of the virus | High 4 | High 5 | **V/High 20** | • Keep a minimum 2m distance from people at wherever possible.<br>• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)<br>• Avoid skin to skin and face to face contact<br>• Where the social distancing measures (2 metres) cannot be applied:<br>o Time completing tasks within 2m must be minimised<br>o Number of workers completing tasks within 2m must be minimised<br>o Work should be carried out side by side, or facing away from each other, rather than face to face<br>o Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. | Low 2 | High 5 | 10 | High |

| ***Concern/ Potential Hazard*** | ***Person at Risk*** | ***Hazard Effect*** | ***Pre-Control Evaluation*** | | | ***Control Measures*** ***Must be Implemented*** | ***Post-control evaluation*** | | | ***Risk Rank*** |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | *Likely hood* | *Severity* | *Risk Score* | | *Likely hood* | *Severity* | *Risk Score* | |
| | | | | | | ○ Increase ventilation in enclosed spaces<br>○ Wash hands before and after using any equipment<br>○ Work together in teams e.g. (do not change workers within teams) if you must work within 2m<br>• Where face to face working is essential to carry out a task when working within 2 metres:<br>○ Keep this to 15 minutes or less where possible<br>○ You must obtain a Close working Permit from the MPH Site Manager following review of all possible control measures.<br>○ The task must be directly supervised | | | | |
| Spread of virus on Communal Surfaces | All Persons on site, their families, and the wider community | Exposure to the virus. Contamination of employees and further spread of the virus | High 4 | High 5 | **V/High 20** | **Hand Washing**<br>• Hand Washing Facilities and/or Hand Sanitiser Stations will be set up around the site. Hands must be washed at regular intervals, and prior to entering/leaving site, after touching any shared surfaces, before eating/drinking and before/after using welfare facilities.<br>• Please inform the Site Manager if any hand wash facilities require refilling immediately. | Low 1 | High 5 | 5 | Medi um |

| ***Concern/ Potential Hazard*** | ***Person at Risk*** | ***Hazard Effect*** | ***Pre-Control Evaluation*** | | | ***Control Measures*** ***Must be Implemented*** | ***Post-control evaluation*** | | | ***Risk Rank*** |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | *Likely hood* | *Severity* | *Risk Score* | | *Likely hood* | *Severity* | *Risk Score* | |
| | | | | | | • Hand towels must be disposed on in bins provided.<br><br>**Cleaning**<br>• Enhanced cleaning procedures to be in place across the site, particularly in communal areas and at touch points including:<br>o Taps and washing facilities<br>o Toilet flush and seats<br>o Door handles and push plates<br>o Hand rails on staircases and corridors<br>o Lift controls<br>o Machinery and equipment controls<br>o Food preparation and eating surfaces<br>o Plant, tools and equipment<br>o Key boards, photocopiers and other office equipment<br>• Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. | | | | |
| Use of PPE | All Persons on site, their families, and the wider community | Exposure to the virus. Contamination of employees and further spread of the virus | High 4 | High 5 | **V/High 20** | • Sites should not use additional PPE (Masks or Gloves) for Coronavirus (Covid-19) risk control where the two metre social distancing guidelines are met.<br>• Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy | Low 1 | High 5 | 5 | Medi um |

| ***Concern/ Potential Hazard*** | ***Person at Risk*** | ***Hazard Effect*** | ***Pre-Control Evaluation*** | | | ***Control Measures*** ***Must be Implemented*** | ***Post-control evaluation*** | | | ***Risk Rank*** |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | *Likely hood* | *Severity* | *Risk Score* | | *Likely hood* | *Severity* | *Risk Score* | |
| | | | | | | • Re-usable PPE should be thoroughly cleaned after use and not shared between workers<br>• Workers must clearly write their name on any re-useable PPE prior to use<br>• Single use PPE must be disposed of so that it cannot be reused<br>• Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk. | | | | |
| Someone Falls Ill | All Persons on site, their families, and the wider community | Exposure to the virus. Contamination of employees and further spread of the virus | Medium 3 | High 5 | High 15 | **General Precautions:** If a worker develops a high temperature or a persistent cough while at work, they should:<br>• Return home immediately<br>• Avoid touching anything<br>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow<br>• They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.<br>• If an employee was sent home with symptoms of COVID-19 or there is a confirmed case, the areas of high touch point, should be cleaned in addition to areas | Low | High 5 | 5 | Medium |

| ***Concern/ Potential Hazard*** | ***Person at Risk*** | ***Hazard Effect*** | ***Pre-Control Evaluation*** | | | ***Control Measures*** ***Must be Implemented*** | ***Post-control evaluation*** | | | ***Risk Rank*** |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | *Likely hood* | *Severity* | *Risk Score* | | *Likely hood* | *Severity* | *Risk Score* | |
| | | | | | | that the employee would most likely have used, i.e. desks, chairs, plant<br>• These should be hygienically cleaned with the available sanitising agent and disposable cloths<br>• Where possible the area should not be used for 72 hours following the employee last contact with it, i.e. a desk or piece of plant | | | | |
| Site Access Points | All Persons on site, their families, and the wider community | Exposure to the virus. Contamination of employees and further spread of the virus | High 4 | High 5 | **V/High 20** | • Stop all non-essential visitors<br>• Introduce staggered start and finish times to reduce congestion and contact at all times<br>• Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring<br>• Remove or disable entry systems that require skin contact<br>• Require all workers to wash or clean their hands before entering and leaving the site<br>• Allow plenty of space (two metres) between people waiting to enter site<br>• Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. gates, turnstiles, screens, telephone handsets, desks.<br>• Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible | Low | High 5 | 5 | Medi um |

| ***Concern/ Potential Hazard*** | ***Person at Risk*** | ***Hazard Effect*** | ***Pre-Control Evaluation*** | | | ***Control Measures*** ***Must be Implemented*** | ***Post-control evaluation*** | | | ***Risk Rank*** |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | *Likely hood* | *Severity* | *Risk Score* | | *Likely hood* | *Severity* | *Risk Score* | |
| | | | | | | • Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. | | | | |
| First Aid | All Persons on site, their families, and the wider community | Exposure to the virus. Contamination of employees and further spread of the virus | Low 2 | High 5 | High 10 | If you are required to perform CPR it is recommended that you **do not** perform rescue breaths and simply perform chest compressions particularly on an unknown individual.<br><br>**✓ Only give first aid if you have received first aid training**<br><br>**✓ Call for an ambulance and shout for help straight away.**<br><br>**✓ Wash your hands before and after treating a casualty**<br><br>**✓ Wear gloves or cover hands when dealing with open wounds**<br><br>**✓ Cover cuts and grazes on you hands with waterproof dressings**<br><br>**✓ Ask others, who are not providing assistance, to leave the area**<br><br>**✓ Use a public access defibrillator if there is one available.** | Low 1 | High 5 | 5 | Medium |

| ***Concern/ Potential Hazard*** | ***Person at Risk*** | ***Hazard Effect*** | ***Pre-Control Evaluation*** | | | ***Control Measures*** ***Must be Implemented*** | ***Post-control evaluation*** | | | ***Risk Rank*** |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | *Likely hood* | *Severity* | *Risk Score* | | *Likely hood* | *Severity* | *Risk Score* | |
| | | | | | | **X Do not cough or sneeze over a casualty when you are treating them**<br><br>**X If someone is unconscious, or not breathing normally, do not put your face near theirs—do not perform mouth to mouth.**<br><br>**X Do not touch a wound with your bare hands**<br><br>**X Do not touch any part of the dressing that will come into contact with the wound**<br><br>**X Avoid touching your mouth, eyes and/or nose** | | | | |
| Use of Communal areas such as toilet, canteens, offices | All Persons on site, their families, and the wider community | Exposure to the virus. Contamination of employees and further spread of the virus | High 4 | High 5 | **V/High 20** | **Toilet Facilities**<br>• Only one person may enter each toilet unit at any one time<br>• Wash hands before and after using the facilities<br>• Door to toilet units must remain open at all times. Only internal cubicle doors may be closed<br>• All persons must ensure the toilet facilities remain clean after their use. Please consider the health and wellbeing of all other users<br><br>**Canteens and Mess Areas**<br>• Break times should be staggered to reduce congestion and contact at all times<br>• Wash hands before and after using the facilities<br>• Door to welfare units must remain open at all times. | Low 1 | High 5 | 5 | Medi um |

| ***Concern/ Potential Hazard*** | ***Person at Risk*** | ***Hazard Effect*** | ***Pre-Control Evaluation*** | | | ***Control Measures*** ***Must be Implemented*** | ***Post-control evaluation*** | | | ***Risk Rank*** |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | *Likely hood* | *Severity* | *Risk Score* | | *Likely hood* | *Severity* | *Risk Score* | |
| | | | | | | • Please bring pre-prepared meals and refillable drinking bottles from home. No food warming facilities or kettles will be provided.<br>• Workers must sit 2 metres apart from each other whilst eating and avoid all contact.<br>• Tables must be cleaned between each use<br>• All rubbish should be put straight in the bin and not left for someone else to clear up<br>• All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles.<br>• **Workers are advised to take breaks in their own vehicles alone wherever possible**. | | | | |

**Operatives:**

I have read and understood all page (s) of this document and will undertake all control measures identified. I will carry out all works as outlined in the above Risk Assessment:

| | | | |
|---|---|---|---|
| *Signature* | | *Signature* | |
| *Name* | | *Name* | |
| *Company* | | *Company* | |
| *Date* | | *Date* | |
| *Signature* | | *Signature* | |
| *Name* | | *Name* | |
| *Company* | | *Company* | |
| *Date* | | *Date* | |

# Work Operation Safety Assessment

MPH CONSTRUCTION

# STORI BRYMBO

| Operation | Hazards Identified | Risks | Method / Controls | Specialist Method Statement |
|---|---|---|---|---|
| Contact with underground and above ground services | Contact with buried or concealed services | Shock, burn, fire, personal injury or fatality. | Warning signage, bunting, demarcation. Scan areas to be excavated prior to excavation work. Isolate electric supply before carrying out any work around live electrical services. Sheath line above ground services. A permit to dig must be obtained from the MPH Site Manager prior to breaking ground.. | NO |
| Dust and fume Control | Exposure to excessive concentration of dust particles from cutting or braking, fumes from burning off, welding, grinding | Respiratory occupational illness after excessive exposure, lung disease, metal fume fever, asbestosis, contamination of manufacturing areas, damage to new wings/equipment | Use plant with dust suppression equipment fitted e.g. vacuum or water<br>Correct selection of PPE /respiratory protective equipment. | NO |
| Working on a scaffold/Working at height | Falls from height, slips, trips and falls from elevated areas. | Injury /death to site operatives, Staff or visitors. | Only PASMA/P.Q.R.S. trained and competent operatives to erect/dismantle access scaffold or podium scaffold. Only Advanced or Experienced scaffolders shall erect fixed scaffolding in compliance with NASC PublicationS TG20:05 and SG4:05 . Access to the scaffold to be | **NO** |

| | | | | |
|---|---|---|---|---|
| | | | restricted to authorised personnel only by the erection of physical barriers and signs put in place by Site Foreman. All operatives are to report any faults or damaged equipment / components to the site management. Pre use checks are to made when working at height to ensure fall protection is in place, access is safe and that the working platform is clean and suitable for the work to be carried out. | |
| Fire Safety | Major risk to property, surrounding occupants and contractors | Burns, fatality, Property damage | Ensure all operatives are aware of fire drill, assembly points, fire points, fire escape routes. Keep fire escape routes, fire exits, clear of blockages.<br>Control rubbish , control smoking, operate hot work permit to work, do not overload electrical sockets, store flammable liquids and gas in suitable containers, storages areas, do not tamper with fire detection or fighting equipment, ensure fire fighting systems are regularly checked /serviced, locate all items of heat emitting plant on non-combustible stands/surfaces. | NO |
| Noise Reduction/control during concrete breaking operations | Exposure to excessive noise levels | Occupational deafness | Noise assessment to be carried out, restrict working to 30 mins and then rotate site personnel, all plant to be noise suppressed, ear protection to be worn at all times | NO |
| Traffic | Vehicular traffic | Injury to Staff/ | Deliveries to be | NO |

| | | | | |
|---|---|---|---|---|
| Management | Manual handling . Noise and public nuisance. | site personnel. Vehicular collision. Blocking of traffic routes | scheduled to avoid peak traffic and supervised by site foreman. Vehicles to observe local speed limit and reverse under the supervision of a banks man. | |
| Manual handling | Poor posture for lifting and lowering of loads. Restrict repetitive lifting of loads greater than 20 kg. Immediate and log term injury to site operative | Injury to back, hernia, cuts to hands. Immediate and long term injuy. | Restrict weight of load to 20 kg max. Use mechanical means e.g. wheel barrow for movement of materials, when lifting use correct body posture. Wear suitable P.P.E. Plan deliveries and storage to take into account load size, location and distribution .Assess and adopt proper precautions when manual handling must be carried out Always use a good handling technique. | NO |
| Hot works | Inhalation of smoke, burns to skin and internal organs, fire damage to property and surrounding environs | Injury /death to site operatives, staff. Damage to property and surrounding environs | Hot work permitted to be raised and all necessary precautions taken. Fire extinguishers to be close to hot work area | NO |
| Storage of Materials | Blockage of escape routes, trips and falls, ignition of flammable materials | Injury /death to site operatives, staff. Delay in emergency escape procedures Damage to property and surrounding environment | All materials to be carefully stored in designated storage areas located throughout the site. Any sub-contractors or personnel found to be storing materials in the incorrect manner will be instructed to rectify the situation immediately. All fire and emergency escape routes will be kept clear at all times. Any flammable materials will have designated areas for safe storage. | NO |
| Slips, trips and | Trips over trailing | Injury/death to | All 110 v leads to be | NO |

| | | | | |
|---|---|---|---|---|
| falls | leads, slips over contact with debris and loose lying materials, falls into uncovered MH's, shafts, pits, drainage trenches, etc. | site operatives, members of Staff | kept off the floor.<br>All materials to be stockpiled until required<br>All openings to be covered or cordoned off.<br>Warning signage to be displayed as necessary | |
| Security of working areas | Unauthorised access on to site including inherent dangers to the Visitors. Theft of plant and materials from site. | Injury/fatality to nauthorized staff, contractors etc.<br>Criminal/public prosecution of contractor/site manager | Provide secure fence with designated access point and signage.<br>Immobilise and secure all plant and large pieces of equipment.<br>Store all hazardous substances in secure storage.<br>Remove all ladders from scaffold or work area at the end of each shift<br>Establish method of access control to the site e.g. signing in register<br>In extreme circumstances employ site security guard to control security. | NO |
| Vibration | Exposure to excessive vibration | Onset of vibration white finger, tingling of the fingers, fatigue, loss of concentration, damage to blood vessels, nerves, muscles, tendons and body organs | Select work equipment with vibration absorbing features.<br>Plan work, use task rotation with work colleagues, or other work activities.<br>Stop work immediately if suffering from the effects of vibration and seek medical advice as soon as possible. | NO |
| Harmful substances | Exposure to harmful substances | Death/injury or occupational illness to site staff and visitors | Always read COSSH assessments on materials being used and follow necessary control measures.<br>Ensure that the correct PPE is issued to site staff and that control measures are adhered to | NO |
| Use of mechanical plant | Avoid mis-use, nauthorized use | Injury/fatality to site operative or | Always use the correct piece of work | NO |

| | | | | |
|---|---|---|---|---|
| and tools | and poor maintenance or service of equipment | member of staff | equipment for the task. Maintain all items of plant and equipment in a serviceable condition or replace if required. Control /protect all items of equipment which pose a potential danger. Ensure all manufacturers' operating instructions are read and understood before use. Only trained and qualified personnel to use plant, equipment or tools. | |
| Electrical Works | Please refer to Subcontract Method Statement. | | | **YES** |
| Mechanical Works | Please refer to Subcontract Method Statement. | | | **YES** |
| Drainage and Groundworks | Please refer to Subcontract Method Statement. | | | **YES** |
| Internal Finishes | Please refer to Subcontract Method Statement. | | | **YES** |
| Joinery Works | Method Statement to be provided to cover Hazards and Risks. | | | **YES** |

# Method Statement Checklist

To be completed by the site manager or a competent nominated deputy PRIOR to any works being carried out on site.

Completed by: .....

| | | | | |
|---|---|---|---|---|
| Project: | Date Checked:<br>Date of Method Statement: | | | |
| Sub Contractor: | | | | |
| Type of Work: | | | | |
| **Items** | **Yes** | **No** | **N/A** | **Comments** |
| Is Method Statement Site Specific? | | | | |
| Have risk assessments been completed? | | | | |
| Is Method Statement appropriate for work being undertaken? | | | | |
| Are Sub Contractor details specified: Name, Address, Tel No etc? | | | | |
| Manager responsible for works, and safety identified? | | | | |
| Duration of works specified? | | | | |
| Number of operatives and occupations identified? | | | | |
| Any sub-subcontractors identified? | | | | |
| Method of safe access and egress? | | | | |
| Method for securing a safe working area? | | | | |
| Detailed safe system for carrying out the work? | | | | |
| List of plant and equipment to be used? | | | | |
| Competence of plant operatives? | | | | |
| Inspection and maintenance procedures? | | | | |
| Any isolation requirements? | | | | |
| Reference to hazardous substances? COSHH | | | | |
| Housekeeping policy / procedure? | | | | |
| Use of PPE specified? | | | | |
| Is a Permit to Work required? (Hot Work / General / Permit to Enter etc) | | | | |
| How are operatives briefed on MS? (See MPH Briefing Sheet) | | | | |
| **Other Observations:** | | | | |
| **Method Statement Accepted** | **YES** | | **NO** | |

Signed:.....

Site Manager / Nominated Deputy
This completed document to be filed along with the Method Statement within the Site Office and available for Inspection.

# Briefing Attendance Sheet

| Contract: | Contract No: | Date: |
|---|---|---|

| Briefing type (tick as appropriate) | | Ref. No. | Title |
|---|---|---|---|
| Method Statement | | | |
| Risk Assessment | | | |
| COSHH Assessment | | | |
| Toolbox Talk | | | |

| N.B. – Signing of this form constitutes a declaration that you have fully understood the contents of the briefing given. | | |
|---|---|---|
| **Name (Print)** | **Signature** | **Date** |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |

I, the undersigned, declare that I have briefed the above ____(No.) personnel on the briefing as stated.

Name (Print): _____ Signature: _____

Company: _____ Date: _____

**When completed, please return this document to MPH Site Management**

# APPENDIX D

# HEALTH & SAFETY INFORMATION SHEET

# STORI BRYMBO

## MPH CONSTRUCTION LTD.
## HEALTH AND
## SAFETY INFORMATION

| | |
|---|---|
| **CLIENT** | Brymbo Heritage Trust |
| **PRINCIPAL DESIGNER** | TACP Architects |
| **PRINCIPLE CONTRACTOR** | MPH Construction Ltd – 01352 755 151 |
| **NEAREST HOSPITAL** | Wrexham Maelor Hospital<br>Tel. 01978 291100<br>Post Code: LL13 7TD |
| **FIRST AIDERS NAME** | Jason Pritchard<br>Site Manager<br>MPH Construction Ltd<br>07802 808382 |
| **LOCATION OF FIRST AIDER** | Site Office |
| **LOCATION OF FIRST AID EQUIPMENT** | Site Office |
| **POLICE TRAFFIC DEPARTMENT** | 0845 458 0000 |

| | |
|---|---|
| **HIGHWAY AUTHORITY** | 01352 752 121 |
| **HSE AUTHORITY** | 01978 316 000 |
| **ENVIRONMENTAL AGENCY**<br>**Natural Resources Wales** | 0800 807 060 |
| **DIAL BEFORE YOU DIG** | |
| ELECTRIC | 0800 195 4141 |
| GAS | 0845 729 2292 |
| WATER | 0800 052 0130 |

# APPENDIX E

# SITE INDUCTION SHEET

# Visitors Safety Instructions

**Whilst visiting the MPH Contract, we wish to draw your attention to the following site procedures which are designed to protect your safety and the safety of others.**

- ~~**In order to prevent spread of Coronavirus Covid-19, No visitors will be allowed to access site unless absolutely necessary.**~~

- ~~Authorised Visitors must receive MPH TBT107 Site Advice on COVID-19 prior to being escorted around site.~~

- Safety helmets, safety footwear and high visibility clothing must be worn whilst on site.

- Certain operations on site require operatives to wear additional protective equipment such as eye and ear protection.

- Please keep clear of such activities to avoid injury to yourself and do not disturb the operative whilst he is concentrating on his work.

- Please observe the instructions on any signs or notices that may be in force whilst you move around the site.

- Safety barriers may be erected in certain areas on this site. Do not attempt to cross barriers to take short cuts they have been erected for your safety on site.

- Pay particular care where mobile plant is operating.

- Always use the access provided e.g., scaffold, ladders etc. as falls are the major killer in the Construction Industry.

- Please do not use any of the plant or equipment on site unless you are permitted to do so and have evidence to prove that you have been trained to use it.

- Please do not eat any food or drink whilst out on site.

- Smoking is not allowed in any of the buildings unless designated as a smoking area.

- Please ensure that you have parked your car / vehicle in the proper place and it is not causing a nuisance to others.

- Please do not enter the site if you are under the influence of drugs or alcohol.

- A First Aid Box is located within the MPH Office. First Aiders are indicated on the site notice boards.

**In signing the Visitors Book you accept you have read and understood the above and agree to abide by the site rules.**

**Your co-operation is greatly appreciated**.

# General Induction & Site Rules

**Project:** Stori Brymbo **Ref:** C24/113

**INTRODUCTION**

This induction is given to all operatives before they work on site. It is designed to protect your safety, other people's safety, comply with MPH's Health and Safety Policy and to satisfy legal safety requirements.

The construction work will briefly comprise but will not be limited to the following items.

- Ground Works inc Foundations & Drainage.
- Notifiable Asbestos Removal.
- Lead Paint Removal.
- Masonry Works.
- Structural Steel.
- Roofing Replacement Works.
- M & E services.
- Windows & Doors Refurbishment.
- Fit Out Works.
- Flooring.
- Decoration.
- External Works inc Hard & Soft Landscaping.
- FF&E

**1.3 Timescale**

| | |
|---|---|
| Contract Duration: | **78 Weeks** |
| Commencement Date: | **09th of September 2024** |
| Completion Date: | **20th of April 2026** |

**SITE RULES**

**1. SAFETY IS YOUR RESPONSIBILITY**

Do not put yourself, your colleagues, or others at risk by your actions. Observe the site rules and the rules pertaining to your trade/activity.

**2. ZERO TOLERANCE**

MPH operates a policy of zero tolerance towards Health and Safety misdemeanors. The policy means that MPH endeavor to reach the accepted standards of Health and Safety.

**3. SUPERVISION**

The MPH Site Manager is Jason Pritchard. Works are only to be undertaken during Site hours and under supervision.

**4. EMERGENCY INCIDENT PROCEDURE**

*IN THE EVENT OF AN EMERGENCY IMMEDIATELY CONTACT THE MPH PROJECT MANAGER OR THE NEAREST MEMBER OF THE MAIN CONTRACTORS STAFF. ADVISE THEM CONCISELY AND CLEARLY OF THE NATURE AND LOCATION OF THE EMERGENCY. THEY WILL THEN CONTACT THE EMERGENCY SERVICES AND THE SITE FIRST AIDER (IF REQUIRED).*

*YOU MUST THEN PROCEED TO THE SITE ENTRANCE AND AWAIT THE ARRIVAL OF THE EMERGENCY SERVICE. ON THEIR ARRIVAL DIRECT THEM TO THE LOCATION OF THE INCIDENT.*

*IF YOU CANNOT FIND A MEMBER OF STAFF PROCEED PROMPTLY TO THE SITE OFFICE AND ALERT THE EMERGENCY SERVICES YOURSELF BEFORE PROCEEDING TO THE SITE ENTRANCE.*

**Local Hospital:**

Wrexham Maelor Hospital - Croesnewydd Rd, Wrexham LL13 7TD Tel: 01978 291100

## 5. SITE ADVICE ON COVID-19

**What is the COVID-19 Virus?**

- It can cause flu-like symptoms, including
- Fever
- Cough
- difficulty breathing

**How can you stop coronaviruses spreading?**

**If you need to cough or sneeze:**

- Catch it with a tissue
- Bin it Immediately
- Kill it by washing your hands with soap and HOT water or hand sanitiser

**You should wash hands with soap & water or hand sanitiser:**

- Before leaving home
- Immediately upon arrival to site, and immediately before leaving
- Before and after all breaks
- Before cooking or eating
- After using the toilet

**Try not to touch your eyes, nose, and mouth with unwashed hands**

**Do not share items that come into contact with your mouth such as cups & bottles**

**What should you do if you feel unwell??**

- Keep away from others at stay at home to stop the infection spreading. Avoid public transport if you think you have symptoms of coronavirus.
- If you think you have symptoms of coronavirus, call NHS 111 for advice.
- All who have returned from specified countries should self-isolate, and NOT attend work for 14 days.

## 6. Updated Site Rules

~~All operatives must report to Site Manager upon arrival to complete daily personnel checks prior to entering site.~~

~~All operatives must review and sign the MPH COVID-19 Risk Assessment~~

~~All operatives must read the full MPH Site Rules - COVID 19 document prior to commencement of works~~

~~No persons shall enter site and commence work without receiving this induction~~

~~Stay at least 2 metres (3 steps) from other people at all times possible.~~

~~Do not enter site if:~~

~~You feel unwell.: Cough, Fever/high temperature, Difficulty breathing~~

~~You have lost your sense of taste and/or smell~~

~~You have come in to contact with any other person who has shown signs of symptoms~~

~~You have returned from outside of the UK in the past 14 days.~~

## 7. PERSONAL PROTECTIVE EQUIPMENT

Hard Hats, Safety Boots and Hi Viz Vests are to be worn at all times on site along with any other PPE identified by Risk Assessment.

The following will be worn at all times:-




| | |
|---|---|
| PPE – Hi Viz Vest (BS EN 471 Class 2) | Mandatory |
| PPE – Safety Footwear (BS EN ISO 20345) | Mandatory |
| PPE - Safety Helmet (BS EN 397) | Mandatory |
| PPE - Gloves (BS EN 420) Cut 5 | As per Risk Assessment |
| PPE – Face Mask | As per Risk Assessment |
| PPE - Safety Glasses (BS EN 166) | As per Risk Assessment |
| PPE – Other PPE required in order to complete the subcontract works | As per Risk Assessment |

Your company MUST provide these. **NO PPE NO ACCESS TO WORK**

Other items will be worn as operations dictate i.e. goggles/dust masks/ear defenders/harnesses etc. Your immediate supervisor will be responsible for instructing you on when and where these should be worn.

Additional information on Noise and COSHH, and their related PPE requirements, can be found on the site notice boards and in your specific method statement.

- **METHOD STATEMENT**

You must receive a further Method Statement / Risk Assessment Briefing from your Supervisor before starting work.

- **MANUAL HANDLING**

All materials must be handled mechanically wherever possible. If this cannot be done, then you must report to your supervisor who will undertake a manual handling assessment. (Form can be found in Section 20 of our Safety Manual)

If in any doubt contact the Project Manager.

- **HAND ARM VIBRATION SYNDROME**

You are not to use any item of Work Equipment that may cause a risk of HAVS unless an assessment has been done to determine the exposure action limit and that methods of reducing exposure have been put in place where necessary (i.e. Job Rotation, anti vib. equipment etc. etc.)

- **SCAFFOLD**

Scaffold must only be erected, dismantled, or altered by a trained and competent person. Proof of training and competency is required.

- **PLANT OR EQUIPMENT**

Do not use any plant or equipment unless you have been trained or instructed to do so and you have the evidence to prove it. (Proof of training and competency is required)

- **PERMITS**

Permits are required for any of the following:

| | | | | |
|---|---|---|---|---|
| X | Permit to Dig | X | Permit to Enter | |
| X | Hot Works | X | Electrical Permit to Work | ~~X Covid 19 Close Working~~ |

- **FIRE**

All precautions must be taken to ensure that fire is prevented on site. Explain Site Fire Plan

**Please raise the alarm immediately before you try to fight the fire.**

**In the event of a fire, all site staff shall be evacuated immediately from the work area and directed to the ASSEMBLY POINT, which is located on the ENTRANCE TO SITE COMPOUND**

**A name check shall be carried out to confirm everyone has been safely evacuated.**

**In the event of a practice fire drill you must stop work immediately and leave the building via the designated fire exit route and assemble in the site compound area.**

Alarm and Escape routes: please follow the fire escape signage for the routes to the muster point.

Assembly Point: **ENTRANCE TO SITE COMPOUND**

Fire Routes; Are to be kept clear at all times.

Fire Extinguishers; are positioned at the work site and site compound.

Smoking Policy; No smoking allowed within the site.

Hot Works Permits; Please request these from the MPH Site Manager

- **ACCIDENTS AND NEAR MISS INCIDENTS**

We need to be aware of all incidents to prevent any re-occurrence.

Please report any accidents or incidents to MPH.

All accidents must be noted in the accidents book on the day that they occur,

A First Aid Box is located in the MPH Office; first aiders are indicated on the notice board.

- **SMOKING, EATING or DRINKING**

A mess area is provided, but site rules for 2m distancing, cleaning and eating arrangements must be followed.

**Smoking is NOT allowed on site.**

**Canteens and Eating Arrangements**

- Break times should be staggered to reduce congestion and contact at all times
- Wash hands before and after using the facilities
- Door to welfare units must remain open at all times.
- Please bring pre-prepared meals and refillable drinking bottles from home. No food warming facilities or kettles will be provided.
- Workers must sit 2 metres apart from each other whilst eating and avoid all contact.
- Tables must be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles.
- **Workers are advised to take breaks in their own vehicles alone wherever possible.**

- **INFORMATION BOARDS**

Located in the Mess Cabin and the MPH Office.

- **WASTE MATERIALS**

You are responsible for all your waste. Ensure it is cleared up each day and placed in the appropriate skip on site.

Good housekeeping by all will prevent accidents.

- **ACCESS TO SITE/PARKING**

No cars or vans in the site boundaries except for deliveries or equipment drop-offs. **All persons must sign in and out daily and tick sheet on each occasion they enter or leave site during the day. (Site Manager to advise of arrangements and location of sheet)**

**Traffic /Pedestrian Segregation is in place and you are required to comply with these procedures.**

- **HAZARDS**

The list below covers most of the hazards you may encounter whilst you are on site:

- ❑ Covid 19 transmission
- ❑ Roof Work
- ❑ Working at Height (Structural Steelwork, Roofing, High Level Services, Suspended Ceilings, etc)
- ❑ Adaptations to existing sewer manholes
- ❑ Excavations
- ❑ Noise
- ❑ Dust

Please ensure you are familiar with the hazards and risks of your particular activity.

- **CUTTING OF BRICKS, BLOCKS AND PAVIOURS.**

There is to be no cutting of the above without dust suppression being in place.

- **ALCOHOL AND DRUGS**

Anyone found under the influence of either will be dismissed from site immediately.

**21. SITE SPECIFIC MATTERS**

**Covid 19 Management**

**Self-Isolation**

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

**Procedure if Someone Falls ill**

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

**Travel to Site**

Wherever possible workers must travel to site alone using their own transport

**Hand Washing**

You should wash hands with soap & water or hand sanitiser:

- Before leaving home
- Immediately upon arrival to site, and immediately before leaving
- Before and after all breaks
- Before cooking or eating
- After using the toilet

**General Principles**

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE must be thoroughly cleaned after use and not shared between workers
- Single use PPE must be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts
- Where lifts must be used, only one operative should enter at a time.
- Regularly clean the inside of vehicle cabs and between use by different operators.

**Cleaning**

- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
    - Taps and washing facilities
    - Toilet flush and seats
    - Door handles and push plates
    - Hand rails on staircases and corridors
    - Lift controls
    - Machinery and equipment controls
    - Food preparation and eating surfaces
    - Telephone equipment
    - Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

**Health Safety & Welfare**

- All employees must comply with the safe system of work detailed within their Method Statements and Risk Assessments
- General site hazards, task specific hazards and control measures implanted to reduce level of risk must be communicated to and acknowledged by site workers and persons who may be affected by the works
- All visitors must be inducted into the site and made aware of hazards, control measure and site rules
- All personnel must attend a daily briefing at the start of every shift before starting work, all personnel must ensure they know and understand the contents of the relevant Briefing and any other information provided.
- All accidents must be recorded in the accident book and reported to line management in accordance with the MPH accident reporting procedures
- Sharps or Stick Injuries: Hands and fingers must not be used to clear traps and gullies and any detritus removed should be treated as though it contained such objects and must be discarded into a puncture proof container and disposed of according to the procedure for the disposal of Clinical Waste operating in the facility at that time.
- All Close Calls and near misses must be reported to line management
- All warning signs must be obeyed
- Only operate plant, equipment and vehicles that you are trained/authorised to operate
- The following PPE shall be mandatory on site:
    - Hard Hat
    - Hi-visibility work wear
    - **Safety boots**

- Gloves - appropriate to the works being carried out
- Eye protection to be worn at all times when working out on site
- Face masks to be worn at all times
- Any other PPE identified within the task specific risk assessment or work package plan

- Keep work/storage areas tidy and access routes clear
- No mobile phones, apart from site supervisors, shall be used on site unless authorised. Mobile phones should not be used by persons driving a company vehicle unless hands free system if fitted. Mobile phones should only be used in a position of safety
- The speed limit for the site will be set by the site management and briefed during the site induction
- Vehicular and pedestrian access to the site must only be via designated routes
- Food and drink must not be consumed on the construction site, only in canteen/mess room/welfare vehicle
- No radios/personal stereos/CD players/or earphones are allowed on site
- No photography is allowed without permission
- No abusive language, wolf whistling or similar
- The site is a no smoking area. Smoking is not allowed in any office, vehicle or welfare facility. Smoking is only allowed in designated area
- No drug or alcohol is allowed on site at any time. Those believed to be under the influence of drugs or alcohol shall be subject to screening in accordance with MPH's drugs and alcohol policy
- If you are taking medication, notify the site manager
- Vandalism and graffiti will not be tolerated and will lead to disciplinary action
- Remove rubbish and debris from your workplace daily and place it in the bins/skips provided
- Additionally, all workers shall 'Work Safe' and any employee who considers their or any other persons safety to be at risk should:

**If you can't do it safely – don't do it!**

01 Stop work, move to a position of safety, and immediately contact the person in charge, explaining that you have invoked the Worksafe procedure and explain why you have stopped work.

02 The person in charge shall, in discussion with the employee, make an assessment of the situation and determine the course of action required.

03 An agreement should be reached that there has been a suitable and sufficient risk assessment of the task, the system of work is safe and that the work can be restarted

**Environmental**

- All environmental accident and incidents(spillages and complaints)must be reported to the site management
- If there is a spill – Stop It – Contain It – Clean It Up!! Do not wash it down a drain or into a watercourse
- Know where the 'spill kit' is kept and how to use it
- Do not leave litter – Use bins/skips provided
- Observe waste signage and segregate waste accordingly
- Observe any environmental exclusion zones (protected sites/species, Japanese Knotweed) and keep out!!
- Throttle down or turn off plant and equipment when not in use
- Be polite and courteous to local residents and business owners
- Use drip trays/plant nappies under static plant and equipment
- Ensure tanks/fuel bowsers are bunded and 45 gallon drums sit on drip trays

**Quality**

- All defective plant or equipment must be reported to your line manager
- Only used equipment in calibration, where appropriate
- Carry out inspection and testing of the works in accordance with the Method Statement/Work Package Plan/Project Inspection & Test Plan

**Traffic Management**

- Vehicles will not park or wait on the public highway
- Vehicles will be escorted through public areas by a banksman, the public will always have the right-of-way
- All public roads and walkways will be kept free of site debris with the provision of a road sweeper.
- All public roads and walkways will be kept free of access equipment and materials
- Maximum speed limit for all vehicles is 5 mph

**Pedestrian Routes for Site Personnel**

- Plant, Equipment and Materials shall not be taken through public areas if an alternative segregated route is available.
- Where it is necessary to use a public area, busy times will be avoided and banksman shall be used to ensure a safe distance is maintained from the public. The public shall always have the right of way.

**Plant and Equipment**

- All Plant must be inspected / checked daily before use, defective plant must be quarantined / immobilised until repaired
- All Plant must have the keys removed when not in use
- Plant engines must be switched off when not in use (no idling)
- Plant and Equipment must not be left unattended
- Plant operators must carry at all times their certificates of competence.
- All electrical plant deployed on site shall be inspected on a daily basis and be 110 v
- Any LPG will be stored off site when not in use

**Construction Operations– where applicable**

- Exercise extreme caution when digging buried services, CAT Scans and Permits to Dig, obtain drawings where possible, seek local knowledge of services
- Spikes and pins must not be driven into the ground without written approval
- Noise must be kept to a minimum at all times
- Comply with all Temporary Works procedures / Permit to Work systems.
- Only competent persons who are authorised to do so will undertake inspections of excavations
- Excavations will be inspected daily and formal inspections recorded every 7 days

**These rules are not exhaustive and where applicable will be supplemented by briefings relevant to the work to be undertaken.**

# RECORD OF SAFETY INDUCTION BRIEFING

| **PROJECT:** | **PROJECT No:** |
|---|---|
| NAME: _____ | COMPANY: _____ |
| ADDRESS: (Optional) _____ | SIGNATURE: _____ |
| _____ | AGE: _____ |
| _____ | |
| DATE OF BIRTH: _____ | NI No: _____ |
| PLANT OPERATOR: _____ | TRADE: _____ |
| **Copies of licences to be given to MPH. YES / NO** | CSCS Registration Scheme: _____ |
| **Operators Instruction Manual Available: YES / NO** | CSCS Registration Card Number: _____ |
| Number of years' experience operating plant: _____ | NB. If the Site Management are not satisfied with your performance, you will be asked to cease work until further notice. |

**RECORD OF ADDITIONAL TRAINING:**

| | | | |
|---|---|---|---|
| First Aid Training. | **YES / NO** | Asbestos Awareness: | **YES / NO** |
| SMSTS: | **YES / NO** | Scaffold Inspection. | **YES / NO** |
| Streetworks/Cable Detection: | **YES / NO** | PASMA: | **YES / NO** |
| Forklift : | **YES / NO** | IPAF: | **YES / NO** |
| Other: | | HAV's | **YES / NO** |
| | | Face Fit | **YES / NO** |

| | |
|---|---|
| EMERGENCY CONTACT: *(Employer contact in case of emergency)* | COMPANY NAME _____ |
| | ADDRESS: _____ |
| | (If different _____ |
| | from above) _____ |
| | TEL NO: _____ |
| | *MPH Construction is committed to ensuring the privacy and security of all personal data retained in line with the MPH GDPR Policy.* |
| BRIEFED BY: _____ | DATE: _____ |

| ANY MEDICAL PROBLEMS: **YES / NO** (Delete as appropriate) DETAIL BELOW<br>*(Any medical condition/change in medical condition during this project **must** be brought to the attention of your supervisor or an MPH management representative. This information is required to protect **your** health and safety, and any details will be treated in strict confidence)* | ***YES*** | ***NO*** |
|---|---|---|
| Do you suffer from epilepsy or fits? | | |
| Are you diabetic needing Insulin? | | |
| Have you ever had blackouts, recurrent dizziness or any condition, which could cause sudden collapse or incapacity? | | |
| Do you suffer from discomfort or pain in the chest or shortness of breath e.g. climbing a flight of stairs? | | |
| Do you have difficulty hearing normal conversations? | | |
| Do you have any difficulty with your eyesight, such as colour blindness (other than wearing glasses or contact lenses where required)? | | |
| Heart problems such as angina, high blood pressure, heart attack? | | |
| Back trouble, hernias, or arthritis, rheumatism? | | |
| Allergies, skin disorders or skin discolouration from an area of injury or from industrial dermatitis we should be aware of? | | |
| Recent Operation or Fracture? | | |
| Do you suffer from Hepatitis, Jaundice, TB, or HIV Aids? | | |
| Do you suffer headaches? | | |
| Difficulty looking over either shoulder? | | |
| Do you have any restricted movement in wrists, arms, legs, shoulders, neck and/or back? | | |
| Have you used any drug of abuse (not alcohol or tobacco) within the last 12 months? | | |
| Occupational stress or anxiety? | | |
| Are you suffering any other condition or taking any medication for a medical condition? | | |
| Do you understand that the site is registered with the Considerate Constructor's scheme and confirm that you will abide by the aims / details of the site as identified during the Induction. | | |
| **Do you understand that failing to follow the site rules will result in disciplinary action being taken up to and including dismissal from site under The Health and Safety at Work Act 1974?** | | |
| If you answered **YES** to any of the above, or have additional medical conditions not covered above, please provide details below and discuss with Site Manager: | | |
| COMMENTS: (Persons under 18 require additional Safety Instructions See Manual section 011)<br>**In signing this induction, you acknowledge your understanding and acceptance of all safety briefing instructions given and agree to abide by the site rules. If you do not believe that you can work safely stop and inform your supervisor or MPH!!** | | |

# COVID-19 - DAILY SITE PERSONNEL CHECKS - ISSUE 3

THINK SAFETY IS NO ACCIDENT

MPH CONSTRUCTION

*Please ensure that you have provided the MPH TBT 106 - Advice on Covid-19 Prior to allowing any work on site*

**Project:**

**MPH Supervisor:**

*MPH Site Manager to Check the following prior to individual entry to site. If answered yes to any of the below, please ask to leave site in the first instance and contact line manager.*

| Date | Name | Company | Arrival Time | Fever (Yes/No) | Temperature Check Does temperature appear high? (Yes/No) | Cough (Yes/No) | Difficulty Breathing (Yes/No) | Loss of Taste and/or Smell (Yes/No) | Contact with others who have shown symptoms (Yes/No) | Returned from outside of the UK in past 14 days (Yes/No) | Is a vulnerable person/ Is living with someone in self-isolation or a vulnerable person. (Yes/No) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

# APPENDIX F

# PRE – CONSTRUCTION INFORMATION DOCUMENT

# APPENDIX G

# SUB-CONTRACTORS HEALTH AND SAFETY INFORMATION

# APPENDIX H

# ACCIDENT / INCIDENT / NEAR MISS REPORTING FORM

# MPH Construction
# Accident Reporting Form

| | |
|---|---|
| *Issue No:* | 02 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of **1** |
| *Document Ref:* | MPH-ACC01 |

**To** Director

| | |
|---|---|
| **Name** | |
| **Position** | |
| **Location** | |

## Details of the Person Involved in the Accident

Person Injured in the Accident was a: *(please tick the appropriate box)*

MPH Employee ☐ Contractors Employee ☐ A Member of the Public ☐

Male ☐ Female ☐ Age ☐

**Name and Address of the injured Person**

## Details of the Accident

| | | | | | |
|---|---|---|---|---|---|
| **Date Accident took place** | | **Time Accident took place** | | **Weather Conditions at the time** | |

| | | | | | |
|---|---|---|---|---|---|
| **Was an Injury Sustained** *(Yes/No)* | | **Was First Aid Given** *(Yes/No)* | | **Was the Person taken to Hospital** *(Yes/No)* | |

| | | | |
|---|---|---|---|
| **Which part of the Body was Affected** | | **What was the Nature of the Injury** | |

## Description of Accident

| | | | |
|---|---|---|---|
| **Place the Accident Happened** | | **What was the Person doing at the time of the Accident** | |

| |
|---|
| **Brief Description of the Accident** |

**Signed** _____ **Date** _____

# Incident/Dangerous Occurrence/Close Call/Near Miss Reporting Form

| | |
|---|---|
| *Issue No:* | 02 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of **1** |
| *Document Ref:* | ACC02 |

| | |
|---|---|
| **To** | **Director** |

| | |
|---|---|
| **Name** | |
| **Position** | |
| **Location** | |

**Details of Incident/Dangerous Occurrence / Close Call or Near Miss**

| | | | | | |
|---|---|---|---|---|---|
| **Date** | | **Time** | | **Weather** | |

| | |
|---|---|
| **Local Manager** | |

**Description of Incident/Dangerous Occurrence or Near Miss**

| | |
|---|---|
| **Name of location** | |

**Type of location** **Railway Infrastructure** ☐ **Non-Railway Infrastructure** ☐

**Responsible Manager**

**Why in your opinion did the Incident/Dangerous Occurrence/ Close Call or Near Miss occur?**

**What could have been the result?**

**Recommendations/remedial action required**

**Signed** _____ **Date** _____

# Accident/Incident/Near Miss Investigation Form

| | |
|---|---|
| *Issue No:* | 02 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of **2** |
| *Document Ref:* | ACC03 |

**Investigation undertaken by:**

| | |
|---|---|
| **Name** | |
| **Position** | |
| **Location** | |

Has anyone been injured as a result of the **Accident/Incident/ Close Call/ Near Miss** **Yes** ☐ **No** ☐

## If Yes, give details of that Person

Person Injured in the Accident was a: *(please tick the appropriate box)*

**MPH Employee** ☐ **Contractors Employee** ☐ **A Member of the Public** ☐

**Male** ☐ **Female** ☐ **Age** ☐

| | |
|---|---|
| **Name and Address of the injured Person** | |

**Ensure MPH 01 Accident Reporting Form has been completed**

## Details of the Accident/Incident/ Near Miss

| | |
|---|---|
| **What task was being carried out when the event took place:** | |

| | |
|---|---|
| **What happened to cause the Injury to the Person or Damage to Property or the Near Miss:** | |

# Accident/Incident/Near Miss Investigation Form



| | |
|---|---|
| **IMMEDIATE CAUSES**<br><br>**Of the Accident/Incident/ Near Miss:** | |

| | |
|---|---|
| **UNDERLYING CAUSES**<br><br>**Of the Accident/Incident/ Near Miss:** | |

## Outcome of the investigation into the Accident/Incident/ Near Miss

| | |
|---|---|
| **CONCLUSIONS** | |

| | |
|---|---|
| **RECOMMENDATIONS TO PREVENT A REOCCURRENCE** | |

**Signed** _____ **Date** _____

**This report is to be reviewed by senior management and the necessary actions taken as described in the RECOMMENDATIONS section.**

# APPENDIX I

# COSHH ASSESSMENT FORM

# Control of Substances Hazardous to Health (COSHH) Assessment

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of **2** |
| *Document Ref:* | COSHH01 |

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **SUBSTANCE:** | | | | | | | **SUPPLIER:** | | | | | | | | | | | | |
| **PROPERTIES:** | Hazardous substance | | Biological agent | | **AFFECTING:** | Employees | | Contractors | | Visitors | | Public | | | | | | | |
| **PHYSICAL ATTRIBUTES:** | Liquid | | Gas | | Mist | | Fume | | Dust | | | | | | | | | | |
| **ACTIVITY:** | Mixing | | Hand Applying | | Loading | | Cutting/Drilling | | Pouring | | Spraying | | | | | | | | |
| **AREA TO BE USED:** | Confined Space | | Outside | | Inside Well Ventilated | | | | Inside Poorly Ventilated | | | | | | | | | | |
| **EXPOSURE ROUTE:** | Ingestion | | Inhalation | | Absorption | | Skin contact | | Infection | | | | | | | | | | |

**Hazards from MSDS**

|  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Irritant | Harmful | Flammable | Explosive | Toxic | Very Toxic | Corrosive | Environment | Oxidising | Respiratory | Gasses | |
| | | | | | | | | | | | |

**Risk of Ill Health Before Controls are Applied** √

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Likelihood:** | Remote(1) | | Possible(2) | | Probable(3) | | **Severity:** | Minor(1) | | Significant(2) | | Serious(3) | | **Risk Level:** | X | = | | | |

**Risk Controls To Be Applied**

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Substitution | | Control exposure | | PPE | | Limit exposure time | | Exposure monitoring | | Supervision/Training | | Health surveillance | | | | | | | |

**Details:**

**Why substitution was not possible/why PPE is used rather than other controls (if applicable):** N/a

# Control of Substances Hazardous to Health (COSHH) Assessment

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page 2 of 2 |
| *Document Ref:* | COSHH01 |

**Personal Protective Equipment (PPE) To Be Used For Each Area or Activity**

| Area(s)/Activity(s) the Hazardous Substance or Biological Agent is to be used and the PPE to be worn |  Gloves |  Glasses |  Goggles |  Face Shield |  Footwear |  Protective Clothing |  Dust mask |  FFP1 Mask |  FFP2 Mask |  FFP3 Mask |  Respirator |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| **Additional PPE and/or other requirements:** | | | | | | | | | | | |

**First-Aid Measures Required**

|  Trained First-Aider |  First Aid Box |  Emergency eye wash |  Emergency shower |  Boot wash facilities | **Additional Measures** None |
|---|---|---|---|---|---|
| | | | | | |

**Emergency Controls Required – i.e. fire, spills, accidental exposure, etc.**

| |
|---|
| |

**Residual Risk of Ill Health After Controls Are Applied**

| **Likelihood:** | Remote(1) | | Possible(2) | | Probable(3) | | **Severity:** | Minor(1) | | Significant(2) | | Serious(3) | | **Risk Level:** | X | = |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| **Completed by:** | **Signed:** | **Date:** | **Review:** |
|---|---|---|---|
| | | | |

# APPENDIX J

# PERMIT's TO WORK

# General Permit to Work

| *Project:* | | *Project No:* | | *Permit No.:* | |
|---|---|---|---|---|---|

| *Method Statement Ref No:* | |
|---|---|

| Equipment: | Location: |
|---|---|

| Description of Work: |
|---|

| | | | |
|---|---|---|---|
| *Hot Work Permit required* | Yes | No | If yes to either section then apply to Supervisor in charge of works. |
| *Entry Permit required* | Yes | No | |
| *Electrical Permit required* | Yes | No | Issued by Electrical Supervisor |

| Special Precautions required (including access/plant): |
|---|

| | | |
|---|---|---|
| Equipment isolated from every source of gas, liquid or motive power | Yes | Not required |

| If yes, how and where is it isolated: |
|---|

| | | |
|---|---|---|
| If equipment drained and vented | Yes | Not required |

| | |
|---|---|
| **Issued by MPH**<br><br>Signed:<br><br>Date: Time: | **Work completed by:**<br><br>Signed:<br><br>Date: Time: |
| Accepted by:<br><br>On behalf of: | Accepted by:<br><br>On behalf of MPH |

| |
|---|
| **This permit is issued for one working day but can be renewed daily, subject to conditions of issue remaining valid, by both parties signing overleaf.** |

# Hot Work Permit

| Project: | | Project No: | | Permit No: | |
|---|---|---|---|---|---|

| Method Statement Ref No: | | Client Permit Reference: | |
|---|---|---|---|

*Description of Work and Location:*

| **Details of Equipment to be used** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Disc cutter/grinder** | Yes | No | **Welding** | Yes | No | **Hot Flame cutting** | Yes | No |
| **Hot Air guns** | Yes | No | Others Please Specify | | | | | |

## CONTROL MEASURES CHECK LIST

| Fire Extinguisher: **DRY POWDER / WATER / CO2 / FOAM** (Delete as appropriate) | *Yes* | *No* | *N/A* |
|---|---|---|---|
| Area to be kept clear of flammable material | | | |
| Bucket of cool clean water to be at work area | | | |
| Welding cables in good condition | | | |
| Earth lead direct to machine within 2 metres of work location | | | |
| Gas Cylinders upright and secure. All gas cylinders fitted with anti-flashback device | | | |
| Areas to have barriers/screens | | | |
| Fire resistant sheets required to prevent sparks in adjacent areas | | | |
| Fire protection/detection systems isolations required (state below additional precautions if YES) | | | |
| Additional precautions PPE, isolations etc | | | |

All machines to be fitted with a suitable spark arrester and must not be refuelled or left unattended whilst running. It must be switched off if a spillage occurs or as otherwise instructed.

**FIREWATCH TO INSPECT AREA ON COMPLETION FOR ANY POSSIBLE IGNITION SOURCES**

The area has been inspected and is certified safe for the above work to take place provided the above control measures are in place.

| Authorised by:<br><br>MPH Position:<br><br>Date: Time: | Accepted by person in charge of work:<br><br>From: |
|---|---|

| |
|---|
| Works complete / suspended by:<br><br>For:<br><br>Inspected for signs of ignition (1hr after cessation of works) Signed: |
| Permit is valid from _____ on _____ until _____ on _____<br><br>This permit is valid 1 day only and can be renewed daily, subject to conditions or issue remaining valid and by both parties signing overleaf. |

# Lone Working Permit
# (Permit to Work)

Permission for works to be undertaken when working alone is granted provided the following conditions are strictly observed.

- *You have the express permission of the Person in Charge*
- *Only works that are carried out are very low risk, see Scope of Works below*
- *You are adequately trained and experienced in the particular scope of works*
- *A fully trained First Aider will be present*
- *A means of communication will be available at all times (mobile telephone) and you will call the number below at intervals as indicated below*

**COMMUNICATION CRITERIA**

| | |
|---|---|
| *Person in Charge* | |
| *Telephone Number* | |

**YOU WILL CALL THE ABOVE NUMBER**

- At the start of your work
- Every _____ minutes
- Upon completion of your work

***SCOPE OF WORKS TO BE UNDERTAKEN***

| |
|---|
| |

The above conditions are agreed and understood. Lone working may be undertaken on.

| | | | | | |
|---|---|---|---|---|---|
| *Between* | | *Hours and* | | *Hours* | |

| | | | | | |
|---|---|---|---|---|---|
| *Name of Permit Holder* | | *Signed* | | *Date* | |
| *Contact Number* | | | | | |
| *Person in Charge* | | *Signed* | | *Date* | |

***Permit surrender to MPH Construction Ltd (signing off procedure)***

Works completed **Yes/No** (delete as appropriate)

| *Permit Holder* | | | |
|---|---|---|---|
| *Signed* | | *Date* | |

| *Person in Charge* | | | |
|---|---|---|---|
| *Signed* | | *Date* | |

NB THIS PERMIT CAN BE CLOSED OUT VERBALLY **ONLY** IF THE PERSON IN CHARGE IS SATISFIED THAT THE PERMIT HOLDER HAS COMPLETED THE WORKS AND IS NO LONGER WORKING ALONE.

# Permit to Dig

*Project:* | *Project No:* | *Date:*

| To be completed for ALL operations involving breaking ground | |
|---|---|
| **Part A:** Obtain records, locate known services on-site, trial hole services. | |
| 1. Description of works and location (dimensions/depth/chainage, etc)<br><br>**Method Statement Reference No:** | |
| 2. a) Are there known/charted services in the location? | Yes/ No |
| b) Have all known/charted services been traced and marked on site? | Yes/ No |
| c) Are all known/charted services shown on sketches/drawings attached | Yes/ No |
| 3. Details of trial holes required (i.e. number and locations) | |
| 4. Additional Notes | |
| **PART A: ISSUER MPH** *Signatures:*<br>Issuer Signed:<br>Supervisor Signed:<br>Date: | **PART A: ACCEPTOR** *Accepted by:*<br>*To be signed by the Section Foreman /Supervisor to confirm that the contents of Part A of this permit has been explained and is clearly understood that trial holes to locate services are authorised only (no mechanical excavation)*<br>Supervisor Signed/Sub-Contractor: |
| **ACTION:** Excavate trial holes to locate services. | |
| **PART A:** Supervisor | Signed: Date: |
| **HOLD POINT** (ALL SERVICES LOCATED? CHECKED?) | |
| **PART B:** To completed to allow Mechanical Excavation to proceed.<br>**DO NOT COMMENCE MECHANICAL EXCAVATION UNTIL APPROVAL SIGNED.** | |
| 5. a) Have agreed protective measures been taken to known/charted services? | Yes/No |
| b) Have exposed services been adequately identified and supported? | Yes/No |
| 6. Excavation by Mechanical means may proceed providing the following precautions are observes.<br>**No Mechanical Excavation within 0.5m of any known service or as stated within this permit.** | |
| **PART B: ISSUER MPH** *Approval to proceed*<br>Issuer Signed:<br>Supervisor Signed:<br>Date: | **PART B: ACCEPTOR** *Accepted by:*<br>*To be signed by S/C Supervisor, operatives & banksmen to confirm that the contents of the permit have been explained and are clearly understood. Excavation will be in accordance with this permit and associated method statements.*<br>Supervisor Signed/Sub-Contractor: |

| | | |
|---|---|---|
| **This Permit is Valid from …… until ……**<br><br>**Work must be suspended if services are damaged or uncharted services are exposed. Report immediately to MPH. This permit will be re-issued if works are suspended for more than 2 days or where the duration of work is more than 1 week.** | | |
| Works suspended / completed *<br><br>(* delete as appropriate) | Signed (Sub-Contractor/ Supervisor)<br><br>Date: | Signed (MPH)<br><br>Date: |

# COVID-19 – Close Work Permit

## *Working within 2metres of others*

| | |
|---|---|
| *Issue No:* | 3 |
| *Issue Date:* | May 2020 |
| *No of Pages:* | Page **117** of **166** |
| *Document Ref:* | PM10 |

*Project:* | *Project No:* | *Date:*

**This Close Work Permit MUST be obtained from the MPH Site Manager prior to carrying out any tasks within a 2m working distance of others. Only the MPH Site Manager or Site Foreman can issue this permit.**

| **To be completed for ALL operations involving possible Close Working (Within 2metres)** | | | |
|---|---|---|---|
| **Part A:** Task Description, and Operative Checks | | | |
| **1. Description of works and location (Including number of persons involved, and duration)** | | | |
| | | | |
| *Method Statement Reference Number* | | | |
| **2.** | Can this task be avoided? | *Yes* | *No* |
| | Can the task be reviewed or altered to enable it to be done by one person, or by maintaining social distancing measures (2 metres)? | *Yes* | *No* |
| | Can alternative or additional mechanical aids prevent worker interface? | *Yes* | *No* |
| ***3.*** **Temperature Check.** The temperature of each operative must be checked prior to carrying out close working tasks. Details of each operative and a temperature check must be completed prior to issuing a permit to work. If a Temperature has increased since morning pre-start temperature check, a permit must not be issued until an in-ear or oral body temperature check confirms temperature below 37.8°C. If above this temperature, the individual must leave site IMMEDIATELY and follow Self Isolation Guidelines. | | | |
| | **Name / Company** | ***Temperature Increase*** | |
| **A** | | *Yes* | *No* |
| **B** | | *Yes* | *No* |
| **C** | | *Yes* | *No* |
| **D** | | *Yes* | *No* |
| | **In Ear/Oral Check.** *If No, proceed to Section B. If Yes, the individual must leave site IMMEDIATELY and follow Self Isolation Guidelines.* | | |
| | Temperature above 37.8°C | *Yes* | *No* |

| |
|---|
| **If all answers to the above elimination questions are No,**<br>**The task can only be carried out once a Close Work Permit is issued. Please refer to Section B to assess if further Control Measures are required.**<br>***If Yes to any question in Section 2, a permit to work is not required and the task can proceed in line with MPH Site Rules Covid-19 and the task specific Risk Assessment*** |

| **Part B:** Face to Face Working? | | |
|---|---|---|
| Can the task be carried out side by side, or facing away from each other, guaranteeing **NO FACE TO FACE** working? | *Yes* | *No* |

| |
|---|
| **If the answer to the above question is No,**<br>**Please Complete Section C: Face to Face Working Control Measures Checklist**<br>**Close Work Permit must then be issued prior to carrying out task.**<br>***If Yes, please skip Section C and Complete Section D. A permit to work is to be issued confirming the agreement to work side by side, or facing away only.*** |

| **Part C:** Face to Face Working Control Measures Check List | | | |
|---|---|---|---|
| **General** | Hands to be washed before **and** after completing task | *Yes* | *No* |
| | Skin to Skin Contact Prevented | *Yes* | *No* |
| | Shared Surfaces or equipment cleaned prior to task | *Yes* | *No* |
| **PPE** | FFP2 or Surgical Face Masks to be worn (FFP3 masks must not be used solely for control of Covid-19 risk) | *Yes* | *No* |
| | Eye Protection to be worn | *Yes* | *No* |
| | Gloves to be worn as advised by task specific RAM's | *Yes* | *No* |

| |
|---|
| **If ANY answer to the above Control Measure is No, the task must not be completed.** |

| **PART D: ISSUER** – *MPH Signatures* | | **PART A: ACCEPTOR** - Permit accepted by: To be signed by Subcontractor Supervisor, operatives to confirm that the contents of the permit have been explained and are clearly understood. Also to confirm that the contents of Part A and B of this permit has been Checked and in place prior to commencement of task | |
|---|---|---|---|
| *Issuer Signed* | | | |
| *Print Name* | | | |
| *Supervisor Signed* | | *Signed* | |
| *Print Name* | | *Print Name / Company* | |
| *Date:* | | *Date* | |
| ***This permit is valid from*** | | ***Until*** | |

*Work must be suspended if agreed control measures above cannot be adhered to. Report immediately to MPH Management. This permit is only valid for the completion of the task described in Section A, and cannot be re-used for other or subsequent tasks that have not been assessed.*

| | | | | |
|---|---|---|---|---|
| Works suspended /completed *<br>*(* delete as appropriate)* | *Signed (Sub-Contractor/ Supervisor)* | | *Signed (MPH)* | |
| | *Date:* | | *Date:* | |

# APPENDIX K

# INSPECTIONS / REPORTS / CERTIFICATES

# APPENDIX L

# H & S CHECKLISTS

# Site Establishment Checklist

| SITE LOCATION: | DATE: |
|---|---|
| To be completed by the site manager or a competent nominated deputy at commencement of site occupation<br><br>Completed by: | |

| General Site Items | Yes | No | N/A | Comments |
|---|---|---|---|---|
| Safe site access/egress for pedestrians and vehicles. | | | | |
| Site office establishment. | | | | |
| All security fencing and hazard warning signage in place. | | | | |
| All access/egress routes safe and clear. | | | | |
| All plant and equipment secure from unauthorised access. | | | | |
| Construction H & S Phase Plan Approved and available. | | | | |
| Adequate Welfare facilities, including hot water. | | | | |
| Site Notice Board Displaying the following:<br>• Health and Safety Law Poster<br>• Copy F10 Notification<br>• MPH Insurance Policy<br>• Accident Book<br>• MPH Company Policies<br>• Site Fire Safety Plan<br>• Location of Local Hospital<br>• Site Plan<br>• Health and Safety Information Sheet<br>• EA – Registered Carrier Certificate | | | | |
| Site Signage including:<br>• MPH Company Sign<br>• Safety Signage<br>• Considerate Constructors Signage | | | | |
| Site induction documents for Operatives and Visitors. | | | | |
| Risk Assessments and Method Statements available for current activities. | | | | |
| Location of fire assembly point. | | | | |
| First Aid point identified and first aid box contents check. | | | | |
| Accident Book in place. | | | | |
| Emergency telephone numbers displayed. | | | | |
| Locations of existing services above and below ground identified and marked | | | | |
| PAT Test Register. | | | | |

| | | | | |
|---|---|---|---|---|
| Spill Kit and Drip Tray provision. | | | | |
| Statutory Registers in place. (Scaffolding Inspections Log etc) | | | | |
| **~~COVID-19 Control procedures Checks~~** | **~~Yes~~** | **~~No~~** | **~~N/A~~** | **~~Comments~~** |
| **~~Site Work Areas and Access Points Suitable for 2m social distancing~~** | | | | |
| **~~Site Work Areas and Access Points Requiring minimal or no contact with surfaces –~~** ~~Prevent spread in between cleaning regime.~~ | | | | |
| **~~Entry/Exit Hand Wash Station~~** ~~- to allow all workers to wash or clean their hands before entering and leaving the site~~ | | | | |
| **~~Mess Area Hand Wash Station -~~** ~~to allow all workers to wash or clean their hands before eating/drinking~~ | | | | |
| **~~Toilet Area Hand Wash Facilities~~** ~~- must be well stocked, with warm water.~~ | | | | |
| **~~Suitable and sufficient rubbish bins -~~** ~~for hand towels with regular removal and disposal~~ | | | | |
| **~~Sufficient back up supplies of soap, hand sanitiser and paper towels -~~** ~~these should be securely stored.~~ | | | | |
| **~~Dedicated Mess and Eating areas identified –~~** ~~Allowing 2m distancing at all times~~ | | | | |
| **~~Posters in Place –~~** ~~Advising of Covid 19 Risks, Hand Washing Procedures etc.~~ | | | | |
| **~~Ongoing Cleaning Rota in Place –~~** ~~o Taps and washing facilities o Toilet flush and seats o Door handles and push plates o Hand rails on staircases and corridors o Lift controls o Machinery and equipment controls o Food preparation and eating surfaces o Telephone equipment o Key boards, photocopiers and other office equipment~~ | | | | |
| Other observations: | | | | |
| Signed…….<br><br>Site Manager/Nominated Deputy<br><br>This completed document to be filed in the Construction Phase Plan in Site Office | | | | |

# Daily Site Safety Checklist

| | |
|---|---|
| **Contract Name:** | **Site Manager** |
| **Week Ending:** | ✓= Yes ✗=No **n/a**=Not Applicable |

**To be completed at the end of each working day by the site manager or nominated competent deputy.**

| COVID-19 Control procedures Checks | M | T | W | T | F | S | Su | Comments |
|---|---|---|---|---|---|---|---|---|
| **Site Work Areas and Access Points Suitable for 2m social distancing** | | | | | | | | |
| **Site Work Areas and Access Points Requiring minimal or no contact with surfaces –** Prevent spread in between cleaning regime. i.e. doors wedged open where possible | | | | | | | | |
| **Entry/Exit Hand Wash Station working and full -** to allow all workers to wash or clean their hands before entering and leaving the site | | | | | | | | |
| **Mess Area Hand Wash Station working and full -** to allow all workers to wash or clean their hands before eating/drinking | | | | | | | | |
| **Toilet Area Hand Wash Facilities -** must be well stocked, with warm water. | | | | | | | | |
| **Suitable and sufficient rubbish bins -** for hand towels with regular removal and disposal | | | | | | | | |
| **Sufficient back up supplies of soap, hand sanitiser and paper towels -** these should be securely stored**.** | | | | | | | | |
| **Mess and Eating areas remain clean and suitable –** Allowing 2m distancing at all times | | | | | | | | |
| **Posters in Place –** Advising of Covid 19 Risks, Hand Washing Procedures etc. | | | | | | | | |
| **Ongoing Cleaning Rota in Place and being completed hourly –**<br>o Taps and washing facilities<br>o Toilet flush and seats<br>o Door handles and push plates<br>o Hand rails on staircases and corridors<br>o Lift controls | | | | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| o Machinery and equipment controls<br>o Food preparation and eating surfaces<br>o Telephone equipment<br>o Key boards, photocopiers and other office equipment | | | | | | | | |

| General Items | M | T | W | T | F | S | Su | Comments |
|---|---|---|---|---|---|---|---|---|
| All security fencing and hazard warning signage in place. | | | | | | | | |
| All access/egress routes safe and clear. | | | | | | | | |
| All plant and equipment secure from unauthorised access. | | | | | | | | |
| All containers locked and secured. | | | | | | | | |
| All waste materials removed from working areas. | | | | | | | | |
| Waste skips removed from site or secured from unauthorised access. | | | | | | | | |
| Working areas secured from unauthorised access. | | | | | | | | |
| All open excavations securely fenced off. | | | | | | | | |
| All flammable gases / liquids stored in secure external container. | | | | | | | | |
| All access equipment and fixed scaffolding secure. | | | | | | | | |
| Welfare facilities left in clean and in good order. | | | | | | | | |
| Site left in a safe condition. | | | | | | | | |
| First Aid kit checked. | | | | | | | | |
| Fire points and extinguishers checked. | | | | | | | | |
| Accidents, Incidents or Near Misses: | | | | | | | | |
| Other Comments (Weather etc): | | | | | | | | |

Signed ……

Site Manager/Nominated Deputy

# APPENDIX M

# NOTIFICATION OF CONSTRUCTION PROJECT

# APPENDIX N

# FIRE SAFETY PLAN

# STORI BRYMBO

# Fire Safety Plan

**Name of responsible person: Jason Pritchard**

**Mobile: 07802 808382**

**In the event of a fire Jason Pritchard shall contact the FIRE BRIGADE**

**General site fire precautions:-**

- **All fire exits should be kept clear at all times**
- **Do not leave combustible materials adjacent to the building**
- **Suitable and sufficient adequately maintained fire extinguishers are located at designated fire points throughout the site**

**Your FIRE ASSEMBLY POINT is located at the entrance to the External MPH Compound (Please refer to site layout plan for route to assembly point)**

**On hearing the fire alarm (Air Horn):**

- **Proceed in an orderly manner by the shortest clear exit route to the outside of the building/site and then to the ASSEMBLY POINT.**

- **Do not stop to collect your belongings**

- **Do not leave the ASSEMBLY POINT until a roll-call has been taken**

- **Do not enter the building/site until it is declared safe to do so by the responsible person.**

- **The nearest designated SMOKING AREA will be confirmed during the MPH Site Managers Induction.**

- **All hot works, i.e. welding, soldering, grinding and cutting require a HOT WORKS permit which shall be issued by the SITE AGENT**

- **Fire & Rescue Service access shall be from Chester Road - Do not block the main access roads, keep clear at all times.**

# FIRE EXTINGUISHER SELECTION

**For the following source of fuel use a WATER charged extinguisher:**

- **Cardboard, paper and cloth**
- **Wood**
- **Dirty rags, oil rags and clothes**
- **Packaging materials**

**For the following source of fuel use a FOAM OR DRY POWDER charged extinguisher:**

- **Petrol or diesel**
- **Oil**
- **Paraffin**
- **Paint**
- **Resin and adhesive**

**For the following source of fuel use a CARBON DIOXIDE OR DRY POWDER charged extinguisher:**

- **Electrical fire**

# APPENDIX O

# INSURANCE DOCUMENTATION

Gallagher

Insurance | Risk Management | Consulting

First Floor Offices
171 Boughton
Chester
CH3 5BH
Tel: 01978884160
Fax: 01978 353144

www.ajginternational.com

**TO WHOM IT MAY CONCERN**

20th September 2023

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

**Insured**

| | |
|---|---|
| Name(s) | **MPH Construction Ltd** |
| Postal Address | **Bromfield House, Queens Lane, Bromfield Ind Est, Mold, Flintshire, CH7 1XB** |
| Our Ref | **31877392** |
| Business Description | **Building Contractors** |

**Employers' Liability**

| | | |
|---|---|---|
| Insurer | : | QBE UK Ltd |
| Policy No. | : | Y146508QBE0122A |
| Expiry Date | : | 22/09/2024 |
| Limit of Indemnity any one occurrence | : | £10,000,000 |

**Public / Products Liability**

| | | |
|---|---|---|
| Insurer | : | QBE UK Ltd & AIG Europe Ltd |
| Policy No. | : | Y146508QBE0122A & 0021904209 |
| Expiry Date | : | 22/09/2024 |
| Limit of Indemnity any one occurrence and in the annual aggregate in respect of Products Liability | : | £10,000,000 |
| Indemnity to Principals for whom our clients are working | : | Included |

**Contractors All Risks**

| | | |
|---|---|---|
| Insurer | : | QBE UK Ltd |
| Policy No. | : | Y146508QBE0122A |
| Expiry Date | : | 22/09/2024 |
| Limit of Indemnity any one contract site | : | £3,000,000 |

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not: -

i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of Insurance between the Assured and the Underwriters.

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.
Registered Office: Spectrum Building, 7th Floor, 55, Blythswood Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC108909.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours sincerely,

Yvonne Addis

**Yvonne Addis**

Direct dial: 012 4435 4848
Email: yvonne_addis@ajg.com

# APPENDIX P

# MPH CONSTRUCTION LTD POLICIES

## HEALTH & SAFETY POLICY STATEMENT

MPH Construction Ltd is committed to the following principles of health and safety management:

- Promote H&S awareness in so far as is reasonably practicable of safety in general throughout the company and the personal responsibilities of all concerned.
- Promote good safety practices/behaviours and re-educate any bad practices or behaviour.
- Provide adequate Risk assessments to enable the company to take the measures necessary to fulfil their legal obligation under the Management of Health and Safety at Work Regulations 1999, ISO 45001:2018, HSAWA 1974 and ROGS 2006.
- Provide the necessary training at all levels to enable each person to carry out their duties in a safe and responsible manner.
- Provide proper and safe work equipment, plant and materials and where necessary adequate and suitable protective clothing.
- Provide safe systems of work, Risk Assessments and Method Statements (where required), with a competent workforce and efficient supervision.
- Observe and act upon advice and recommendations made by the Safety Advisor and the Health and Safety Executive.
- Make provision when necessary for Health and Safe consultation between management and operatives and where recognised trade union Safety Representatives and / or committees are in operation, the management shall consult and provide the means for consultation with staff.
- Make all arrangements necessary to meet the requirements of this policy and shall review the effectiveness of this policy by means of periodic consultation between all levels of management and operatives and revise this policy as / when required.
- Brief each employee on the company Health and Safety Policy and the employees shall be instructed in order to understand/ appreciate their duties and responsibilities within this policy.
- The Company is committed to continual improvement of Health and Safety performance and to complying with current applicable Occupational Health and Safety (OH&S) legislation and with other requirements to which we subscribe.
- It is Company policy to engage with its workforce (employees & contractors) to improve the overall safety performance of the business. To this end MPH Construction has developed processes to promote better safety by means of the use of dynamic behavioural safety programme.
- The company will set safety objectives as minimum on an annual basis. These will be reviewed during the annual Management Meeting.

This policy will be reviewed annually as part of the Management review process to ensure its continued relevance and adequacy.

| Geoff Gaunt | Gareth Jones | Andy Roberts | Andrew Lee Roberts |
|---|---|---|---|
| Managing Director | Commercial Director | Contracts Director | Operations Director |

*Reviewed:* January 2024

MPH CONSTRUCTION

## ENVIRONMENTAL POLICY STATEMENT

We all have a responsibility to protect the environment from the effects of our activities. MPH takes its responsibilities seriously in this respect and is committed to reducing the impact of its activities on the environment. To this end MPH recognises that there are many steps that it can take to continuously improve its environmental performance and thereby reduce or prevent damage to the environment. These steps can also add value to our business and make a positive contribution to the success of the company. In other words, we do not believe that good environmental management and the financial wellbeing of the company are incompatible. In order to meet this commitment MPH will pursue the following objectives:

- To ensure compliance with all applicable environmental legislation.
- To reduce consumption of natural resources.
- To reduce emissions and prevent pollution.
- To minimise noise and other nuisances.
- To assist in the management of ecology.
- To protect the environment from the effects of our work activities.
- To minimise the life cycle impact of our operations and physical assets.
- To wherever possible reuse or recycle waste produced and to dispose of any remaining waste in the most environmental efficient way possible.
- To set environmental objectives and targets and to continuously assess and improve our environmental performance.

The principal elements of our policy are:

1. To develop and maintain an Environmental Management System satisfying the requirements of BS EN ISO 14001:2015 which forms the framework for setting objectives, achieving continual improvement, and client satisfaction.
2. To satisfy customer, legal and other applicable requirements in the course of its business.
3. Establishing levels of communication capable of fully determining the needs and expectations of both customer and interested parties. Communicating this quality policy inside of the business and to relevant interested parties.
4. To establish and maintain an infrastructure capable of supporting all company activities and realising all company objectives. Objectives and their targets are reviewed regularly using KPIs.
5. To identify scope for improvement in every aspect of the company's activities, devising and implementing effective solutions throughout.

This policy is available to all interested parties on request. The necessary personnel and financial resources will be allocated to assist the Company in meeting its environmental objectives and targets. In addition, MPH will continue to raise the levels of environmental awareness throughout its workforce and to promote this awareness to its customers and suppliers. This policy will be reviewed annually as part of the Management review process, to ensure its continued relevance and adequacy.

| Geoff Gaunt | Gareth Jones | Andy Roberts | Andrew Lee Roberts |
|---|---|---|---|
| Managing Director | Commercial Director | Contracts Director | Operations Director |

*Reviewed:* January 2024

MPH CONSTRUCTION

## WASTE MANAGEMENT POLICY STATEMENT

The company recognises the importance of reducing waste within the construction industry.

The overall aim of this Waste Management Statement is to set out the Policy objectives which the company will seek to achieve good management practice and the application of legislative requirements, industry codes of practice and company standards were applicable. The following Policy objectives will apply to our office and operational work sites.

The company will:

- Operate to standards which comply with all legal requirements, Government guidelines and industry codes of practice.
- Minimise waste in all its forms in all of the company's activities.
- Make efficient use of natural resources, minimizing waste and conserving energy and water. Wherever practicable, the use of materials from renewable/sustainable sources, recycled or recyclable, materials and components shall be specified.
- Encourage liaison with local communities to ensure appropriate use of waste management opportunities and facilities.
- Promote awareness and provide training to enable employees to perform their duties in a manner consistent with our Policy objectives.
- Seek to ensure that our contractors and major suppliers are aware of and apply waste management standards, compatible with our own.
- Take account of waste management considerations when selecting plant and other resources.

The company recognises that good environmental performance is fundamental to a successful business and must be given the full regard by Company Management.

This will be achieved through the implementation of a Waste Management System complementary to both National and European agreed standards, monitored and reviewed by Management and actioned by all company employees.

| | | | |
|---|---|---|---|
| **Geoff Gaunt** | **Gareth Jones** | **Andy Roberts** | **Andrew Lee Roberts** |
| Managing Director | Commercial Director | Contracts Director | Operations Director |

*Reviewed:* January 2024

## QUALITY POLICY STATEMENT

MPH is fully committed to a policy of quality management in the company and a philosophy of continuous improvement in all its operations in accordance with ISO 9001:2015. We recognise that adopting this approach gives us great commercial strength and that our commitment to a quality approach is not an optional extra.

Our aim is to provide a service that meets our customer requirements in a timely manner. In support of this MPH will ensure that all necessary resources are available to maintain this Business Management System and to improve its effectiveness. We work with a diverse range of leading developers, local authorities, architects and Principal contractors to meet the needs of our clients.

Quality objectives shall be established, both strategically and individually, throughout the business. These objectives shall be reviewed on a regular basis via regular management meeting and feedback both from and to personnel within the business. We listen to our customers, continually reviewing our processes of product realisation in line with business needs, purpose, context and strategic direction, maximising the efficiency of our Quality management system.

Our employees are our greatest asset and we aim to give them every opportunity to use their skills and experience to improve the quality of the service we provide. To this end MPH shall ensure that all personnel have the appropriate skills and competence in order to fully meet the requirements of this policy.

We want all our people to be committed to quality, to recognise its importance, and to act accordingly and we recognise that it is our responsibility to provide them with the means and the motivation to do so.

We shall not rest on our achievements but will continue to make quality a fundamental part of our policy, strategy and operations. We recognise that customers' expectations and perception of the quality of service we provide do not stand still and we are committed to meeting and exceeding wherever possible those expectations.

The principal elements of our policy are:

1. To develop and maintain a Quality Management System satisfying the requirements of BS EN ISO 9001:2015 which forms the framework for setting objectives, achieving continual improvement, and client satisfaction.

2. To satisfy customer, legal and other applicable requirements in the course of its business.

3. Establishing levels of communication capable of fully determining the needs and expectations of both customer and interested parties. Communicating this quality policy inside of the business and to relevant interested parties.

*Reviewed:* January 2024

4. To establish and maintain an infrastructure capable of supporting all company activities and realising all company objectives. Objectives and their targets are reviewed regularly using KPIs.

5. To identify scope for improvement in every aspect of the company's activities, devising and implementing effective solutions throughout.

This policy is available to all interested parties on request. MPH will ensure that this policy statement is briefed, understood and implemented at all levels within the company. This policy will be reviewed annually as part of the Management review process, to ensure its continued relevance and adequacy.

| | | | |
|---|---|---|---|
| **Geoff Gaunt** | **Gareth Jones** | **Andy Roberts** | **Andrew Lee Roberts** |
| Managing Director | Commercial Director | Contracts Director | Operations Director |

## ~~APPENDIX Q~~

## ~~NOTIFICATION OF WORKS LETTER~~

## APPENDIX R

## WASTE MANAGEMENT PLAN (Site projects above £500k)

# APPENDIX S

# SCAFFOLDING MANAGEMENT SYSTEM

MPH CONSTRUCTION

# Scaffolding Inspection Checklist

**Check at each inspection that the scaffold does not have these faults**

**Project:** **Date:**

Key: 1 = Good, 2 = Average, 3 = Poor, 4 = N/A

| Footings | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Soft and uneven | | | | |
| No base plates | | | | |
| No sole boards | | | | |
| Undermined | | | | |

| Bracing (façade and ledger) | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Some Missing | | | | |
| Loose | | | | |
| Wrong fitting | | | | |

| Bracing (façade and ledger) | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Some Missing | | | | |
| Loose | | | | |

| Standards | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Not plumb | | | | |
| jointed at the same height | | | | |
| Wrong spacing | | | | |
| Damaged | | | | |

| Putlogs and transoms | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Loose | | | | |
| Wrongly spaced | | | | |
| Wrongly supported | | | | |

| Boarding | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Bad boards | | | | |
| Trap boards | | | | |
| Incomplete boarding | | | | |
| Insufficient supports | | | | |

| Ledgers | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Loose | | | | |
| Not level | | | | |
| Joint in same bays | | | | |
| Damaged | | | | |

| Couplings | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Wrong fitting | | | | |
| No check couplers | | | | |
| Loose | | | | |
| Damaged | | | | |

| Guard rails & toe boards | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Loose | | | | |
| Wrong height | | | | |
| Some missing | | | | |

| Bridles | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Weak support | | | | |
| Wrong spacing | | | | |
| Wrong couplings | | | | |

| Ladders | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Not tied | | | | |
| Damaged | | | | |
| Insufficient length | | | | |

## Scaffolding Inspection Report

Scaffold inspection report (in line with the Work at Height Regulations)

**Project:**

| *No* | *Location and description of workplace inspected* | *Date and time of inspection* | *Matters observed that may give rise to any health and safety risks* | *Details of action taken at time of inspection* | *Details of any further action considered necessary* | *name, signature and position of inspector* |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

# Reports of results of weekly inspections

REG. 29 (1) Subject to the provisions of this Regulation, no scaffold (including any boatswain's chair, cage, skip or similar plant or equipment) and no plant or equipment used for the purposed of any of the foregoing shall be used unless (in addition to satisfying the requirements of the Construction (Health, Safety and Welfare) Regulations 1996).

a. the scaffold has been inspected by a competent person within the immediately preceding 7 days;

b. it has been inspected by a competent person after any event likely to have affected its strength or stability or to have displaced any part; and

c. a report has been made of the results of every such inspection in the form (section 2 of this register) containing the particulars as set out in the Schedule to these Regulations and the name and position of the person making the inspection entered.

A short checklist, is provided and should be used as a guide to the scaffold inspection.

NOTE:- SCAFFOLD – means any temporarily provided structure on or from which perform work in connection with operations or works to which these Regulations apply, and any temporarily provided structure which enables persons to obtain access to or which enables materials to be taken to any place at which such work is performed, and includes any working platform, gangway, run, ladder or step –ladder (other than an independent ladder or step-ladder which does not form part of such a structure) together with any guard rail, toe-board or safeguards and all fixings, but does not include a lifting appliance or to support other plant or equipment.

CONSTRUCTION INDUSTRY SCAFFOLDERS RECORD SCHEME

The Construction Industry Scaffolders Record Scheme applies to all who are employed under the agreements of the National Joint Council for the Building Industry or the Civil Engineering Construction Conciliation Board who are required to erect, substantially alter or dismantle scaffolding with certain exceptions noted below. The Working Rules of the NJCBI and CECCB provide that an operative who has not attained prescribed levels of training and experience in scaffolding of a given kind must not be employed on them unless:-

a. under adequate supervision or

b. working with an operative who has the required training and experience, or

c. erecting, altering or dismantling simple access scaffolding with a working platform no higher than 5 metres.

These exceptions do not affect the application to such scaffolding work of the provisions of safety legislation and , in particular, the Construction (Health, Safety and Welfare) Regulations 1996.

# APPENDIX T

# MANAGEMENT OF HAV

# Hand Arm Vibration Risk Assessment

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of 2 |
| *Document Ref:* | HAV06 |

**Project:**_____ **Date:** _____

| **Operations covered by this assessment:** | **Use of Tools that have a Risk of Hand Arm Vibration Syndrome** |
|---|---|

## 1 Hazards

Over exposure to Hand Arm Vibration which long term may cause circulatory disorders, Raynaud's Syndrome and eventually gangrene.

**Actions already taken to reduce the risk:**

- Operatives given tool box talk relating to hand arm vibration syndrome.
- Where possible all or majority of breaking undertaken by mechanical means
- Use Anti vibration equipment, well maintained and serviced. (no blunt points or chisels)
- Obtain vibration frequency from supplier
- Go to HSE website and use vibration calculator to determine EAV and ELV (www.hse.gov.uk/vibration/calculator.htm)
- If EAV is exceeded (2.5m/s$^2$A(8) ) then introduce control measures to reduce risk as much as possible.
- If ELV (5m/s$^2$A(8) ) is exceeded then ensure that this is prevented / eliminated.
- Inspect to ensure user is showing no signs of HAVS
- Introduce job rotation, warm hands before use, wear gloves to keep hands warm.
- Stop work and report to supervisor if any numbness or tingling is experienced.

# Hand Arm Vibration Risk Assessment



| | |
|---|---|
| **Assessment of Residual Risk:** | **Low/Medium/High** |

**Further action required:**

Record exposure times (trigger times) on the form provided

| | |
|---|---|
| **Further Comments:** | |

| | | | |
|---|---|---|---|
| **Signed:** | | **Position:** | |

# Hand Arm Vibration Exposure Records

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of **2** |
| *Document Ref:* | HAV08 |

**Vibration Levels**

- What are the exposure action and limit values (EAV/ELV)?
- The Control of Vibration at Work Regulations 2005 require you to take specific action when the daily vibration exposure reaches a certain action value.
- The **exposure action value (EAV)** is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s2 A(8).
- The actions you need to take are described in the rest of the employers' web pages.
- There is also a level of vibration exposure that must not be exceeded. This is called the exposure limit value.
- The **exposure limit value (ELV)** is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s2 A(8). It represents a high risk above which employees should not be exposed.

# Hand Arm Vibration Exposure Records

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page 2 of 2 |
| *Document Ref:* | HAV08 |

| **Project** | | | | | **Week Ending** | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Name** | **Tool** | **Time to reach EAV** *(Take action)* | **Time to reach ELV** *(Maximum Total Amount of Vibration in a single day)* | **Mon** Usage (mins) | **Tues** Usage (mins) | **Wed** Usage (mins) | **Thurs** Usage (mins) | **Fri** Usage (mins) | **Sat** Usage (mins) |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

# APPENDIX U

# DUST AND NOISE LEVEL REPORTING

# Dust Level Assessment Form

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page 1 of 1 |
| *Document Ref:* | DU01 |

| CONTRACT NO: | CONTRACT | REF NO: | |
|---|---|---|---|
| ASSESSMENT DATE: | | | |
| BASELINE LEVEL PRIOR TO ACTIVITY (AVERAGE): | | | |
| **ASSESSMENT TIME** | **LOCATION** | **DUST LEVEL (mg/m3)** | **CONTROLS REQUIRE REVIEW (Y/N)** |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| RECORDED BY: | | FOR: | |
| DATE: | | | |

# Noise Level Assessment Form

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of **1** |
| *Document Ref:* | NO01 |

| CONTRACT NO: | CONTRACT | REF NO: | |
|---|---|---|---|
| **ASSESSMENT DATE:** | | | |
| **ASSESSMENT TIME** | **LOCATION** | **NOISE LEVEL (dB)** | **CONTROLS REQUIRE REVIEW (Y/N)** |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| RECORDED BY: | | FOR: | |
| DATE: | | | |

# Noise Register

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of **1** |
| *Document Ref:* | NO02 |

***Project:*** ***Project No:***

On site the locations and items of plant or machinery listed below require ear protection.

| NOISE LEVEL AT 1M (Db) | SAFE WORKING DISTANCE FROM NOISE SOURCE I.E. 85 (Db) | AREA/ITEM OF PLANT OR MACHINERY | TYPE OF HEARING PROTECTION REQUIRED | PERSON CARRYING OUT ASSESSMENT | DATE CARRYING OUT ASSESSMENT | PERSONNEL AFFECTED |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

# APPENDIX V

# TEMPORARY WORKS

# Temporary Works Design Brief

| | |
|---|---|
| *Issue No:* | V1 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of **1** |
| *Document Ref:* | SF24 |

| | | | | | |
|---|---|---|---|---|---|
| ***Design Brief Number*** | | | | ***Relevant Drawings and Documentation*** | |
| ***Title*** | | | | | |
| ***Site Contact*** | | | | | |
| ***Quantity of Drawings*** | *Prel* | | | | |
| | *Cons* | | | | |
| ***Issue Calculations*** | *Yes* | | *No* | | |
| ***Design Check Required*** | *Yes* | | *No* | | |
| ***Issued To*** | | | | | |

| ***Full Description of Requirements*** |
|---|
| |

| | | | | | |
|---|---|---|---|---|---|
| ***Prepared By*** | | ***Date*** | | | |
| ***Design Certificate/Temporary Works Check Certificate*** | | *Yes* | | *No* | |
| ***Preliminary Scheme for Review*** | | ***Risk Category (✓)*** | | | |
| ***Construction Issue Drawings*** | | *Low* | *Medium* | *High* | |
| ***Date Design Required by*** | | | | | |

# Temporary Works Register

| | |
|---|---|
| *Issue No:* | 01 |
| *Issue Date:* | December 2019 |
| *No of Pages:* | Page **1** of **1** |
| *Document Ref:* | SF25 |

| ***Contract*** | | ***Temporary Works Coordinator*** | | ***Date*** | |
|---|---|---|---|---|---|

| *Item* | *Description* | *Risk Category (V Low/Low/ Med/High)* | *Design Check Category (0/1/2/3/4)* | *Designer* | *Design Checker* | *TW Supervisor* | *Programme Date for TW in Use* | *Design Brief Issue Date* | *Design Received Date* | *TW on Site Date* |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

| ***Prepared By*** | | ***Approved By*** | | ***Agreed By*** | |
|---|---|---|---|---|---|
| | *Print Name* | | *Temporary Works Coordinator* | | *Project Manager* |

# APPENDIX W

# LIFTING EQUIPMENT

# Lifting Equipment

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page **1** of **1** |
| *Document Ref:* | PC04 |

Work equipment for lifting or lowering of loads includes the attachments used for anchoring, fixing or supporting it. "Load" includes a person.
Report of results of every inspection made in pursuance of Regulation 9(3)(b) of LOLER.

| *Address of Contract, Office, Factory, Quarry or other Workplace* | *Company* | *Day Work Commenced* |
|---|---|---|
| | | |

| *1. Description of Lifting Equipment (type and model) and Means of Identification* | *2. Date of inspection* | *3. Result of inspection (including all working gear and anchoring or fixing plant or gear, tyre pressures and where applicable the automatic safe load indicator and the derricking interlock) State whether in good order or record faults found.* | *4. Who have any faults from (3) been reported to?* | *5. Action taken to remedy any faults from (3).* | *6. Date actions from (5) taken.* | *7. Signature or name of person carried out the inspection.* |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

# APPENDIX X

# MANUAL HANDLING ASSESSMENT

# Manual Handling Assessment

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | June 2019 |
| *No of Pages:* | Page 1 of 1 |
| *Document Ref:* | RA36 |

| | | | |
|---|---|---|---|
| ***Contract*** | | | |
| ***Assessor*** | | ***Date*** | |
| ***Describe Task*** | | | |
| | | | |
| ***Describe Load(s)*** | | | |
| | | | |

| ***Task Risks*** | ***Yes*** | ***No*** | ***Environmental Risks*** | ***Yes*** | ***No*** |
|---|---|---|---|---|---|
| Stooping | | | Heat | | |
| Lifting High | | | Cold | | |
| Lifting Low | | | Humidity | | |
| Pushing | | | Wind | | |
| Repetition | | | Dust | | |
| Reaching High | | | Noise | | |
| Reaching Low | | | Slopes or gradients | | |
| Carrying | | | Obstructions | | |
| Twisting | | | Steps or stairs | | |
| Bending sideways | | | Confined spaces | | |
| Handling while seated | | | Adequate lighting | | |
| Pulling | | | Uneven surfaces | | |
| ***Load Risk*** | ***Yes*** | ***No*** | ***Person(s) involved – Risks*** | ***Yes*** | ***No*** |
| Bulky or unwieldly | | | Need for unusual strength | | |
| Difficult to grip | | | Manual handling information provided | | |
| Hot | | | All individuals aged 18 to 55 years | | |
| Cold | | | Medical condition or history | | |
| Heavy | | | | | |
| Light | | | | | |
| Sharp or abrasive | | | | | |
| Unstable | | | | | |

| ***Describe Mechanical Aids to be Used*** |
|---|
| |

| ***Describe Control Measures for Identified Risks*** |
|---|
| |

# APPENDIX Y

# EXCAVATED MATERIALS REMOVAL CHECKLIST

# Excavated Materials Removal Checklist

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page 1 of 3 |
| *Document Ref:* | EF04 |

To be used in conjunction with the MPH Site Waste Management Plan

| | | | |
|---|---|---|---|
| **SITE:** | | **AIRBUS PM:** | |
| **LOCATION:** | | **SITE MANAGER:** | |
| **DATE/TIMES:** | | **MPH CM:** | |

| **DETAILS OF EXCAVATED WASTE MATERIALS TO BE REMOVED** |
|---|
| Brief Description of Excavated Waste: |

**CHECKLIST – If answer is NO to any question, do not proceed without further instruction from MPH Contracts Manager.**

| | Excavated Waste Removal Checklist | Y | N | N/A | Details / Comments |
|---|---|---|---|---|---|
| 1.1 | Has testing and analysis of the materials been carried out? If so, confirm in Details box if:<br>• Inert<br>• Contaminated Non-Hazardous<br>• Contaminated Hazardous | | | | |
| 1.2 | Are we happy with the adequacy of the analysis and description of material provided? | | | | |
| 1.2 | Has a waste removal contractor been identified? If so, provide details. | | | | |
| 1.3 | Are the waste removal Contractors competencies known and approved by MPH?<br>**Do not proceed until approved.** | | | | |
| | Has the Waste carrier's license been obtained and validated?<br>**Do not proceed until approved.** | | | | |
| 1.4 | Has the Waste Management site receiving the waste materials been identified? If so, provide details. | | | | |
| 1.5 | Have the Waste Management sites details been provided to MPH Construction and Approved? Details required include:<br>• Waste Management Site License<br>• Written confirmation from the Waste Management Site that they have received the waste analysis report (referencing it) and confirming that they can accept it.<br>**Do not proceed until approved.** | | | | |
| | **Excavated Waste Removal Checklist** | **Y** | **N** | **N/A** | **Details / Comments** |

# Excavated Materials Removal Checklist

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page 2 of 3 |
| *Document Ref:* | EF04 |

| | | | | | |
|---|---|---|---|---|---|
| **1.6** | HAZARDOUS WASTE: As part of the Hazardous Waste Regulations 2005, has a Waste Consignment Note (EA Form HWCN01v051) been provided by the Waste Removal Contractor, with the original copy checked and signed by an Airbus Environmental Officer.<br><br>Do not proceed until approved.<br><br>All hazardous waste must be removed in accordance with the original signed consignment note. Details such as waste management site, waste type, waste carrier and waste producer MUST NOT CHANGE. | | | | |

**Please note that if any waste is not accepted at either a Waste Treatment or Disposal Site, then the material must be returned to Site.**

**GENERAL COMMENTS**

**Name:** _____

**Signed:** _____ **Date:** _____

**ACTION REQUIRED (if applicable)**

Description: _____

Date: _____

# Excavated Materials Removal Checklist

| | |
|---|---|
| *Issue No:* | 2 |
| *Issue Date:* | April 2019 |
| *No of Pages:* | Page 3 of 3 |
| *Document Ref:* | EF04 |

| Item No | Proposed Action Requirement | By Who | Planned Date | Date Closed |
|---|---|---|---|---|
| | | | | |

**Completed by Worksite Inspector (Signature):**_____

**WHEN ACTIONS CLOSED OUT RETURN A COPY OF THIS FORM TO MPH CONTRACTS MANAGER**