

ZENITH PROJECT DEVELOPMENTS Ltd

CONSTRUCTION MANAGEMENT PLAN FOR REFURBISHMENT AND ALTERATIONS

OF

WORK AREA 3 & WORK AREA 4

AT

SWIZZELS MATLOW

1232/CMP/01

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Company	Zenith Projects	Company	Zenith Projects

CONSTRUCTION PHASE PLAN

The purpose of the CMP is to pro-actively communicate to the client and Project Team how Zenith Project Developments Ltd (ZPD) will plan, implement, control, monitor and review the Safety, Health Quality and Environmental objectives of the project.

For : Refurbishment and alterations to building areas 3 and 4 at Swizzel Matlow

Job Nr & Title : Project 1232, Swizzell, Matlow

Address : Swizzell, New Mills, SK22 3HA

Project Team

The project shall be managed by the ZPD management team as follows:

Rob Whytock : Operations Director and Contracts Manager

Brian Speakes:Commercial Director

Richard Lloyd :Site Manager

Darren McHugh : Health and Safety Manager

Zenith Project Developments Management System

The ZPD Management System underpins our integrated Risk Management approach and framework together with the implementation of best practices to ensure we deliver projects safely, in line with customer expectations and fulfilling our Statutory and Regulatory obligations.

Our integrated Safety and Environmental Policy statements are appended to this Management Plan (Appendix A)

CDM requirements for the Construction Health and Safety are met by our the development of a project Specific Health and Safety Plan developed by the site management team prior to commencing construction activities on site.

The target for this project is zero accidents or reportable incidents.

Risk Assessments and Method Statements will be developed for all site activities – these will be reviewed by the Site Manager, prior to works commencing, and comments made as to the adequacy of the Risk Assessments and Method Statement.

An integral part of the Construction Management Plan is the detailed construction Programme identifying key activities from site set up to handover. (Appendix B)

Staff roles and responsibilities are confirmed in Job Descriptions (Appendix C) which detail responsibilities and accountability. The Construction Management Plan provides the facility to expand on these roles and responsibilities to ensure that the project is delivered in line with customer requirements.

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1.0 Description of the Project

1.1 Project Description:

Location:Swizzell

Grove Mill
Grove Street
New Mills
SK22 3HA

This Construction Management Plan has been developed to cover the works that are intended to be carried out to undertake the refurbishment and alteration of work areas 3 & 4 at the packaging facility. The works comprise the following activities:

- Service diversions and isolations
- Deconstruction of sections of East & West buildings
 - Removal of asbestos cement panels
 - Removal of areas of notifiable asbestos
 - Deconstruction and alterations to existing roof structures
- Structural alterations of existing buildings
- Installation of roof structures to new profiles
- Installation of new roofing and external cladding
- External works incorporating
 - Drainage
 - Retaining structures
 - New reinforced concrete yard

The site is located in New Mills and is bounded to the south by the river Goyt and surrounded by existing industrial yard and car park.

The following work activities will impact on the local environment and will require careful consideration and planning prior to works commencing

- Perimeter scaffolding – scaffolding will be erected round the perimeter of the west building and on a short section of the east building within the river course. EA compliance will be required for this scaffold prior to works commencing to demolish lean to (Area A of demolition plant for East building)
- Material Deliveries to site and waste removal from site via the existing access road
- Crane requirements for installation of structural steelwork- position to be within the working demise of each building. Historical records to be checked to confirm existence of any voids under the car park as the site is an old water mill potentially crossed by culverts.

- Noise and dust – will be ongoing throughout the project – wet cutting to be used where practical and dust suppression of mechanical saws and breakers to be used
- Security of site – Site is open and will require secure fencing to be erected prior to works commencing to prevent access by the general public and Swizzell personnel

1.2 Project Programme & Sequence of Works (see Appendix B)

Contract Award : TBC

Start on Site: TBC

Duration :TBC

Handover :TBC

The project programme has been prepared to provide a framework for sequencing construction operations and deliveries of materials and plant.

The general philosophy of the programme is to commence with demolition and structural alterations of the west building whilst service diversion and isolation is undertaken in the east building prior to deconstruction works commencing

Due to the extensive issues of working at height with significant crane attendance and lifting activities the programme has been developed to give clear work periods and areas for each contractor to work in isolation.

1.3 Existing Information

1.3.1 Pre- construction Information Pack – issued by WT Partnership with tender documentation

1.3.2 Existing Health and Safety File-There is no H & S File as defined by the CDM regulations 2015, available for this site however the client will make available all relevant information regarding the premises prior to the work commencing.

1.3.3 Restrictions – the worksite is located at the lower end of the Swizzell site at the end of an access road. There should be no reason for members of the public to access the site however all working areas will be securely fenced off and appropriate signage erected.

The site is bounded by the River Goyt to the South – care must be taken to prevent any contamination of the water course during demolition and construction operations. A detailed environmental plan will be developed alongside the method statement for the works to minimise any potential contamination risks.

The following restrictions will require to be considered to execute the works:

- Restrictions on access for positioning crane to lift structural steel and materials onto the roof of the building to avoid risk to live working areas adjacent to the units.
- Restrictions on access and security of the premises
- Restrictions on space to allow material storage and positioning of external welfare facilities
- Maintenance of access to existing facilities which is required 24 hrs per day.
- Careful consideration of the scaffold design within the water course
- Parking areas to be agreed with client and included in Construction H & S Plan prior to works commencing

1.3.4 Existing Structures -

West Building

The existing roof comprises asbestos cement panels overlying steel trusses. There is a steel tower measuring approx. 12m x 7.5m which was erected within the existing building to house additional high level equipment.

The external walls are brick construction with piers every 5m to add stability to the structure. Existing windows are to be removed and infilled with brick.

Internal walls are constructed from stud partitions and concrete blocks

East Building

The east building is of steel frame construction with masonry walls to the perimeter and asbestos cement panels vertically above the walls and asbestos cement roof supported by steel trusses.

There is a large overhead crane within the building which will require to be removed along with the existing mezzanine floor.

1.3.5 Details of Existing Services –

A Strategy to deal with isolations and diversions of all live services within the work areas must be developed to ensure the safety of all operatives and Swizzells staff prior to works commencing. This strategy should take the form of a coordinated plan agreed by both Swizzell operations and Zenith Projects and their sub contractors to ensure the safety of all staff and operatives whilst taking into account the operational requirements of the facility.

West Building

There is an existing electric sub station located outside the building on the west elevation of the building. Cables run at a high level to a switch room which supplies the west end of the facility. A detailed plan must be developed to ensure that all works are undertaken safely whilst maintaining the operation of the facility. This may require diversion of the existing cable prior to works commencing.

Existing drawings will be inspected and all other services and borehole will be decommissioned prior to any demolition works being carried out.

East Building

There is an incoming plant compound (area G in Demolition plan) where a number of services are located as follows:

- Electricity – there is an existing electric sub station and switchroom. MV cables run through the building on containment at high level. Consideration will be required to protect and isolate these services during deconstruction and construction works,
- Gas – a 100mm dia gas supply runs through area D of the construction plan with supply pipework connected to a number of existing gas heaters. The gas pipe is currently supported on the mezzanine floor and from the existing roof structure which is to be removed. A strategy to divert the gas and reconnect any future gas heaters is required to ensure that the deconstruction and construction works can be undertaken safely.
- Water – a pressurized water main also enters the site in location G of the demolition plan. The pipe is currently supported by the existing lean to structure which will be demolished as part of the works. It will be necessary to divert the water main and relay the pipe outside the working area prior to works commencing.
- Compressed air – there is a compressor and pressure vessel located in the services compound with supply pipes running through the area into adjacent live packing areas. The compressor will require to be turned off and the pressure vessel depressurized prior to works commencing in this area.

1.3.6 Asbestos –

West Building

The asbestos survey has not identified any notifiable asbestos – the survey will be further reviewed by specialist contractor prior to any works being carried out. Asbestos cement roofing panels will be removed and disposed by licenced asbestos removal specialist prior to any structural deconstruction commencing.

East Building

2 Areas of asbestos which are notifiable have been identified in the asbestos report. These will be removed by licensed asbestos removal specialist prior to works commencing in this area.

Asbestos cement roofing panels will be removed and disposed by licenced asbestos removal specialist prior to any structural deconstruction commencing.

1.3.7 Other Hazardous Materials

Cement/ Concrete

Plaster

Screed

Dust

Adhesives

Oil based paints

Mastic / Sealants

Bituminous products

Lead

Resin

Solvent

(this list is not exhaustive)

1.3.8 Protection of existing / 3rd party features

Adjacent work areas will be identified and protected throughout the works through the detailed development of method statements in particular the following areas:

- West Building –

- Live warehouse located on the south elevation of the building.
Protection to be erected and safe zone marked and cordoned off during deconstruction works.

- Live warehouse to the east elevation where new opening to be constructed again protection and a safe zone cordoned off during deconstruction and installation of new lintles.

- East Building

- Live packing area to South elevation – method statement to consider risks particularly during deconstruction of existing roof structure

Care will be taken to protect the surrounding pavements and roads to prevent damage caused by plant / scaffold/ crane

A dilapidation survey and photographic record will be undertaken prior to commencement of site work

1.3.9 Planning Issues

TBC

1.4 Details of Key Parties

Client Swizzell Matlow Ltd

Principal Designer Corstorphine & Wright

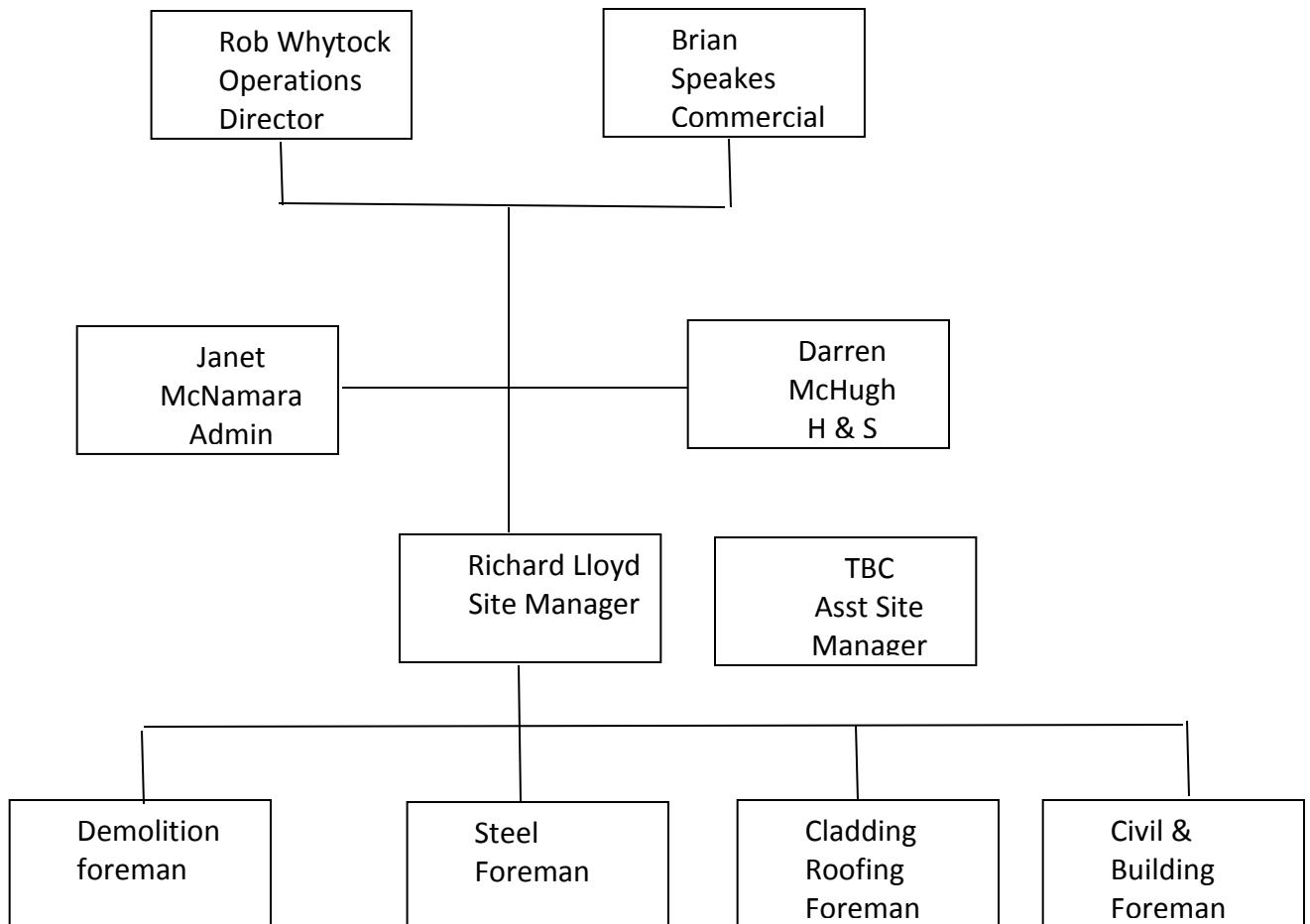
Architect : Corstorphine & Wright

Structural Engineer : Marston Grundy Structural Engineers

M&E Consultants : TBC

2.0 Communication and Management of the Work

2.1.1 ZPD Management Structure



2.1.2 Roles and Responsibilities

Operations Director - To ensure all Health, Welfare, Safety, Security, Quality and Environmental obligations are met and the ZPD management systems implemented to ensure completion on time

Commercial Director – To ensure that financial control is maintained and all subcontractors are prequalified to ensure they are competent and have a good record of managing Health and Safety on site

Site Manager – To plan, control monitor and review the works as they progress. To coordinate sub-contractors and works activities and ensure that the project specific requirements are met on a day to day basis.

Act as Fire Marshall and provide cover for emergency First Aid

Ensure that temporary structures are designed erected, maintained and dismantled correctly

Also to ensure that obligations with regard to safety, health, quality and environmental issues are met.

HS E Advisor – Advise on all relevant corporate and legislative health, safety and environmental issues relating to the project. Ensure that ZPD management system is reviewed and updated in line with current legislation. Undertake investigations into any incidents related to Health, Safety or Environmental issues.

2.1.4 System Compliance

The project will be run in accordance with the ZPD Health and Safety Management system 2015

2.2 Project Safety Quality and Environmental Performance

2.2.1 To complete the project safely and without accident by managing the high risk issues of construction activities that may cause serious injuries:

Safety : Prevent falls of people and materials

Work with / near fragile materials roofs

Traffic routes and segregation of vehicles and pedestrians

Maintenance of plant and equipment (lifting gear)

Control of lifting operations

Health:Asbestos – ensure no operatives are exposed to asbestos

Dust – ensure all operatives have access to approved dust masks and eye protection properly fitted

Noise – ensure that all operatives have access to approved hearing protection

Hazardous materials – ensure COSHH and product data sheets are available for all potentially hazardous materials

Environment Minimize waste and monitor through Site Waste Management Plan
Prevent pollution through appropriately banded secure storage facilities
Maintain site spill kit.

Relevant Health & Safety procedures as follows:

HSP/001 – Implementation of Policy and Associated Documents

HSP/002 – Assessment of Risk

HSP/003 – General Fire Precautions and Fire Training

HSP/004 – Employment of Young Persons

HSP/005 – Health Surveillance

HSP/006 – Provision of First Aid

HSP/007 – Management Control of Contractors

HSP/008 – Training of Personnel

HSP/009 – Consultation and Objection on Safety Grounds

HSP/010 – Accident/Incident Reporting and Investigation

HSP/011 – Audits and Reviews

HSP/012 – Workplace Health, Safety and Welfare

HSP/013 – Control of Substances Hazardous to Health

HSP/014 – Manual Handling

HSP/015 – Display Screen Equipment

HSP/016 – Plant and Equipment

HSP/017 – Electrical Safety

HSP/018 – Work at Height

HSP/019 – Fire Prevention

HSP/020 – Asbestos

HSP/021 – Noise

HSP/022 – Vibration

HSP/023 – CDM

HSP/024 – Personal Protective Equipment

HSP/025 – Welding & Cutting

HSP/026 – Confined Spaces

The target is to achieve 100% compliance with the requirements of the HS & E Procedures identified above

2.2.3.Quality (Customer Satisfaction)

To achieve 100% customer satisfaction with the product and service, to eliminate defects, complete within the contract period, settle final account within 3 months of completion and to achieve repeat business with the customer.

2.2.4 Monitoring

The health and safety arrangements and performance of the project will be monitored in accordance with the System Requirements HSP/11 Audit & Review through periodic Site inspections, Audits and Directors safety inspections.

Weekly inspections will be undertaken by the Site manager, recorded in the inspection register and the Operations Director will monitor compliance as part of the monthly team review.

Any shortcomings will be highlighted and immediate remedial actions will be implemented and reviewed at the next meeting.

Specific proposals for monitoring on this project are as follows:

Operations Director – Monthly

Site Manger – Weekly

HSE Advisor – 3 inspections

Sub-contractors own safety advisors will also monitor their operations – the timing of these visits will be agreed by the site team.

2.2.5 Review of Performance

Monthly team reviews will be held to review performance on the project and achievement of the project objectives and targets.

Visits from enforcing authorities will be recorded and all observations acknowledged and disseminated to the relevant parties for action.

Non conformities will be recorded on a Site Instruction and notified to the relevant supplier

2.3 Liaison

2.3.1 Liaison with Subcontractors

Prior to orders being placed with specialist sub- contractors ZPD will ensure that the sub-contractor is aware of the standard of health, safety and environmental performance required of them whilst working on a Zenith Project Developments Site.

Evaluation of sub-contractors Risk Assessments and Method Statements and supporting documentation will be undertaken prior to orders being placed.

Formal site progress meetings will be held each month with the client, Design Team, and sub-contractors. This will include safety and CDM matters and will include a report on accidents, incidents and near misses and details of any specific training undertaken in the month.

There will be continuous liaison with all parties concerned with the project.

All correspondence will be through the Operations Director with commercial matters dealt with by the Commercial Director.

2.3.2 Liaison with the Customer

Monthly team meetings will be held throughout the construction phase with the monthly construction report submitted to the client for review.

The construction report will cover HSE issues, cost plan, project programme and include client Report and comments.

2.3.3 Liaison with the design team

Design review, particularly with respect to temporary works, will be ongoing throughout the construction phase. A representative from each designer will be invited to attend the monthly progress meeting and project review.

2.3.4 Liaison with other parties

Where necessary ZPD will attend any site liaison meetings.

The following parties will be kept informed/ consulted of site activities
Swizzell site staff

2.3.5 Consultation with Workforce

Site Operatives and sub-contractors will be given information on all site activities which may affect their health, safety or welfare through:

- Site induction & Briefing
- Direct conversation with Site Manager
- Project Management Plan
- Review of Risk Assessments and Method Statements
- Displays on site noticeboard
- Tool Box Talks

Site operatives and sub- contractors will be given the opportunity to put forward concerns, suggestions and ideas which may highlight and /or improve safety on site. ZPD HSP009 defines arrangements for consultation with operatives and sub- contractors bringing potential improvements concerning Health Safety and Welfare to the attention of ZPD management.

2.4 Exchange of Information

2.4.1 Information Required

Materials programme including lead times for key plant and materials
Information required throughout the duration of the will be dealt with by the use of
Information Required Schedule and Technical Query sheets

2.4.2 Design Control

The control and management of design information will be in accordance with the design process. All design revisions to be issued to ZPD head office for review prior to issue to site.

2.4.3 Temporary works Design and Coordination

ZPD Site Management will ensure that any temporary works with a design element, necessary to progress the works during the construction phase will be undertaken by an approved engineer. This information will be forwarded to the Principal Designer.

2.4.4 Document Control

All project Records will be controlled and retained in accordance with the ZPD administration requirements.
A drawing register will be maintained in accordance with site management procedures.

2.5 Change Management

A site change log will be maintained of any changes instructed during the works for cost review and inclusion in monthly valuations.

2.6 Selection and Control of Sub-contractors

2.6.1

All sub-contractors and suppliers will be procured in accordance with HSP/007 Management and Control of Sub-contractors. Each Sub-contractor will be required to complete a Prequalification Questionnaire and provide information to verify their HSE, quality performance and financial status.

Sub Contractor work packages will be issued following placement of order for the main contract as follows:

- Demolition/ deconstruction
- Brick/blockwork
- Roofing
- Structural Steel
- Steel platforms and Ballustrade
- Scaffolding
- Craneage
- Skip hire
- Masonry cleaning
- External Works
- Supply and install of warehouse doors
- Supply and install dock loaders
- Supply and install Latchway

2.6.2 Suppliers

ZPD Supply chain including
Travis Perkins
Merrko Building products
Lafarge Tarmac
Hewden Plant Hire
Speedy Tool Hire

2.6.3 Storage and Handling

To minimize storage requirements on site material will be delivered on a just in time basis. Suppliers will be instructed to ensure delivery vehicles attend site at specific times to ensure that there is not a backlog of vehicles standing in car park at any one time

Vehicles will reverse only on the condition that a banksman is in attendance.

Development of lifting plans by Sub contractors will be undertaken by Site Manager to ensure adequate and account taken of the principal risks associated with the particular area.

Material will be stacked safely on level base to prevent collapse which may cause injury to personnel.

Unloading and movement of materials around site will be made by mechanical means where possible.

Manual Handling regulations will be followed and undertaken under HSP/014.

2.7 Exchange of Health and Safety Information between Sub Contractors

A detailed work programme will be issued along with the construction phase H & S Plan. Each Sub-contractor will review the information at their pre start site meeting and comment on potential clashes of work activities with other sub-contractors.

2.8 Security, Site Induction and Training

2.8.1 Security

Access to the site will be restricted to authorized persons only. Access will be by designated site gates within the security fencing

Access to each area will be by agreed routes segregating vehicles and pedestrians and not impacting on Swizzell operations.

All site personnel, staff and visitors will be required to sign in and out of the building. A log of all personnel on site will be kept at all times.

2.8.2 Site Induction

The site induction details the site rules and site information. The site induction will be undertaken by the Site Manager or an authorized deputy.

Further information will be displayed on the site noticeboard and will form part of the induction process.

All operatives, staff and visitors must be inducted prior to coming onto site and a log will be kept of all persons inducted.

2.8.3 Training

A site induction, CSCS and operative training register will be held on site

Tool box Talks will be carried out on the project and recorded on the Toolbox/ Safety Talk Register. The tool box talks will be chosen to ensure that they are relevant to ongoing work activities.

The frequency of tool box talks will be determined by the site manager and should be relevant to upcoming work activities on the project.

Site briefings will be carried out on a daily basis to communicate to all operatives what work activities are being undertake on site each day

Where necessary and in order to progress the works specialist training will be provided for site operatives and management

2.9 Welfare & First Aid

A copy of the site layout plan showing accommodation/ access /egrees routes fire and first aid facilities will be produced at commencement of the site works. A copy will be displayed on site and will form part of the induction briefing.

The welfare facilities will be set up on site and will incorporate the following facilities :

- Toilets (at both East and West building)
- Adequate seating
- Hot water
- Fridge
- Microwave
- Drying area

The site office will be located external to the East building in a position to be agreed with Swizzells

The site Fire Assembly point will be located outside the building at the bottom of the main access road

Site signage will comprise ZPD livery signs, general Health and Safety signage, contact details.

Parking shall be permitted in areas as agreed with Swizzells operations

A first Aid kit will be located in the site office area.

The site manager will be a qualified First Aider having received the 4-day training course from St Johns Ambulance or other qualified provider.

2.10 Reporting & Investigation of Accidents and Incidents

Accidents will be recorded on the accident report form held electronically on the site IT system. All accidents and incidents will be reported and investigated in accordance with HS/ 010 Accident and Incident Reporting.

2.11 Risk Assessments and Method Statements

ZPD Standard Risk Control Arrangements set minimum standards for typical hazardous activities. These are identified in the ZPD HSE Management system as follows:

Coffer-dams and Caissons	RA – 001
Site Access Egress	RA – 002
Site Clearance Pre Demolition	RA – 003
Access Scaffolding	RA – 004
Mobile Scaffold Towers	RA – 005
Working at Height	RA – 006
Demolition	RA – 007
Excavation	RA – 008
Roof Work	RA – 009
Roof Work on a Flat Roof	RA – 010
Work on or Above Water	RA – 011
Piling	RA – 012
Lorry Mounted Mobile Cranes	RA – 013
Mobile Cranes (Tracked)	RA – 014
Lift Trucks	RA – 015
Work on or near Railway Lines	RA – 016
Electrical Services	RA – 017
Electrical Tools	RA – 018
Welding Operations	RA – 019
Hydraulic and Pneumatic-Powered Tools	RA – 020
Cartridge Operated Power Tools	RA – 021
Chainsaws	RA – 022
Hand-tools	RA – 023
Concreting Operations (Pre-Cast)	RA – 024
Steel Erection	RA – 025
Carpentry and Joinery	RA – 026
Buried Services	RA – 027
Falsework	RA – 028
Falsework Installation at High Level	RA – 029
Concreting (Pouring Slab)	RA – 030
Sprayed Concrete (Tunnelling)	RA – 031
Abrasive Wheels	RA – 032
Confined Space	RA – 033
Brick and Block (Ground Level)	RA – 034
Painting	RA – 035

Roadworks	RA – 036
Domestic Water Pipe Work	RA – 037
Connecting Pipe Work	RA – 038
Mild Steel Pipe Work	RA – 039
Underground Pipe Work	RA – 040
Plastic (MDPE, UPVC, POLY – etc) Pipe Work	RA – 041
Gas Pipe Work	RA – 042
Central Heating Pipe Work	RA – 043
Boiler Installation	RA – 044
Radiators	RA – 045
Fan Convectors	RA – 046
Pumps	RA – 047
Air Handling Units	RA – 048
Fans	RA – 049
Tanks	RA – 050
Gutters Rainwater Pipes	RA – 051
Soil Vent and Waste Pipes	RA – 052
Drainage	RA – 053
Sanitary Ware	RA – 054
Lead Work	RA – 055
Ducting	RA – 056
Insulation	RA – 057
Drilling	RA – 058
Soldering	RA – 059
Pipe Threading	RA – 060
Welding	RA – 061
Lead Burning	RA – 062
Solvent Welding	RA – 063
Ladders Use & Erection	RA – 064
Scaffolding Towers Use & Erection	RA – 065
Deliveries & Off Loading	RA – 066
Trenching	RA – 067
Builders Work	RA – 068
Equipment Removal, Stripping Out Services	RA – 069
Electrical Testing & Commissioning	RA – 070
Termination of Utilities Services	RA – 071
Housekeeping	RA – 072
Use of Portable Electrical Equipment	RA – 073
Young Persons	RA – 074

Additional Local arrangements can be added as necessary and specific control measures (Risk Assessments, Method Statements, COSHH< manual Handling, noise and vibration assessments) will be developed with the specialists prior to any work being undertaken on site.

ZPD will review and accept the Sub-contractors risk Assessments and Method Statements prior to work commencing on site.

2.12 Site Rules

The site rules and site information will be displayed on the site notice board. All operatives, staff and visitors will be inducted and expected to uphold the rules these include:

- Wearing appropriate PPE
- Display visible ZPD ID at all times
- Do not operate plant and equipment unless trained to do so.
- Only authorized persons to erect or alter scaffolding, falsework or temporary works
- Keep work area clean and tidy
- Ensure that you understand the safety method statement and risk assessment of the works
- Keep welfare facilities clean and tidy
- Only use 110v power tools on site
- Racial, Sexual or physical harassment is strictly forbidden.
- Notify manager of any medical condition / medication that may affect your work
- No drugs or alcohol permitted on site- Persons attending site under the influence of drugs or alcohol will be immediately escorted from site
- Do not put yourself or others at risk through your acts or omissions. If in doubt consult Site Management.
- Report any suspected findings of asbestos immediately
- Foul or abusive language will not be tolerated
- Smoking is not permitted within the building. Smoking is only allowed in the designated area in the rear yard

2.13 Fire & Emergency Procedures

Emergency Procedures Notice and Emergency Arrangements will be detailed within the site rules and site induction and displayed on the site notice board

Close liaison will be kept with the tenants in the retail units within the building and existing emergency exit routes will be maintained at all times.

The Fire Marshall will enforce the requirements of the Site Fire Safety Plan. Their identity will be detailed on the Emergency Arrangements and Procedure notice.

Means of warning will be by klaxon – 1 located at the designated fire point on each floor of the building.

Fire extinguishers will be inspected and have a valid annual test certificate.

Secure metal containers will be provided for the storage of flammable liquids and LPG – double bunded tanks must be used for the storage of diesel.

Temporary electrical supplies will be checked at 3 monthly intervals and a certificate issued.

Flammable waste material will not be permitted to accumulate on site and will be disposed in appropriate skip.

Emergency Arrangements will be prepared and displayed on the site notice board.

3.0 Arrangements for Controlling Significant Risks

The work activity schedule will be developed to identify all hazardous activities and identifies the associated standard risk control methods and the relevant Sub-contractors for the project.

The high risk activities noted, Pre Construction Information Pack, existing site conditions, Construction Programme and index of standard Risk Control Arrangements will be used to identify all potential activities that may cause a significant risk or impact to the works.

Safety Permits to Work will be implemented as determined by the controls confirmed in the work activity schedule and will include but not be limited to :

- Hot Work Permit
- Confined Space Permit
- Working at Height Permit
- Crane Lift Permit

3.1 Safety Risks

All significant safety risks will be defined in the Work Activity Schedule

3.1.1 Public Safety

In the course of this project major hazards that may impact on members of the public are as follows:

- Site Vehicles delivery vehicles turning in and out of the site entrance
- Injury caused during the erection of the perimeter scaffold
- Noise
- Dust
- Falling objects
- Spillage of chemicals
- Trespass onto site and subsequent injury

3.1.2 Temporary and Permanent Services

- Electrical explosion
- Burns
- Gas explosion
- Contact with raw sewage during strip out
- Leptospirosis

3.1.3 Falls

- Working at height
- Falls from Height
- Being struck by falling materials
- Slips and trips

3.1.4 Fragile materials

- Windows
- Glazing panels
- Overhead lighting
- Roof lights
- Temporary roof coverings

3.1.5 Lifting Operations

- Structural Steelwork
- Precast concrete products
- Roof structure
- Roof cladding
- Lifting window units
- Hoist Plasterboard/ plaster/ blockwork

3.1.6 Dealing with Service providers

To be dealt with under the coordinated services strategy

3.1.7 Maintenance of Plant and Equipment

All personnel changing abrasive wheels/ blades/ cutters on equipment and power tools shall be fully trained and competent to do the operation and be in possession of a valid CPCS or other training certificate to prove the training.

All personnel using a cartridge tool or gas powered nail gun shall be trained in their use by an authorised trainer usually employed by the tool provider.

Mechanical plant to be utilized on this project will include:

- Mechanical excavators fitted with demolition attachments
- Scissor lifts
- Cherry pickers
- Cranes – various depending on lifting requirements
- Telehandler
- Excavator
- 6t Dumper
- 1200 roller
- Concrete pump
- Small plant and hand tools

All portable electrical equipment will be provided with PAT testing certificate.

All plant and equipment will be procured from an approved supplier.

3.1.8 Traffic Management

All vehicles to site will access the site via the main access road off Albion Road ZPD will comply with all existing local traffic arrangements and speed restrictions and will ensure that access road and public highway are kept free of obstructions and debris to facilitate access for emergency vehicles.

Major deliveries will be timed to avoid busy local traffic periods (ie start and end of working day)

Signs will warn of the construction site and direct visitors to the site office.

Due to the nature of the site it is not possible to provide a one way system of access and egress for delivery vehicles and therefore a banksman must be in attendance when turning or reversing vehicles.

3.1.9 Unstable Structures

- Erection / Dismantling of scaffold
- Crane
- Structural Steelwork
- Roof Structure and roof deck
- Building under construction

3.2 Health Risks

All significant risks will be detailed in the Work Activity Schedule and will include but not be limited to:

- Asbestos
- Leptospirosis
- Bird droppings
- Noise
- Dust
- Vibration
- Manual Handling

3.2.1

Where necessary hazardous materials will be removed by a specialist contractor and disposed to licensed site in accordance with current legislation

3.2.2 Manual Handling

Materials will be transported around site by mechanical means where possible.

Where this is not possible manual handling of materials will adhere to kinetic lifting techniques, including team and two man lifts

Standard manual handling assessments for common site materials will be included in the Site Safety File

3.2.3 Use of Hazardous Materials

A COSHH register will be maintained on site and all requirements for the use and handling of the material will be enforced by the Site Manager.

Suppliers will provide manufacturers data sheets for materials supplied.

Materials likely to be used on this project include the following:

COSHH Assessment Form	CA – 001
2 Stroke Oil	CA – 002
Aerosol Galvafrond	CA – 003
Aluminium	CA – 004
Butane	CA – 005
Cementitious Grout	CA – 006
Cuprinol Wood Preserver	CA – 007
Denso Tape	CA – 008
Diesel	CA – 009
Emulsion Paint	CA – 010
Febstrike	CA – 011
Fibre Boards	CA – 012
Fill & Fix Foam	CA – 013
Furseweld Exothermic Welding Powder	CA – 014
Hilti Resin	CA – 015
Lead	CA – 016
Masonry Dust	CA – 017
Mastic Asphalt	CA – 018
Petrol	CA – 019
Plasterboard	CA – 020
Plasterboard Joint Filler	CA – 021
Portland Cement	CA – 022
Propane	CA – 023
PVCU Ducting	CA – 024
Ready Mixed Concrete	CA – 025
Red Oxide Primer	CA – 026
Rockwool Insulation	CA – 027
Roofing Felt	CA – 028
Silicon Sealant	CA – 029
Split Epomix Resin	CA – 030
Sulphuric Acid	CA – 031
Tarmacadam	CA – 032
Timber Preserve	CA – 033
Wood and Associated Products	CA – 034

3.2.4 Noise

Major operations generating high noise levels will be reviewed and agreed with Swizzels operations

It is anticipated that the only activities to generate high noise levels will be

- Breaking out existing floors and slabs
- Installing the structural Steel

Operatives undertaking these activities will be provided with appropriate ear defenders to protect their hearing.

3.2.5 Vibration

HSP/022 refers to the procedure to be employed to deal with the effects of vibration.

The purpose is to ensure that health and safety of operatives is not impaired by vibration which historically has caused “white finger”

In order to manage the effects of vibration a HAVS assessment will be carried out of all breaking operations involving percussive tools. Each tool will be assessed and the exposure limits determined for the particular tool. A register will be kept to record the working time and exposure for each operative.

3.2.5 Other Significant Risks

These are to be defined and monitored by Site Management team.

3.3 Environmental Risks

All significant environmental risks will be identified on the Work Activity Schedule and will include but not be limited to:

- Storage of Hazardous substances
- Control of Spillage
- Control of noise and dust.
- Working adjacent to live water courses

3.3.1 Air Quality

The nature of the work may generate quantities of dust unacceptable within the environment therefore appropriate measures must be taken to control dust including:

- Dust suppression – damping down
- Use of Vacuum extract systems
- Use of wet cut saws
- Use of screens to prevent spread of dust – particularly during external works

- Use of rubbish Chutes during demolition and strip out operations
- PPE dust masks will be worn where dust generated is unavoidable

3.3.2 Waste Management

ZPD is committed to effectively managing, controlling and reducing the amount of waste sent direct to landfill.

Our aim is to send less than 20% of all material direct to landfill

We implement a Site Waste Management Plan to identify the types of material waste generated by the site. Where space permits we use multiple skips to enable segregation of waste into inert and active waste with active waste being further segregated for disposal ie plastic, cardboard, paper, empty paint cans. All skips and waste containers will be clearly marked with their intended contents. Covers will be provided to skips to prevent unauthorized use and will be located in the rear yard.

3.3.3 Noise & Statutory Nuisance

Consideration for site neighbours with regard to noise and nuisance will be given a high priority and all reasonable steps will be taken to minimize the impact of site activities.

Working hours will be Monday – Friday 07.30- 18.00hrs

Work will not be permitted outside these hours unless by special agreement with the Operations Director.

Foul or abusive language will not be permitted on site.

3.3.4 Other significant Environmental Considerations

Any material discovered during the works which is suspected of containing asbestos will if required be removed and disposed of in accordance with current legislation.

Bird Droppings – Must be cleaned and removed by qualified disposal specialist.

Further specific project issues and the procedures to be adopted for managing the situation should they arise during the contract will be detailed as the work progresses.

3.4 Quality Risks

All significant quality issues will be detailed in the Project Quality Plan which will identify the specification for materials and workmanship and identify the test and inspection regime that will be required for each item.

3.4.1 Inspection and Test Plan

Inspection and Test Plans will be incorporated into the Commissioning procedures and certificates included in the site Health and Safety File

3.4.2 Protection of the Works

Each specialist sub-contractor will be responsible for protecting their works until acceptance and handover to ZPD. Work scheduling is intended to minimize damage to completed work and areas will be secured as necessary.

3.4.3 Acceptance Criteria

It is ZPD philosophy to aim for zero “ snagging” on completion and to reduce the incidence of defects appearing after handover to the customer.

The ZPD inspection and snagging will be carried out as an ongoing process throughout the period of the contract.

3.4.4 Handover Arrangements

Handover arrangements will be agreed with the client on completion of the project.

4.0 Project Records

4.1 Health & Safety File

The Health & Safety File will be submitted to the Principal Designer on completion of the contract works.

The format of the file will be as follows:

Section 1 – General information

- Project organization
- Design philosophy
- Scheme Drawings
- Contact details
- Approvals
- Key Schedule
- Drawing index
- Property Care information

Section 2 – As Built Drawings/ design calculations

Section 3 - Building structure

- Materials schedule

Section 4 – Building Services Mechanical

- As Built Drawings
- Sanitary and Mechanical installation
- Design Calculations
- Schedule of equipment
- Commissioning and test certificates
- Operation and maintenance information
- Technical Date
- Spare parts list

Section 5 Electrical

- Design Concept
- As built drawings Schedule of equipment
- Commissioning and test certificates
- Operation and maintenance information
- Technical Date
- Spare parts list

Section 6 Building Services Other Specialist Equipment

- Design Concept
- As built drawings Schedule of equipment
- Commissioning and test certificates
- Operation and maintenance information
- Technical Date
- Spare parts list

4.2 Site Registers

The ZPD Site Safety File is a working document for the Site Management Team And contains the management records, registers and blank forms required to manage the safety and environmental systems in accordance with the ZPD management System as follows

Risk Assessment (Flow Chart)	HSF – 002.1
Risk Assessment (Hazard Checklist)	HSF – 002.2
Risk Assessment (Template)	HSF – 002.3
Method Statement (Template)	HSF – 002.4
Fire Evacuation Plan	HSF – 003.1
Fire Training and Warden Register	HSF – 003.2
Fire Action Procedure	HSF – 003.3
Young Person Safety Induction Training	HSF – 004.1
Young Person Risk Assessment	HSF – 004.2
Employee Medical Questionnaire	HSF – 005
First Aid Appointed Person Register	HSF – 006.1
First Aid Box Inspection	HSF – 006.2
First Aid Poster	HSF – 006.3
Control of Contractors	HSF – 007
Induction Training	HSF – 008.1
Induction Attendance Register	HSF – 008.2
Induction Evaluation	HSF – 008.3
Training Matrix	HSF – 008.4
Safety Committee Template	HSF – 009.1
Notification of Safety Concerns	HSF – 009.2
Accident/Incident Report	HSF – 010.1
Accident Investigation	HSF – 010.2
Accident Statistics	HSF – 010.3
Health & Safety Inspection	HSF – 011
COSHH MSDS Register	HSF – 013.1
COSHH Risk Phrases	HSF – 013.2
COSHH Assessment Form (Blank)	HSF – 013.3
Manual Handling Risk Assessment	HSF – 014
Display Screen Equipment User Log	HSF – 015.1
Display Screen Equipment Assessment	HSF – 015.2
Display Screen Equipment Follow Up	HSF – 015.3

Plant/Equipment Asset Register	HSF – 016.1
FLT Inspection Record	HSF – 016.2
MEWP Inspection Record	HSF – 016.3
Crane Inspection Record	HSF – 016.4
Lifting Tackle Inspection Record	HSF – 016.5
Hoist Inspection Record	HSF – 016.6
Portable Equipment Safety Check	HSF – 017.1
Fixed Electrical Plant Safety Check	HSF – 017.2
Work at Height Inspection	HSF – 018.1
Inspection of Ladders	HSF – 018.
Fire Risk Assessment	HSF – 019
PPE Inspection	HSF – 024
Permit to Work	HSF – 026