

Construction Phase Health & Safety Plan (CPHSP) – PEP Part 2

Morgan Sindall business unit / region:	Construction NW		
Project name:	Star Radcliffe Academy		
Project no.:	DfE FS1013 or MSC 13CB03		
Customer:	Department for Education (DfE)		
Location:	Land to the North side of Spring Lane, Radcliffe, M26 2SZ Grid Reference - 53°33'53.7"N 2°19'22.2"W What3Words address, /// edge.grow.tree https://w3w.co/edge.grow.tree		
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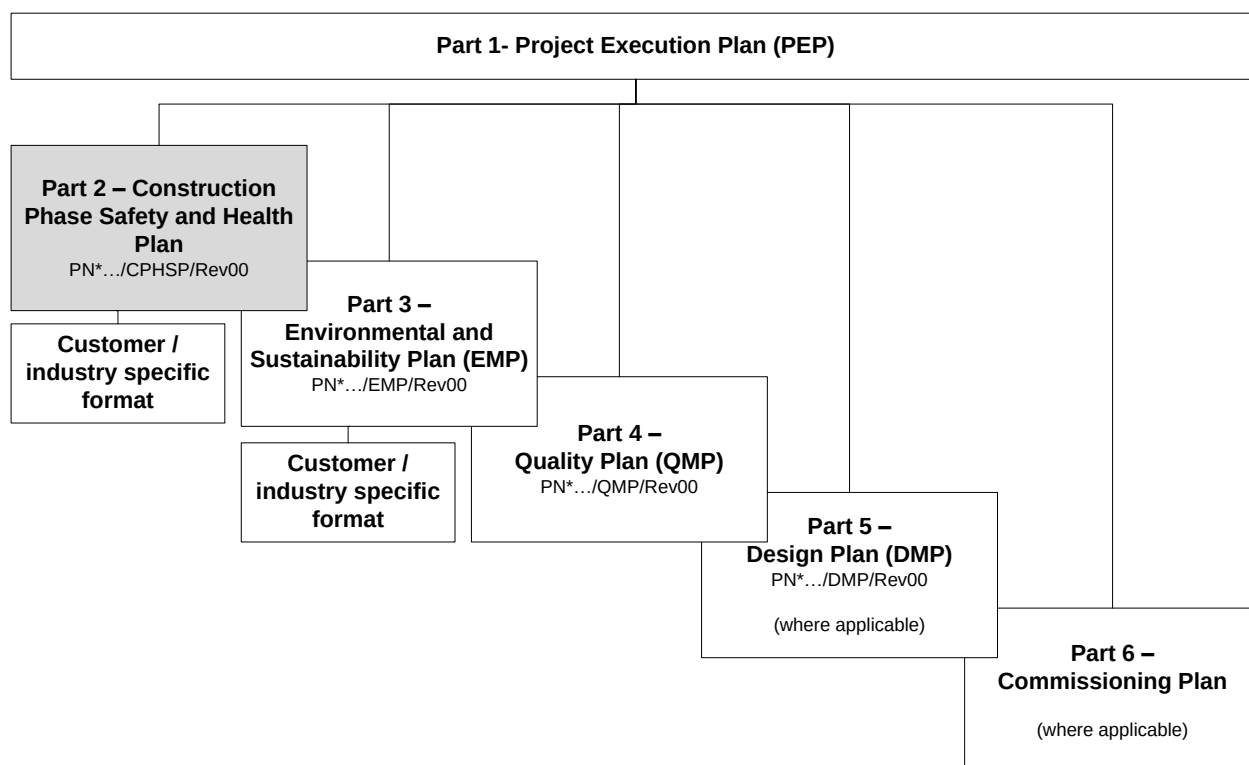
For full revision schedule see section one of Project Execution Plan (PEP) Part 1.

Construction Phase Health and Safety Plan (CPHSP) - overview

This document will define how specific health and safety management elements of the contract will be delivered.

Each box represents the parts of the whole PEP. Only in exceptional circumstances will a PEP consist of less than four documents.

* PN = Contract or project no.
(Update revision nos. as required)



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1. Introduction

1.1. Pre-amble – the following information is contained within PEP Part 1

- Pre-construction information
- Project directory
- Contract organisation and staff responsibilities
- Communications
- Risk management
- Knowledge transfer – good practice / lessons learnt.

1.2. Purpose of this plan

This CPHSP when read with the core module (PEP Part 1) meets the requirements of the Construction Design and Management (CDM) Regulations 2015 with regard to the construction phase health and safety plan. This plan describes how safety aspects of the contract will be managed. It is a live document that will be reviewed at regular intervals by the contract manager to reflect progress of the works and changes in health and safety requirements.

The plan conforms to Morgan Sindall's health and safety policy objectives which will be clearly displayed in site offices.

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

Morgan Sindall is certified to BS ISO45001:2018 and its company Integrated Management System (IMS) complies with that standard.

This plan is a 'live document' to be supplemented and/or revised as the project develops, by the introduction of supporting documents such as subcontractor method statements, risk assessments or any documentation relevant to the safety, health and environment of the project, which may include:

- Appropriate legislation
- Corporate governance
- Morgan Sindall and/or Morgan Sindall Professional Services policies
- Customer requirements (including DfE, MM, etc)
- Company processes and procedures (DfE, etc)
- Methodologies and programmes
- Organisational structures
- Supply chain requirements.

1.3. Authorisation

This plan is authorised when the preparation, approval, authorisation and distribution section on page 1 of the PEP (Part 1) is completed.

Legal and other requirements

The project will meet its legal requirements through compliance with any planning, local authority, enforcement agency conditions and to all relevant legislation. Updates will be made available to the project team by Morgan Sindall intranet.

Specific requirements as detailed in **Mott MacDonald Pre-Construction Information for Star Radcliffe Academy** document dated 17th February 2023 (Appendix K) be incorporated into this plan. This includes:

- Description of Project
- Significant Design & Construction Issues
- Site Wide Issues
- Client Considerations & Management Requirements
- The H&S File
- Directory of Project& Design Responsibility
- CDM Risk Register
- Designers Risk Assessments

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1.4. Integrated Management System (IMS)

The company's IMS is designed to meet the contract objectives in the core module (PEP Part 1). An explanation of the Morgan Sindall IMS is on the Morgan Sindall intranet.

This plan sets out the SHE standards to be achieved and the means of continuous improvement by the process of review and where appropriate revision.

1.5. Contract details

These are described in [PEP Part 5](#).

2. Health and safety management

The key high level objective of the contract, as stated in core module (PEP Part 1), is to deliver the customer's contract on time, to budget and without incident or complaint.

The key health and safety objective is to complete the contract having achieved the objectives of the company's health and safety policy, the primary message of which is '100% Safe'.

2.1. Roles and responsibilities

All members of the contract team have responsibility for elements of health and safety appropriate to their function, experience and seniority. The contract manager has overall responsibility for delivering the contract objectives.

2.2. Risk assessments and method statement (RAMS)

The project management team shall produce risk assessments where significant risks are identified. No activity will be permitted without an approved RAMS.

2.3. Site specific RAMS

Site specific RAMS will be carried out by appointed and competent personnel on site. A register of method statements and associated risk assessments will be kept on site and reviewed.

Method statements shall be task specific, identify tasks, responsible personnel, control measures and monitoring arrangements in line with Morgan Sindall method statement tracking and content sheet. Method statements will be assessed, tracked and accepted by Morgan Sindall prior to commencement of work. The contents of the method statement will be communicated to all those undertaking and associated with the work activity.

Contractors shall hold a signed copy at the work face while the works are taking place ensuring all operatives have read, understood and signed stating they will comply with the method statement.

A schedule of work activities and their current status is maintained via the RAMS schedule which is updated and retained within the project / site management filing system. The schedule template is included at [Appendix C](#).

Change control for systems of work

A change control will have significant repercussions with respect to the prevention or control of accidents and may require changes in the measures taken to ensure that those risks remain as low as reasonably practicable.

Whether a change has significant repercussions will depend on the degree to which it:

- Introduces a new hazard
- Changes the risk from an existing hazard
- Affects control or mitigation measures (including off-site emergency plans).

Changes that have a positive impact on the risk profile are also important.

Morgan Sindall has in place systems for the communication of changes and any changes to approved systems of work shall be agreed in writing.

3. Safety and occupational health controls

Morgan Sindall has in place within the IMS. The 'Creating a Safe and Sustainable Environment' document that set the minimum standards that must be applied.

3.1. Accident and incident reporting (including learning event and near miss reporting)

In the event of an accident or incident occurring and depending on its nature, the process detailed in [SH PRO2](#) should be followed.

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All accidents and significant incidents, including those involving contractors, must be recorded in the site accident book and entered on SHEQ Tracker within 24 hours. All incidents **MUST** be reported to the SHEQ department.

Records of accidents or incidents reportable under the Reporting of Incidents Diseases and Dangerous Occurrences Regulations (RIDDOR) are confidential and must be stored securely on site.

Should the public or a utility be involved in an accident or incident, ensure that public liability claim forms are completed if necessary. All near misses and learning events **MUST** be reported to the SHEQ department.

Reports

The SHE advisor shall maintain records of all accidents, incidents and investigations and compile a monthly report for the management team.

Asbestos

An asbestos management survey has been supplied with PCIP, refer to report **FS1013-ETO-XX-XX-T-B-0001-AsbestosReport-S5-P01**. The report indicates all asbestos containing materials (ACMs) have been removed from the PRU, however, the leisure centre still contains some Low-Risk / Very-Lower Risk ACMs. Full R&D survey and asbestos removal to be undertaken before the demolition commences.

Prior to any work, maintenance or demolition on existing buildings, the project manager will check that a survey has been carried out to identify any Asbestos Containing Materials (ACM's). In accordance with the [SH PRO5](#).

Key details of asbestos survey reports or asbestos management plan will be communicated to all personnel to include where any asbestos is located, that it has been clearly labelled, or has been removed by a licensed contractor prior to the commencement of the construction / demolition works.

All persons on any project where ACM's have been identified, will attend recognised asbestos awareness training.

Morgan Sindall must only use licensed contractors when dealing with notifiable asbestos in line with company standards. Morgan Sindall will ensure that they obtain relevant information, including appropriate Asbestos survey reports, and carry out checks before beginning work where asbestos is or may be present.

3.2. Certification of plant operators

Before being allowed to work, operators of plant must present proof of competence, e.g. CPCS, IPAF cards for entry into site file records. Periodic checks of competencies will be carried out by contract supervisors.

3.3. Confined spaces

Work in a confined space can be a high risk activity. Therefore, entry to an identified confined space will be avoided whenever feasible. When this cannot be avoided, no work will be started until a RAMS is approved. In addition, no work will start until the relevant permit to work has been issued. Emergency and rescue personnel and equipment must be in place before work starts.

The calibration of equipment to test the atmosphere of confined spaces must be regularly checked in accordance with manufacturers' instructions.

3.4. Control of Substances Hazardous to Health (COSHH) and Asbestos

Morgan Sindall utilises industry leading company Sypol for the generation of specific COSHH assessments. Assessments will be administered by an appointed Sypol coordinator for the contract.

Site supervisors will ensure that assessments for all substances are available to those who may come into contact with them and that they have been made aware of those assessments. If no assessment exists, then one must be obtained using the Sypol form in line with the company standards.

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Design works shall only be assigned to competent and resourced designers who shall be assessed to confirm their ability to comply with the principles set out in the CDM regulations and in accordance with Morgan Sindall supply chain procedures.

Further information on management control of design can be found in the DMP Part 5 of this PEP.

3.5. Demolition

Generally considered a high risk activity, demolition will be conducted strictly in accordance with Codes of Practice for Demolition and Health and Safety Executive (HSE) guidance. RAMS will be produced prior to work being undertaken.

There is no existing Health and Safety File available for the site, however some building surveys have been developed by MMD. The PCIP Structural Survey (visual) and Building Condition Survey being confirmed that the buildings were generally in good condition given the ages of the structure, according to reports **FS1013-MMD-XX-XX-T-C-0002-Stage1Structural-S5-P01**, **FS1013-BMA-XX-XX-T-B-0001-BuildConditionPRU-S5-P01** and **FS1013-BMA-XX-XX-T-B-0002-BuildCondLeisure-S5-P01**.

The leisure centre main building was constructed circa 1970s from concrete blocks and beams. The temporary pool building is a steel framed structure constructed in the early 2010s. The single storey PRU building was constructed circa 1974, also using concrete blocks and traditional materials. Demolition of these buildings will be required. The existing Boiler House roof covering was noted as requiring urgent repair / replacement however it has not been confirmed if this was carried out. Care will need to be taken to ensure that the works do not cause instability to the nearby structures whilst these are still occupied. Care will have to be taken when working close to the TfGM embankment.

3.6. Electrical supplies and equipment

The design, installation, use and maintenance of electrical systems and equipment will be in accordance with company standards [SH PRO4](#).

An electrical duty holder will be appointed for the project and identified on notice boards, distribution boards and sub-stations.

In every case where work must be carried out on electrically isolated equipment it will be carried out under a permit to work procedure. This procedure is mandatory to all Morgan Sindall employees and designated subcontractors.

Contractors should only use 110v electrical tools or battery powered devices.

No 240v tools are to be used unless no other alternative exists, and only then with suitable electrical protection. All extension leads must be properly terminated with the appropriate plugs / sockets and be otherwise un-jointed.

Contractors must demonstrate that they meet all of the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and have a means of indicating, (eg by labelling), that where appropriate equipment has been Portable Appliance Testing (PAT) tested / examined.

3.7. Excavations and services

No works will commence until details of overhead and buried services likely to affect those works are either obtained from service providers or by direct investigation. Details will be available as plans, drawings, cross sections and other information.

All excavations will be done following the relevant Morgan Sindall process standards and guidance. Service and cable avoidance will be carried out according to HSG47 and Morgan Sindall standards [SH PRO7](#) and [SH6 STD1](#). The precautionary principle will apply where there is uncertainty about buried services.

A permit to break ground will be used before beginning any excavation including trial holes and investigation.

If suspect material is discovered in an excavation, the supervisor will stop work, record and investigate the occurrence and agree actions before continuing.

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3.8. Emergency arrangements

Morgan Sindall will appoint an emergency co-ordinator, this will normally be the project manager and will be identified within the site induction along with deputising arrangements.

The emergency co-ordinator will be responsible for:

- Production of the fire and emergency plan ([Appendix E](#))
- Ensuring that suitable individuals are appointment to fill key positions under the emergency plan
- Arrange drills and exercises to ensure the effectiveness of the plan
- Review and update the plan as conditions change
- Ensure any equipment essential to the operation of the plan is tested and maintained.

3.9. Fire precautions

The contract project manager will appoint a fire co-ordinator who will ensure that a fire risk assessment is made, that emergency preparedness against fire is adequate and that a fire safety plan is in place ([Appendix E](#)).

The fire co-ordinator will complete the emergency arrangements and review this on a regular basis referring deficiencies to the site / project manager for action.

Site inspections of emergency arrangements against fire will be carried out not less than fortnightly.

Where fire escape routes are long, involve stairs, buildings have multiple occupancy, or may be used by the disabled or the general public, fire drills will be carried out not less than annually.

3.10. Hand Arm Vibration Syndrome (HAVS)

Morgan Sindall has adopted a HAVS strategy, guidance is given in the IMS. This strategy will be taken into consideration when using equipment that could potentially cause HAVS.

Where prolonged use of vibrating tools or where vibration exposure is likely to regularly exceed the action level for a particular tool / activity, the items listed below should be considered and implemented:

- Tool selection
- Vibration control
- Maintain blood circulation
- Selection of operatives
- Training and awareness
- Health surveillance.

3.11. Health and safety rules

Site health and safety rules shall be included in the site start up pack and developed for the project by the contract manager in conjunction with the SHE advisers. Site rules will be posted on site notice boards and explained at induction will cover as a minimum:

- H&S Goal for the Project
- Policies including substance abuse
- Access and egress (Work in 'Live' School, Contractor Parking, etc.)
- Personal Protective Equipment (PPE)
- Mandatory instructions
- Site boundaries (Security of site and school is of paramount importance)
- Training and competence
- Authorised persons
- Safe methods of work
- Traffic management
- Live school services must be protected
- Emergency protocols
- Waste
- Visitors.

Minimum rules are contained in the Morgan Sindall '[Creating a Safe and Sustainable Environment](#)' document.

All works on in School areas (outside construction site boundary) shall be undertaken in line with School Control of Contractors policy, additional RAMs may be necessary to comply with the process.

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3.12. Health surveillance

Risk assessment will identify circumstances when health surveillance is required (unless already identified by existing legislation) and should it be deemed necessary, an occupational health surveillance programme will be undertaken. Occupational health surveillance for individuals undertaking high risk activities will include screening for any or all of the following:

- HAVS
- Noise induced hearing loss
- Manual handling
- Dermatitis from onsite operations
- Repetitive strain injuries.

Additional health issues may arise as a result of COSHH assessments and or individual situations. Such surveillance will be conducted as identified by risk assessment.

3.13. Health and safety file

In compliance with CDM Regulations, the health and safety file will be developed throughout the contract in a format agreed by relevant parties early in the contract.

The contents of the health and safety file may include:

- A brief description of the work carried out
- Residual hazards and how they have been dealt with
- Key structural principles incorporated in the design of the structure
- Any hazards associated with the materials used
- Information regarding the removal or dismantling of installed plant and equipment
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including fire fighting services
- Information and as-built drawings of the structure, its plant and equipment.
- Any addendums to existing access and maintenance strategies on existing school.

3.14. Hot works

Works that generate heat or sparks that could create risk of fire require issue of a hot works permit and the provision of fire extinguishers and emergency arrangements.

3.15. Housekeeping

All site personnel will be responsible for maintaining a clean and tidy site that poses no unnecessary slip, trip and fall hazards and presents an acceptable visual impression to the workforce, visitors and the general public.

Material and equipment will only be delivered to site as required to reduce the required storage space.

Failure of contractors to maintain standards may result in work being undertaken on their behalf and those contractors being recharged accordingly.

Time will be allowed within the detailed programme of works to ensure that housekeeping is afforded high priority and each section of the works is left clean, neat and tidy at the end of each work shift. An end of shift inspection regime will be implemented.

3.16. Site induction

Morgan Sindall will prepare a site specific induction for this project. The purpose of this induction is to:

- Familiarise individuals with the health and safety requirements of the project
- Establish procedural controls specific to the project
- Specify any permits to work
- Identify emergency arrangements
- Instruct on accident reporting
- Identify site specific safety rules
- Identify significant hazards at the worksite.

This induction will be delivered to all Morgan Sindall employees, subcontractors and visitors on site. Records of this induction will be maintained within the site safety file.

All visitors to site whether invited or not, must identify themselves to the project manager attending site prior to entering the worksite. The project manager must ensure that all such visitors are in possession

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of the relevant certification, site equipment (including PPE) and are fully inducted and briefed before accessing the work location.

3.17. Interfaces with visitors, the public and others

Protecting and safeguarding members of the public from risks to their health or safety arising from the construction work is the highest priority. Every care will be exercised to prevent risk to persons moving around the site or on the adjacent land, and in particular to prevent unauthorised access to the site. Morgan Sindall will establish and maintain the safety and security of the site and any remote locations used for accommodation and the storage of plant and materials. This shall include all security precautions, protective fencing / hoardings, temporary warning and emergency escape route signage etc. to suit the sequence / method of working. This will include physical barriers on the public highway must comply with Chapter 8 of the Traffic Signs Manual and the 'safety at Street works and Road Works, Code of Practice, 2013.

Interfaces between site activities, visitors and the public will be considered when developing the site plan, planning points of site ingress / egress and works outside the site boundaries to ensure that site operations do not endanger visitors and the public. Such consideration will apply to others such as the customer's personnel who may need access to or through the site.

The following measures to protect the public from site activities will be taken:

- Construction site will be secure and segregated from school
- Operatives, management and visitors shall comply with School or Leisure Centre Control of Contractors documents when operating within live buildings.

The adjoining buildings, roads, paths etc shall be kept clear of obstruction particularly with regard to the driving and obstruction of vehicles, plant, materials, rubbish and the dropping of mud from vehicles. During the operational phase of the temporary accommodation to the south of the site, Morgan Sindall shall ensure suitable and safe segregation of the school site from the construction site. Separate access will ensure the temporary accommodation site is completely segregated from the construction site and any associated vehicular movements and construction works. The Contractor shall ensure that any disruption to the temporary accommodation (including dust, noise, vibrations etc.) are minimised.

3.18. Lifting operations

All lifting operations will be planned and authorised in accordance with company processes, standards and guidance [SH PRO9](#). The Operations/Contracts manager must appoint a Responsible Person (Lifting) and record this appointment on the relevant appointment form.

Where applicable the contract manager will appoint a competent appointed person for cranes and a crane supervisor. All lifting machinery, equipment and gear must be checked prior to use and on arrival to site. This will include the use of piling rigs.

Checks and inspections of lifting plant and equipment will be recorded in the site register.

3.19. Lone working

Lone working must be avoided whenever feasible. If it cannot be avoided, a specific risk assessment and method statement for the activity is required, to include the arrangements for lone working.

3.20. Manual handling

Manual handling risk assessments must be carried out prior to manually lifting a load and must include load weights and dimensions. Methods of assessing the risks of manual handling and consideration to alternative methods will be considered where practical.

3.21. Material storage and distribution

The storage of materials will be planned before the site is established to meet logistical and safety requirements and to ensure that wastage of materials through poor storage, damage or theft is minimised.

Suitable and adequate means of distributing materials about the site when needed will be planned beforehand.

3.22. Mechanical plant

Site plant and equipment operated by Morgan Sindall will be subject to Planned Preventative Maintenance (PPM) scheme.

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Records of plant inspections will be maintained on site and will be available for inspection.

Plant and equipment operated by contractors must be similarly maintained in line with legislation and Morgan Sindall minimum standards.

Details of plant and equipment operators shall be maintained and evidence of periodic checks from plant hirers that the plant has been adequately maintained shall be obtained.

3.23. Monitoring and inspection

Safety performance and compliance will be assessed regularly. Records of audits, inspections and visits undertaken will be available on site.

Project Monitoring Schedule				
Type of monitoring	Frequency			
	Daily	Weekly	Monthly	Annual
Senior Management SHE tours			X	
SHE meetings			X	
Liaison / stakeholder meetings (i.e. Trust/Mitie)		X		
Contractors (safety / co-ordination) meetings			X	
Project progress meetings			X	
SHE Cross regional audit				X
SHE Inspections – (SHE team)			X	
SHE Inspections – contractors (self-audit)			X	
SHE Inspections – client			X	
SHE Inspections – (site team)		X		
SHE Monthly return			X	
Safety committee (VOICE)			X	
Emergency procedure drills			X	
Safety awareness talks		X		
100% Safe toolbox talks / briefings			X	

3.24. Noise

Morgan Sindall note the proximity of occupied premises adjacent to the site and will use best endeavours to limit the amount of noise the works. All reasonable steps must be taken to reduce noise pollution to levels acceptable to the Local Authority Environmental Health Department under the Environmental Protection Act 1990.

If work environments are likely to exceed occupational action levels specific noise assessments will be carried out prior to commencement of works.

Potential sources of noise on this project include:

- Site investigation
- Piling
- Earthworks
- Ground works
- Erection of structure (steel, concrete, etc)
- Fit-out

3.25. Occupational health monitoring and surveillance

Requirements for occupational health monitoring will be assessed on a task specific basis and in line with the Morgan Sindall company policies process, standards and guidance. Risk assessments may identify circumstances when additional health surveillance is required (unless already identified by existing legislation).

3.26. Permits to work

The use and issue of permits shall be in accordance with Morgan Sindall permit to work systems and contract specific requirements.

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Risk assessments will identify operations or areas where permits to work are required as part of the control procedure. Only qualified and competent persons are to operate and be employed on 'permit to work' systems. These include for this project:

- Permit to work in live school or leisure centre
- Permit to break ground
- Permit to lift
- Hot works operations
- Entry into confined space
- Work on isolated electrical equipment
- General permit (eg roof access / work in occupied premises)
- Use of ladders and step ladders.

3.27. Personal Protective Equipment (PPE)

Morgan Sindall will supply to and ensure the use of PPE by all employees and visitors. Contractors will be required to supply PPE to their own personnel to the minimum requirement noted:

- Safety helmet
- Light eye protection (LEP)
- Gloves
- Safety footwear
- Hi vis coat, jacket or vest (where there are plant movements or as directed by the project manager)

The issue of PPE will be recorded.

Other PPE required will be specified in activity RAMS.

3.28. Piling operations

Piling operations by an approved contractor must be managed in line with Morgan Sindall company policies, process, standards and guidance.

3.29. Pressurised systems

Pressurised system can contain potential energy that may be released under certain conditions. When working on pressurised systems specific risk assessments and precautions will be taken.

3.30. Road works

All road works will be carried out in line with current legislation and where applicable "The Traffic Signs Manual Chapter 8".

Road works **MUST NOT** highway at any time.

3.31. Safety training

Specific health and safety training will be identified in the contract specific training and competence plan.

Where required, site supervision will arrange for safety training associated with specific tasks such as abrasive wheel training. Records of all task specific training whether delivered on or off site will be recorded.

The project manager will ensure that United Kingdom Contractors Group (UKCG) standards of competence for persons employed on Morgan Sindall projects are achieved, ie working towards 100% CSCS or equivalent.

3.32. Scaffolding

The project team will ensure that scaffold is erected in accordance with BS EN 12811, the CDM regulations 2015, National Access and Scaffolding Confederation (NASC) Guidance SG4:10, company standards and temporary works requirement.

3.33. Site office safety

A contract specific risk assessment for the site office and welfare facilities will be carried out. This will identify any specific hazards and controls to be adopted at that location. The [PM STD8](#) site establishment and welfare will be in accordance with the Morgan Sindall minimum standards document in the IMS.

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3.34. Site security

Security arrangements which require consideration, include but not limited to:

- Site boundary
- Compound
- Offices
- Plant / equipment
- Building under construction
- Children / public
- Trespassers
- Turnstile

The contract specific arrangements are described in PCIP and cover:-

- Public areas (i.e. atrium, corridors, etc),
- Patient contact areas (i.e. wards, clinics, etc)
- Closed patient contact areas (i.e. plant rooms, etc)

3.35. Smoking

Smoking is not permitted inside the building/work area and is only permitted outside in a designated smoking facility. Facilities for smokers are to be provided for the workforce, the Principal Contractor and the contractors on site must ensure they are in line with the current regulations and must ensure they are kept clear of waste storage and any flammable materials.

3.36. Statutory notices

Mott MacDonald issued F10 notice dated 17th February 2023.

The contract manager will arrange for a copy of the following to be posted on site notice boards.

- F10 notification to HSE
- Health and safety law - what you should know poster
- Employers liability insurance certificate
- Fire action notice
- First aid notice
- Traffic Management plan
- Site specific safety rules.

3.37. Steel erection

Steel erection will be carried out by a specialist contractor approved via our contractor approval process and will be subject to an acceptable RAMS and to proper supervision and control.

3.38. Temporary works

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

Details shall be listed in the appropriate method statements.

A detailed RAMS including calculations and designs, and pre and post loading checks will form the control measures for all defined temporary works which are required for the execution of permanent works or temporary structures ie not directly connected with the permanent works.

3.39. Traffic management

All areas of work that involve vehicle movements and the interface with personnel will have a Traffic Management Plan (TMP) ([Appendix F](#)). The TMP will be managed by an appointed person who will act as the Traffic Management Co-ordinator (TMC).

The site layout will be planned to provide safe segregation between plant, vehicles and pedestrians wherever practical. The reversing of site plant, vans and lorries will be avoided if possible but where this is necessary will be under the supervision of a vehicle banksman / controller.

Car parking arrangements and access routes will be clearly identified in the plan. Particular consideration will be given to the delivery, loading and offloading of materials.

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Visitors, public protection and interface with others

Measures will be developed as required to ensure the protection of the public / client staff which will be continually reviewed as work progresses. Security and public protection will be achieved as follows:

- School will permit to work in live school environment
- Hoarding and signage in accordance with client / Morgan Sindall standard requirements
- Traffic management 'best practice'
- Security arrangements.

3.40. Welfare and first aid

Morgan Sindall will provide welfare and first aid that exceed the minimum standards of welfare set by legislation in line with IMS standards and guidance.

Welfare facility	Quantity	Type / comments					
Offices	4	Shared Cabins					
Drying room	1	100 operatives					
Lockers	1	100 lockers					
Toilets – male		Toilets	5	Sinks	5	Urinals	5
Toilets – female		Toilets	1	Sinks	1	Sanitary disposal	1
Showers	1	(please refer to SH GUID1 Occupational Health Hazards and Risk Guidance and SH REG FRM19)					
Canteen unit	1	50 operatives					
Hot water for washing hands	3	(hot running water from day one)					
Drinking water supply	3	(including cups)					
Means of boiling water	3	Kettles or zip boiler					
Facilities for warming food	3	Microwaves					
LEP cleaning station	2	(Light Eye Protection - LEP)					
Hand care station	2	(including sun screen)					

Morgan Sindall will ensure that adequate numbers of first aid trained personnel and first aid kits are available at:

- All site locations
- Security turnstile
- Subcontractor offices
- In vehicles where this has been identified as necessary or good practice
- In strategic locations within office setups.

Facility	Size / quantity	Facility	Size / quality
First aid boxes	2 x 40 person	Eye washes	2
First aiders	2	Dowsing shower	N/A
Appointed persons	2	Stretcher	N/A
First aid room	Site Office	Other - state	

Posters are displayed stating location of first aid boxes, first aiders, appointed persons and action to be taken in case of an incident.

First aiders	
Name	Certificate expiry date
Shaun Thomas	9/11/23

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3.41. Working at height

Morgan Sindall will ensure that all areas that can be deemed as working at height have a suitable risk assessment and method statement in place. Working at height may include working from platforms, structures and/or above excavations, shafts, manholes and voids.

Preventing falls of persons

When planning work at height activities Morgan Sindall will ensure that the hierarchy for work at height is followed. Work at height will be avoided where reasonably practicable, and where unavoidable, equipment and fall prevention systems that provide the highest level of collective protection will be considered in preference to those that provide individual protection or that minimise the consequences of a fall.

Preventing dropped objects

The Morgan Sindall Dropped Objects Manager's Guide must be consulted when selecting control measures for preventing dropped objects. This guide highlights the importance of implementing a hierarchy when selecting control measures and using full height containment in preference to management arrangements.

Hazard	Arrangements
Façade work/Work at Height	When considering options for managing dropped objects, this hierarchy must be followed and arrangements selected from the higher categories wherever possible. Full Height Containment Climbing screens, full height edge protection Collective Measures Protection fans, public protection gantries, exclusion zones, Monarflex, brickguards, netting to MEWPs. Where mast climbers/MEWPs are sited below other works, protection such as fans/nets or top protection must be in place. All edge protection systems to be a minimum height of 1600mm Individual Measures Tool tethering is mandatory in the following circumstances: • When working on any platform with a leading edge • When working within 2m of standard edge protection and there is a risk that a tool could be dropped over the protection • Within mast climbers and MEWPs • Where tools could fall into a public area • During scaffolding works Management Arrangements Material storage, prohibiting work in certain area and where exclusion zones are used they should be a minimum of 2m around the work, or a height /area ratio of at least 5:1 whichever is the larger
Mast climbers/cradles	The following is mandatory when using mast climbers: • A suitable restricted access zone must be in place at the base during erection and dismantling. • During use, an exclusion zone must be in place at the base prevent unauthorised access. • Netting to contain loose materials must be in place around the sides and base. • All tools and equipment must be tethered • Means to protect objects falling through the internal gap must be considered. • If work is occurring above the mast climbers, the climber must be protected from objects that may fall from above (Catch nets or roof protection). • Hard hat tethers
Protection of the public	The site will be secured with a hoarding, locked gates and access turnstiles to prevent unauthorised access by the public. The site will be

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	monitored by on-site security during working hours and off-site security during out of hours periods. Public Protection where there is a risk of objects falling outside of the boundary, or where a public area exists within the 5:1 ratio, additional protection must be provided such as: • Public protection walkways • Protection fans and catch nets • Organising footpath closures to divert the public • Provide temporary pedestrian management for short duration requirements.
Protection of public and workers below while working at height in MEWPs	Tool tethering is mandatory when working within any MEWP where the platform is at a height of 3m or more and a dropped object could fall into an area where people are or could be present. In addition to tool tethering, small tools and materials, such as fixings must be secured, solutions such as those below should be considered. • MEWP tool bags • Tool pouches • Exclusion Zones must be in place around all MEWP operations at all times whilst the basket is at height.
Low-level work at height	Work at height will be controlled by using suitable access equipment. The selection hierarchy is the order in which equipment for accessing work at height (low-level) must be considered, only using where elimination of work at height is not possible.

Selecting low-level access equipment

When selecting low-level access equipment, it is essential that safest possible equipment is selected taking into account:

- Height to be accessed
- Type of work being undertaken (heavy/light duty)
- Location of the work (internal/external)
- Duration of the work
- Space restrictions

The below hierarchy is the order in which equipment must be considered, only using a lower level where use of a higher level is not possible or reasonably practicable.

1. 'Safe Stand' Type Platforms
2. Powered Low level Access (MEWPs), Pop-Ups and Push around Verticals (PAVs)
3. Podiums and platforms with handrails
4. Mobile Towers
5. Hop-Ups
6. Platform Step Ladders (subject to permit)
7. Step Ladders (subject to permit)

3.42. Working near railways

When working near or in the vicinity of railways Morgan Sindall will adopt the processes and guidance within the [rail section of the IMS](#).

3.43. Working over or adjacent to water

Any work over or adjacent to a body of water (e.g. river, stream, reservoir, pond, estuary or sea) will be subject to specific risk assessment and in accordance with IMS standards and guidance.

3.44. Work station (computer) assessments

Individuals working regularly with computers will be required to carry out an on-line assessment to ensure that posture and vision are not impaired by long-term use. This assessment will not be available for site audit. Contact the SHEQ department for further information.

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Construction Phase Health & Safety Plan (CPHSP) – PEP Part 2**Appendix A Project specific health and safety objectives and targets**

The project specific health and safety goals are:

- Establish and maintain health and safety standards through effective planning, management and coordination of the scheme.
- Identify and eliminate significant risks at the earliest possible stage and to effectively manage any residual risks.
- Zero fatalities.
- Zero injuries to members of the public.
- No permanently disabling injuries.
- No long-term harm to health.
- Aiming for a zero AFR (Accident Frequency Rate).
- No contaminant release from asbestos.

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Appendix B Project risk assessment summary

Prepared in conjunction with the pre-construction information pack, risk register and other relevant information. The RAMS identified below may be prepared during the contract period.		Hazards			Risk assessment required			Method statement required		
		Safety	Health	Environment						
Ref	Trade / activity				Y	N	N/A	Y	N	N/A
1	Site establishment	✓		✓	✓			✓		
2	Temporary hoarding / fencing	✓		✓	✓			✓		
3	Demolition (general)	✓	✓	✓	✓			✓		
4	Demolition (asbestos removal)	✓	✓	✓	✓			✓		
5	Existing buildings adjacent to works	✓	✓	✓	✓			✓		
6	Overhead services / obstructions						✓			✓
7	Underground services	✓	✓	✓	✓			✓		
8	Piling	✓	✓	✓	✓			✓		
9	Excavations	✓	✓	✓	✓			✓		
10	Haul road crossings on site	✓	✓	✓	✓			✓		
11	Bulk earthwork	✓	✓	✓	✓			✓		
12	Reduced level dig / imported fill	✓	✓	✓	✓			✓		
13	Contaminated ground		✓	✓	✓			✓		
14	Environmental issues		✓	✓	✓			✓		
15	Working on public roads	✓		✓	✓			✓		
16	Working over / adjacent to water						✓			✓
17	Working over / adjacent to railways	✓		✓	✓			✓		
18	Concrete works and reinforcement	✓	✓	✓	✓			✓		
19	Concrete repairs and finishings	✓	✓	✓	✓			✓		
20	Pre-cast concrete construction						✓			✓
21	Scaffolding	✓		✓	✓			✓		
22	Erection of structures	✓	✓	✓	✓			✓		
23	Steel erection						✓			✓
24	Welding and burning of steelwork						✓			✓
25	Roofwork and working near openings in floors	✓	✓		✓			✓		
26	Infilling floor openings						✓			✓
27	Roofwork (flat roofs)	✓	✓	✓	✓			✓		
28	Roof structures (plates, trusses, timber)						✓			✓
29	Roof coverings (felt / baten / tile)	✓	✓	✓	✓			✓		
30	External cladding (including glazing)						✓			✓
31	Rain water goods	✓			✓			✓		
32	Lifting operations	✓		✓	✓			✓		
33	Manual handling	✓	✓		✓			✓		
34	Site plant movements	✓		✓	✓			✓		
35	Tools (electric / pneumatic / cartridge)	✓	✓	✓	✓			✓		
36	Confined spaces	✓	✓	✓	✓			✓		
37	Night working						✓			✓
38	Bitumen waterproofing						✓			✓
39	Highly flammable materials	✓	✓	✓	✓			✓		
40	Installation of fire protection coatings (board)						✓			✓
41	Installation of fire protection coatings (spray)						✓			✓
42	Lift installation						✓			✓

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43	Electrical / mechanical services	✓	✓	✓	✓			✓		
44	Plumbing works						✓			✓
45	Carpentry / joinery	✓	✓	✓	✓			✓		
46	Plastering/ rendering						✓			✓
47	Ceiling fixing						✓			✓
48	Floor and wall tiling						✓			✓
49	Painting and decorating						✓			✓
50	Nuclear densometers, thermal welders and lancers, high pressure (HP) water jetting						✓			✓
51	Use of lasers						✓			✓
52	Arc welding						✓			✓
53	Radiography						✓			✓
54	Commissioning plant						✓			✓
55	Paving slabs, block paving, kerbs, edgings	✓	✓	✓	✓			✓		
56	Roads / paths surfacing	✓	✓	✓	✓			✓		
57	Fencing (permanent)						✓			✓
58	Landscaping						✓			✓
59	Tree surgery / use of chainsaws	✓	✓	✓	✓			✓		
60	Fire prevention on site	✓	✓	✓	✓			✓		
61	Fire prevention in offices	✓	✓	✓	✓			✓		
62	Work in offices	✓	✓		✓					
63	Young persons	✓	✓		✓			✓		
64	Cable pulling	✓			✓			✓		
65	Working in chemical / radioactive situations						✓			✓
66	Brickwork and blockwork	✓	✓		✓			✓		
67	Cleaning / builders clean						✓			✓
68	Use of ladders	✓			✓			✓		
69	Lead burning / plumbing						✓			✓
70	Use of mobile elevating working platforms	✓			✓			✓		
71	Unloading of vehicles	✓	✓	✓	✓			✓		
72	Use of stepladders	✓			✓			✓		
73	Traffic management	✓		✓	✓			✓		

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Appendix C SHE RAMS schedule / evaluation template

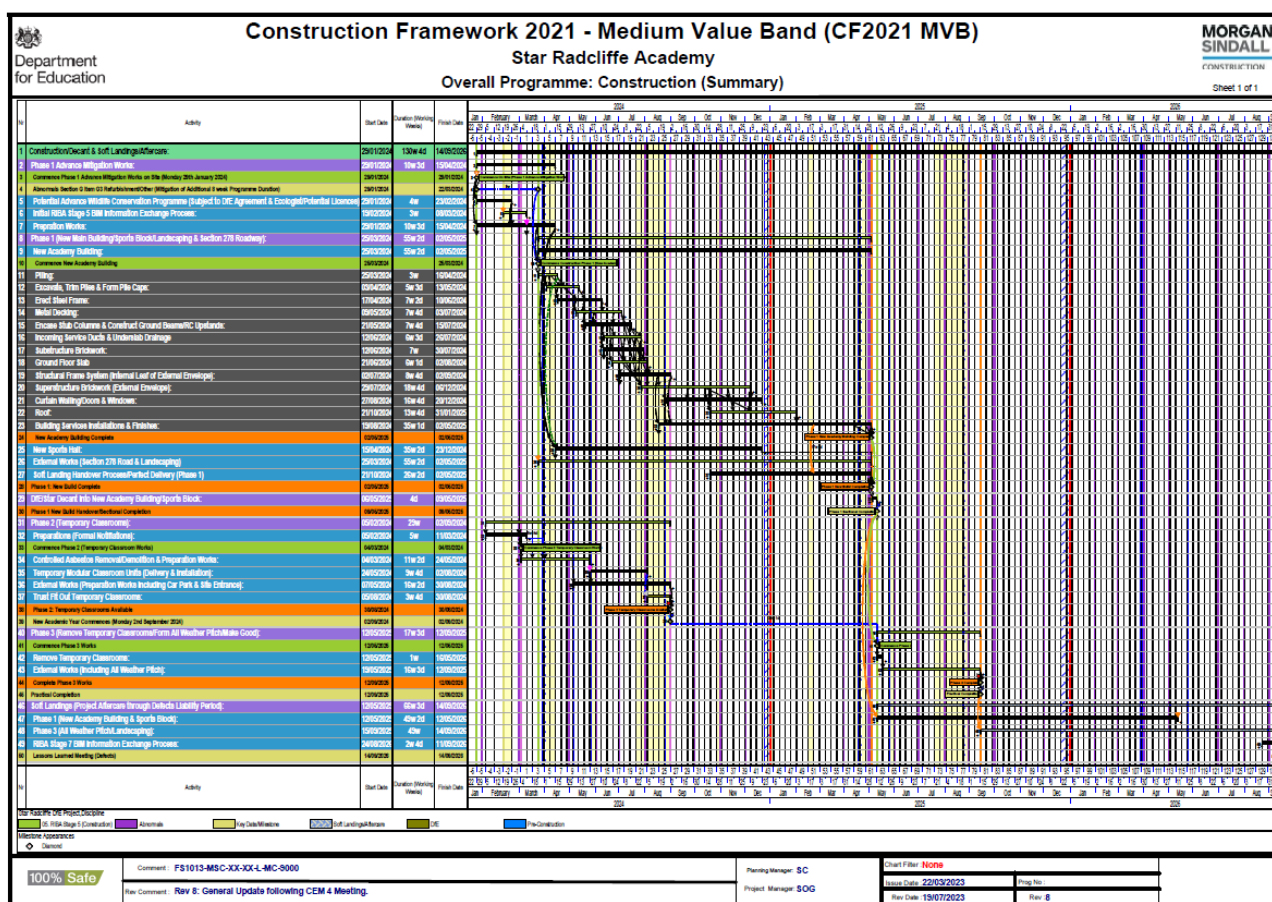
NB This document to be retained and maintained up to date in site file 6. For the purposes of the initial acceptance of the SHE plan by the client, it is acceptable to include only the earliest packages and those relating to site set up, fencing etc. The live document will be updated and retained in SHE file 6 and not in the SHE plan.

[illegible]

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Appendix D Construction programme

Star Radcliffe Academy, Overall Programme: Construction (Summary) reference number FS1013-MSC-XX-XX-L-MC-9000 Rev 8.



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Appendix E - Construction Phase Pre-start Fire Risk Assessment Checklist

Project Name: Star Academy Radcliffe					
Responsible Person: Shaun Thomas					
Site Accommodation – Initial site set-up	Yes	No	N/A	Actions	Owner
Location of Oasis units should be located no closer than 6m from any structure	✓				MSC
Smoke Detection and break glass call point ordered for Oasis unit	✓				MSC
Foam & Co2 ordered for Oasis Unit	✓				MSC
Dry Powder extinguishers and spill kit ordered for refuelling area	✓			No Refuelling point during site set-up. Off-site refuelling only.	S/C
Fire Assembly Point arranged (<i>update location as necessary in line with project</i>)	✓			Assembly Point B by ED Car Park	MSC
Occupying permanent buildings? Arrangements made for checking: A) Emergency lighting B) Fire alarm system C) Fire doors D) Means of escape E) Compartmentation where required	✓			Temporary site establishment to be set up and checked prior to occupation	MSC
Site Accommodation – Main set-up	Yes	No	N/A	Actions	Owner
Fire rated cabins requested for location 6 metres or closer from any structure		✓		To be noted if cabins are required in next phase	MSC
Non fire rated cabins requested for set-up greater than 6 metres from any structure	✓			To be noted if cabins are required in next phase	MSC
Two means of escape provided from each level of site accommodation	✓			To be noted if cabins are required in next phase	MSC
Smoke detection ordered for A) offices B) Changing facilities C) Knowledge quad	✓			To be noted if cabins are required in next phase	MSC
	Yes	No	N/A	Actions	Owner
Heat detection ordered for kitchen areas	✓			To be noted if cabins are required in next phase	MSC
Fire alarm system arranged to be linked to M-site	✓			To be noted if cabins are required in next phase	MSC

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Arrangements made for SMS notifications	✓			To be noted if cabins are required in next phase	MSC
Break glass call point arranged for each floor level	✓			To be noted if cabins are required in next phase	MSC
Foam and CO2 extinguisher and stand arranged for each floor level	✓			To be noted if cabins are required in next phase	MSC
Lith Ex extinguisher arranged for battery charging area	✓			To be noted if cabins are required in next phase	MSC
Emergency lighting arranged internally and on access stairs	✓			To be noted if cabins are required in next phase	MSC
Security cameras arranged as deemed necessary	✓			To be noted if cabins are required in next phase	MSC
Portable appliance testing arranged	✓			PAT testing to be carried out at regular intervals.	MSC
On-site catering facilities are provided with suitable suppression system for deep fat fryers as necessary			✓	No deep fat fryers will be permitted.	N/A
Construction Site	Yes	No	N/A	Actions	Owner
Temporary fire evacuation strategy and plans arranged & printed for fire points (A3 Size)	✓			Site plans to be developed	MSC
At least two means of escape are provided (<i>unless design dictates otherwise</i>)	✓			Site plans to be developed	MSC
Sufficient fire detection arranged in line with temporary strategy	✓			Site plans to be developed	MSC
Alarm call points arranged in line with temporary strategy	✓			Site plans to be developed	MSC
Foam & CO2 extinguishers arranged for internal areas	✓			Site plans to be developed	MSC
Dry Powder arranged for refuelling areas	✓			Site plans to be developed	MSC
Emergency lighting considered and arranged accordingly	✓			Site plans to be developed	MSC
Directional & exit signage arranged	✓			Site plans to be developed	MSC
Areas for safe storage of combustible materials identified on plan	✓			Site plans to be developed	MSC
Areas for the safe storage of flammable liquids and gases identified on plan	✓			Site plans to be developed	MSC
Areas for waste storage areas identified	✓			Site plans to be developed	MSC
Covered skips or flame-retardant covers arranged within 3m of any structure or boundary.	✓			Site plans to be developed	MSC
Alternative methods been considered to avoid hot works on site	✓			Site plans to be developed	MSC
Outline foreseen hot works requirements	✓				MSC
Temporary fire doors for stair cores arranged	✓				MSC
Temporary fire stopping arranged for high rise (<i>Minimum every 10 floors for high rise</i>)	✓				MSC

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Construction Site cont'd	Yes	No	N/A	Actions	Owner
Temporary/permanent fire stopping arranged for occupied areas (e.g. Hospitals, schools)	✓				MSC
Wet risers planned to be commissioned at 50 metres (to be available as dry riser at 11m)			✓	Building less than 50m	MSC
All dry risers planned to be commissioned at 11 metres			✓	Building less than 11m	MSC
Access for fire appliances will be maintained. (Must also consider requirements for occupied neighbouring buildings)	✓				MSC
Hydrant is available	✓				MSC
Smoking shelter(s) arranged with metal cigarette bin			✓	No smoking on site permitted	MSC
Fire rated sheeting arranged for public facing areas, escape routes, within 6 metres of any structure & scaffolding	✓				MSC
Management	Name			Position	
Fire Coordinator(s) (include more as necessary)	Shaun Thomas			SPM	
Fire Marshall (add more as necessary)	Shaun Thomas			SPM	
Fire Coordinator/Fire Marshall training completed or arranged	Yes	✓	No		
Fire plan completed & attached:	Yes		No	✓	
Form completed by:	Shaun Thomas				
Position:	Senior PM				
Date:	15/08/23				
Date sent to UK Fire Safety Manager / SHE Manager:	15/08/23				

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Appendix F – Project Fire Risk Assessment (FRA)

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Appendix G – Emergency Preparedness

1.1. Action in the event of a fall from height

- Rescue from any working area in height in relation to the building works. The main access routes up and down the building will comprise staircases, either the permanent stairs or in the case of scaffold structures, proprietary staircases such as Layher and Haki. Stairs formed from scaffold components are also acceptable. Secondary means of access may comprise ladders at the correct angle and properly installed. However, a means of rescuing a stretcher bound casualty from any area or level using stairs will be the minimum standard.
-
- Rescue from suspension in a safety harness. There may be instances where the use of fall arrest safety harness systems will be employed. Whilst it is acknowledged that these are a last resort, second even to restraint systems, there is a likelihood of their use e.g. by scaffolders during scaffold erection / dismantling. Other suspension rescue means will be provided by Morgan Sindall in the form of Mobile Elevating Work Platforms (MEWP) and scaffold towers. The means of proposed rescue will change throughout the project according to activities ongoing at the time but a means of rescue will always be available, with the aim of providing the quickest means possible to eliminate the risk of suspension trauma.
-
- Rescue from personnel at height from safety netting. The rescue provision for safety net containment will be agreed in advance of relevant work at height activities. It will comprise either scaffold tower or MEWP depending on other work requirements and ground / floor surface conditions. In the event that a person in the safety net could not climb out, the net would be cut from beneath whilst avoiding injury to the person in the net, and the person lowered onto the platform beneath.

1.2 Confined space rescue

- Entry into confined spaces would require rescue procedures and equipment and this is a requirement of the Morgan Sindall confined space entry permit. No such permit is to be issued without prior knowledge and involvement of the Morgan Sindall SHE adviser
- All rescue provisions are to be practiced on a basis to be determined subject to SHE adviser guidance.

1.3 Action in the event of a service utility failure

If a service utility (gas, electricity and water) to the building and surrounding area fails, contact the local facilities management and/or service provider as listed at the back of this fire and emergency plan.

1.4 Action in event of a water leak

On discovering a water leak:

1. Discover where the water is coming from
2. If the leak is not serious, place a suitable container to temporarily contain the leak and move or cover any materials, equipment or furniture to minimise water damage. Switch off or otherwise protect any electrical equipment or lighting that may be in danger of getting wet and thus becoming potentially dangerous to life
3. If the leak is serious and there are not visible means of stopping it or turning off the source, take necessary steps to minimise further damage as in step 2
4. Locate and isolate the source of the leak and take such measures as are necessary to contain the leak, or divert it from areas where it might cause damage
5. For mains water leaks on deeds to wash basin taps and Water Closet's (WC's) etc., isolate the supply at the nearest upstream stopcock
6. For hot water leaks, switch off the water heater and isolate the water intake at the upstream isolating stop valve to the water heater

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7. For Low Pressure Hot Water (LPHW) or chilled water leaks switch off the pumps and shut isolated valves to the circuit. This has the effect of slowing the rate of water loss.
8. For sprinkler system leaks isolate the nearest stop valve or the main sprinkler control panel
9. CAUTION: LPHW and Chilled Water (ChW) contain chemical inhibitors which may cause skin irritation. If splashed in the eyes – it must be washed out immediately. It may cause inflammation of the eye membranes.

1.5 Action in event of an explosion

In the event of an explosion due to gas leak, volatile fuel leak, (or by a bomb), on site staff should proceed as follows:

1. The responsible person should contact the emergency services – dial 999 or local arrangement. Inform them of a major incident due to explosion within / outside the building
2. Sound the alarm and evacuate the building / area as quickly as possible
3. Be aware of additional explosions
4. Ensure all access is freely available to emergency rescue services eg digital door lock codes
5. Assess the need for any further action to make the area safe from damaged services
6. Management staff is to inform the local HSE office of major incidents [SH PRO 2](#).

1.6 Action in event of a structural failure

The requirement for action in event of structural failure is dependent on the cause and degree of failure and its effects.

1. In a catastrophic situation, with major structural collapse and severe damage, injury to public, etc., the worst case needs will be similar to that for an explosion
2. For a minor structural collapse however, the action may be restricted to cordoning off the area from the public until the structure is made safe
3. Project management staff and security staff must assess the needs according to the arrangements and act accordingly
4. Project management staff: inform the local HSE office of all incidents involving structural failure and accidents occurring within a public area, or when persons are injured.

1.7 Action in the event of a spill

Emergency spill response procedure is as follows:

- Stop work immediately and prevent any further spillage
- Eliminate any sources of ignition
- Assess the situation. Ensure that appropriate PPE is worn. Do not put yourself at risk
- Contain the spill has not entered any drains, ditches or watercourses
- Notify your line manager giving the following information:
 - Danger of entering drainage / water
 - Danger of environmental harm
 - Materials involved
 - Location of incident
 - Reason for pollution
 - Quantity involved

A SPILL RESPONSE KIT will be provided and located on your site and in the site compound, as appropriate.

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Emergency contacts and telephone numbers

Project:	Star Radcliffe Academy			
Address:	Star Radcliffe Academy, Spring Lane, Radcliffe, Bury, M26 2SZ	What3Words:	https://w3w.co/edge.grow.tree	
Telephone no.:	07870543028	Fax no.:	N/A	GPS co-ordinates: - 53°33'53.7"N 2°19'22.2"W
Name	Role	Contact number		
Morgan Sindall				
Shaun Jones	Regional Director	07976 384369		
Shaun Thomas	Project Manager	07870 543028		
Paul Martin	SHE Adviser	07976 191 924		
Client				
Kerry Stevenson	Project Manager			
Louise French	Technical Advisor			
Enforcing authorities				
HSE	Redgrave Court, Merton Road Bootle, Merseyside, L20 7HS	T : 0151 951 4000		
Environment Agency (EA)	Richard Fairclough House Knutsford Road, Latcford Warrington, WA4 1HT	T : 01925 542050		
Local authority	Bury Council, 7 Whittaker, Street Radcliffe, Bradley Fold, M26 2DT	T : 0161 253 5000		
Emergency Services				
Fire and rescue service	Whitefield Fire Station Bury New Road, Manchester, M45 7SY	T: 999		
Ambulance service	NWAS Bury, Birch Street, Bury, Lancashire, BL9 5AL	T: 999		
Hospital (A&E)	Fairfield General Hospital, Rochdale Old Road, Bury, Lancashire, BL6 7TD	T: 999		
Police	Bury Police Station, Dunster Road, Bury, BL9 0RD	T: 999		
Other				
Gas	<i>Cadent</i>	0800 111 999		
Electricity	<i>Scottish Power</i>	0800 7 838 838		
Water / sewerage	<i>United Utilities</i>	0845 7 145 145		
Telecom	<i>BT</i>	0800 9 173 993		
Cable	<i>Vodafone</i>	0800 052 0800		
M&E Services	TBC	TBC		
M&E Services	TBC	TBC		

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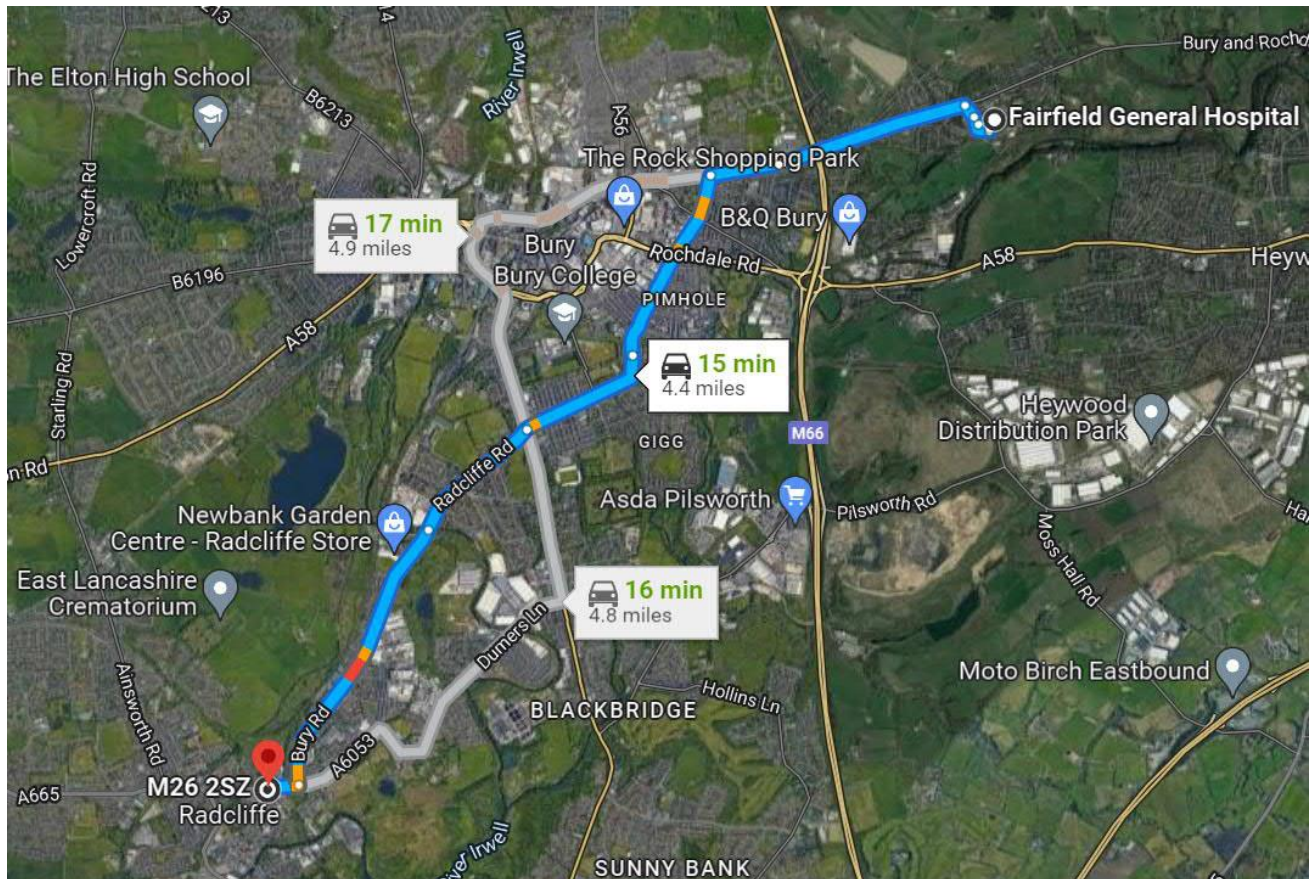
Project team emergency procedure

Link to [SH PRO2 Accident and incident investigation and reporting](#)

Details of the location of the nearest Accident and Emergency department should be kept on the site notice board and evacuation/access routes in the event of emergencies planned and communicated to the workforce.

The nearest Accident and Emergency Department is at:

Fairfield General Hospital, Rochdale Old Road, Bury, Lancashire, BL6 7TD



A map of the route to the nearest A&E Department is located.

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Appendix H Traffic Management Plan (TMP)

1. Introduction

This plan describes the access / egress arrangements for vehicles and pedestrians onto the Star Radcliffe Academy construction site; the movement of vehicles in and around site and the off-loading of stores and materials. The plan will be regularly reviewed and revised to allow for the development of the site and the environment. This will be done by the manager with the responsibility for logistics with assistance from the project manager and project safety advisor.

2. Site description

The site is located on Spring Lane School and Radcliffe Leisure Centre. The site access will be from Spring Lane opposite Radcliffe Metrolink Station. The access to site is shared and the road **MUST** to be kept clear at all times.

3. Safe workplaces

The site will have different coloured zones blue, yellow and orange zones. The different zones allow plant and pedestrians to be clearly segregated. Information on the different zones will be relayed as part of the site- specific induction. The site logistics plan is attached in the appendix this outlines the pedestrian walkways and the plant movement zones.

a. Pedestrians and vehicle separation

The site will have different coloured zones blue, yellow and orange zones. The different zones allow plant and pedestrians to be clearly segregated. Information on the different zones will be relayed as part of the site- specific induction.

b. Loading / off loading and storage areas

Deliveries will be appropriately planned to suit the construction sequence. Due to the limited space on site subcontractors will be encouraged to just in time deliveries to avoid double handling. Deliveries will be unloaded/loaded by banksmen.

c. Public protection

All vehicles will be accompanied by at least one trained and competent banksmen due to the vast amount of public and staff that will be in the area, we are also aware of the importance of managing deliveries.

d. Information

All information regarding access/egress will be outlined in the site induction, displayed on the site noticeboards and appropriate signage will be in place around the job.

4. Safe vehicles

a. Vehicle selection

Limited space onsite so timed deliveries are essential. Online booking system to be utilized for all deliveries. Deliveries to be confirmed on day during the 7.45am breakfast meeting.

5. Safe driving and working practices

a. Reversing

The site will incorporate a one way system and reversing vehicles will be accompanied with a banksmen.

b. Loads

Loads will be unloaded by either forklift or hiab on site. No unloading on the highway will be permitted at any time

c. Drivers / operator

Operatives operating machinery will hold CPCS competency cards.

d. Signallers

The site will incorporate different coloured zones in order identify untrained operatives in plant zones. Signallers will wear orange high viz jackets and use radios in order to communicate with the crane driver.

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Site layout plan

A site layout plan marked up with traffic routes and key installations is produced and displayed. It is regularly reviewed and forms part of the induction process. The layout will be well presented and easily understood by any persons. If necessary the information below maybe depicted on more than one layout.



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6. Managing construction transport – duty holders

A traffic management co-ordinator will be appointed as to manage the construction transport for the project.

7. Risk assessment

Summary of control measures to ensure safe site traffic routes should include:

	Vehicle routes	Pedestrian routes
Site entrance	Adequate sight lines, signs, maps, security and vehicle management procedures.	Separate entrance point, signs, and instructions.
Parking areas	Separate site vehicle, delivery and worker parking areas. Provide temporary lorry parking / holding area by the site entrance to manage deliveries and allow vehicles to turn away from site if not allowed to enter site.	Provide safe pedestrian routes from parking areas to offices, welfare facilities and workplaces. Provide clear signs and instructions to workers.
Office and welfare facilities	Locate offices and welfare facilities and other areas of frequent pedestrian activity away from primary site traffic routes. Provide signs and pedestrians and vehicle control measures where vehicle routes cross pedestrian routes.	Provide safe pedestrian routes from parking areas to workplaces. Provide clear signs and instructions to pedestrians.
Primary traffic routes	Primary traffic routes should allow the safe passage of site and delivery vehicles away from pedestrian routes. Establish one way systems where possible.	Establish primary pedestrian routes which provide safe access to work areas, away from main vehicle routes where reasonably practicable. Provide physical protection where pedestrians are at risk of being struck by vehicles or their loads. Establish crossing points and pedestrian control measures where necessary.
Secondary traffic routes	Define safe routes for all vehicle operations on site.	Provide protected pedestrian routes in areas where vehicles regularly pass.
Storage areas	Locate storage and loading areas away from areas of frequent pedestrian activity.	Provide separate pedestrian access, clear signs and instructions to workers.
Vehicle facilities	Locate vehicle washing areas, sheeting gantries and weigh bridges off primary vehicle routes.	Provide safe pedestrian access across vehicle routes to all places of work.

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Driver / operator rules

12 essential rules to safe use of vehicles

Zero tolerance – your licence to work

1. Keep Spring Lane and access road clear at **ALL** times.
2. Used designated turning areas
3. Do not reverse unless absolutely necessary and then only with the assistance of a competent signaller
4. Use visibility devices when manoeuvring e.g. CCTV, mirrors
5. Ensure safe systems of work are followed
 - Use designated reversing areas
 - Fit and use radar proximity devices
 - Maintain communication and visibility with signallers during reversing operations
6. Use warning lights and alarms when reversing
7. Ensure site speed limit is maintained
8. Load and unload vehicles on level ground in areas away from passing traffic, pedestrians and overhead hazards
9. Only operate vehicles if you are competent and authorised to drive them
10. Carry out all daily checks on your vehicle and report defects immediately to your supervisor
11. Follow site procedures and comply with site rules
12. Do not allow passengers to ride on vehicles unless safe seating is provided
13. Ensure loads are safe and secure to transport.

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Hazard identification and control measures

Key hazard identified	Significant risk and who may be harmed	Control measures
Restricted site access	Striking pedestrians and operatives.	Establishment of segregated vehicle and pedestrian route onto and off the site. Refer to appendix A.
Restricted road and pedestrian access around the site	Striking site personnel and temporary / permanent structures.	Establishment of segregated vehicle and pedestrian routes around the site. Refer to appendix A Establish warning signs.
Site visitors	Being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Visitors must wear high visibility garments whilst out on site. All visitors must be accompanied at all times.
Steep gradients	Overtaking vehicles – driver/personnel injury.	Select appropriate vehicles for site conditions. Keep gradients to a minimum.
Vehicles reversing in confined areas	Striking site personnel and other vehicles.	Where possible provide one way route through the site to eliminate reversing. Vehicles must have visual warning light on at all times. Vehicles must have audible alarm warning when reversing. Trained banksman must be in attendance.
Vehicles being unloaded adjacent to the site gates	Injury to passing pedestrians.	Temporary road barriers must be erected when gates are left open. Banksman to be in attendance.
Site personnel	Site personnel being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Pedestrian routes must be identified by blue netting and signage etc. Operatives must wear high visibility garments whilst out on site. All site personnel must undergo a site safety induction before starting on site, which will cover vehicle segregation and site rules.
Vehicles entering and leaving site	Striking pedestrians, site personnel and other vehicles.	Security to control and monitor incoming and outgoing vehicles. All vehicles to be controlled by trained and competent banksmen. Vehicles cross over's to be constructed at all gates. Site hoarding erected around the exposed sections of the project to deny access to the general public.
Vehicles picking up mud on wheels	Leaving mud on the highways causing road traffic accidents and accidents to pedestrians.	Outgoing site vehicles must enter the wheel wash before leaving site. Excessive mud on wheels to be removed by jet wash. Drivers to check wheels for excessive mud before leaving site. Road Sweepers where applicable
Vertical edges	Falling of vehicles and vehicle loads. Injury to site personnel	Road barriers must be installed to vertical edge. Timber baulks to be positioned at least 1m back from edge. Earth berms. Controlled speed limit.
Concrete pumps overturning	Injury to pedestrians and site personnel	Ensure all outriggers are positioned correctly.

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Obstructions and services	Overturning of vehicles. Damage to installed structure.	Highlight obstructions and services.
Noise and vibration and emissions	Effects on site personnel and pedestrians.	Vehicles to be regularly inspected and maintained.
Drivers lacking competence	Out of control vehicles. Striking site personnel and damage to structures	All site drivers to have a current certificate of training achievement and to be competent. Drivers to receive adequate supervision and monitoring.
Vehicle arrival and departure	Site congestion. Striking site personnel and pedestrians. Causing road traffic accidents. Vehicle drivers being struck by another vehicle or load.	Security to control and monitor incoming and outgoing vehicles. Drivers must wear mandatory PPE when out on site. All drivers to be issued with drivers rules. Refer appendix B.
Key hazard identified	Significant risk and who may be harmed.	Control measures.
Speeding vehicles	Striking pedestrians and other vehicles.	All vehicles to observe the site speed limits. All drivers to be issued with drivers rules. Refer appendix B. Speed humps installed where necessary.
Loading and unloading of vehicles	Striking site personnel.	All loads to be unloaded under the supervision of a trained and competent banksman.
Disruption to the local traffic and highways	Causing congestion and possible road traffic accidents.	Vehicles to use the designated approach roads.
Non site vehicles entering the site	Striking pedestrians, site personnel and other vehicles.	Security to monitor incoming and outgoing vehicles. Signs to be displayed on approach to site roads.

Hazard	Arrangements
Damage of Underground Service	During the preconstruction phase it is important to gather and review as much information about services in the ground as possible. Sources of such information may be: - Pre-construction Health and Safety Information provided by the client or principal designer - Service utilities drawings provided by the statutory undertakers - Asking the client for any historical information they have about the site. The above information must be collated into a 'Buried Services Pack' at Preconstruction which can be provided to the operational team on successful award of contract. In addition to the above, all projects must commission a PAS128 Survey to a minimum of level B prior to any works (including site set up) commencing. Where possible we should aim to complete a PAS128 Level A verification survey at pre-construction stage. This will require physical trial holes to be dug so forward planning and early discussions with the client are important. It is important at pre-construction stage to provide supply chain with as much information as possible about buried services to allow them to price and plan their work accordingly.

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	Where there is a need to work within 500mm of a known live service, the hierarchy (right) must be followed. Eliminate - Can the work be re-organised, re-designed or re-planned to avoid the need to work within 500mm of the service Isolate - Contact the service provider to establish if the service can be isolated. Where hard material such as concrete needs to be removed from around the service this is only permitted once the service is isolated. Use non-mechanical means of excavation such vacuum excavators and air picks as a priority over hand digging. Consideration also needs to be given to how the excavation will be backfilled without striking the service. Hand digging must always be a last resort and limited to short duration activities such as trial holes, undertaking the final part of excavation, and small /short run trenches.
Work in Live School	The following shall apply when working in occupied premises: • All walkways and means of escape shall be kept free of obstruction, trip hazards and rubbish • Any specific rules put in place by the owner / occupier of the premises must be complied with • Hot work permit procedure shall be used for ALL hot work • Report immediately, the discovery of any hazardous conditions or substances, e.g. asbestos, fire hazards, unexpectedly live services, etc. • Minimisation and control of the generation of dust, vibration and noise • Implementation of stringent waste clearance regimes • Respect the occupiers of the building, particularly in school, college, residential and office premises • Never leave tools or equipment unattended in areas where unauthorised persons may interfere with them • A specific fire plan should be prepared to detail emergency procedures in the event of a fire occurring within the occupied or construction area to notify the other respective building user for a coordinated response • Client requirements for staff vetting must be complied with, exact details of such vetting will be established during contract negotiations.
Façade work	When considering options for managing dropped objects, this hierarchy must be followed and arrangements selected from the higher categories wherever possible. Below are some examples. Full Height Containment Climbing screens, full height edge protection Collective Measures Protection fans, public protection gantries, exclusion zones, Monarflex, brickguards, netting to MEWPs. Where mast climbers/MEWPs are sited below other works, protection such as fans/nets or top protection must be in place. All edge protection systems to be a minimum height of 1600mm Individual Measures Tool tethering is mandatory in the following circumstances: • When working on any platform with a leading edge

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	- When working within 2m of standard edge protection and there is a risk that a tool could be dropped over the protection - Within mast climbers and MEWPs - Where tools could fall into a public area - During scaffolding works Wherever tool tethers are deemed appropriate, the need for hard hat tethers should also be considered. Management Arrangements Material storage, prohibiting work in certain area and where exclusion zones are used they should be a minimum of 2m around the work, or a height /area ratio of at least 5:1 whichever is the larger
Mast climbers/cradles	The following is mandatory when using mast climbers: - A suitable restricted access zone must be in place at the base during erection and dismantling. - During use, an exclusion zone must be in place at the base prevent unauthorised access. - Netting to contain loose materials must be in place around the sides and base. - All tools and equipment must be tethered - Means to protect objects falling through the internal gap must be considered. - If work is occurring above the mast climbers, the climber must be protected from objects that may fall from above (Catch nets or roof protection). - Hard hat tethers
Protection of the public	The site will be secured with a hoarding, locked gates and access turnstiles to prevent unauthorised access by the public. The site will be monitored by on-site security during working hours and off-site security during out of hours periods. Public Protection where there is a risk of objects falling outside of the boundary, or where a public area exists within the 5:1 ratio, additional protection must be provided such as: - Public protection walkways - Protection fans and catch nets - Organising footpath closures to divert the public - Provide temporary pedestrian management for short duration requirements.
Protection of public and workers below while working at height in MEWPs	Tool tethering is mandatory when working within any MEWP where the platform is at a height of 3m or more and a dropped object could fall into an area where people are or could be present. In addition to tool tethering, small tools and materials, such as fixings must be secured, solutions such as those below should be considered. - MEWP tool bags - Tool pouches - Exclusion Zones must be in place around all MEWP operations at all times whilst the basket is at height.
Low-level work at height	Work at height will be controlled by using suitable access equipment. The selection hierarchy is the order in which equipment for accessing work at height (low-level) must be considered, only using where elimination of work at height is not possible.

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Specific detailed drawings / sketch (marked up Site Traffic Management layouts)



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Appendix J Project safety and security site rules

Essential rules to maintain safe working

1. Read, understand and follow the task specific method statement. If you cannot work safely, then stop and reassess the risk and adapt the method statement with your supervisor. Remember – no method statement – no work
2. Ladders / step-ladders only to be used where identified by risk assessment and authorised by permit to work
3. Remove waste and any materials not required as work proceeds and at the of every shift
4. 'Permit to work' areas and associated control measures must be strictly adhered to at all times
5. Work at height access equipment to be erected by trained personnel only
6. Maintain clear access / egress routes at all times, do not create slip, trip and fall hazards. Store material and equipment in the agreed allocated areas
7. Electrical plant, hand held tools and leads to be properly tested on a regular basis. Do not use unsafe equipment on site, report any defects and keep leads tidy
8. Safety helmets, high visibility clothing, safety footwear, gloves and light eye protection are mandatory on this site at all times. Additional items of PPE to be carried / used according to risk assessment requirements e.g. goggles, ear protection, mask / respiratory protection.

The wearing of shorts is not acceptable and a minimum of a short sleeved t-shirt is required beneath high visibility clothing

9. Understand the site fire strategy, the interface with adjoining operational areas and the impact your work may have on others
10. Do not smoke other than in designated areas
11. The use or possession of drugs / alcohol on site is strictly prohibited
12. Only operate plant / tools if you are training, competent and authorised to do so
13. Avoid site loading of structures caused by stacking materials against fencing, hoarding and temporary structures such as scaffolds and falsework systems
14. Eating and drinking is not permitted on site areas and must be restricted to the facility provided
15. The use of foul language and threatening behaviour will not be tolerated
16. Mobile phones should not be used whilst operating plant or machinery, and calls should only be taken / made when in a position of safety
17. The use of radios and personal music devices is not permitted.

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