

Construction Phase Health and Safety Plan

IGNITION Phase 1 Rain Garden

Clifford Whitworth Library Building, University of Salford, Peel Park Campus, Manchester, M5 4WT

Contract No.2200018

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Document Control Sheet

Issue Detail

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Revision History

Revision	Description
0	First issue
1	Revised to reflect Faithful + Gould comments (email dated 10/08/2020)
2	
3	
4	

This Health and Safety Plan is prepared in accordance with the Construction (Design and Management) Regulations 2015 'Managing Health & Safety in Construction (L153). It is a working document which will evolve during the course of the construction phase.

The Company Health and Safety Policy forms part of the plan and all construction work will take account of its contents. It is the Principal Contractors intention that the project is constructed in such a way that the hazards to the health and safety of all persons either during the construction phase or during the use of the building are eliminated or reduced as far as reasonably practical. All those involved in the project have a duty to comply with the Health and Safety Plan.

As the Principal Contractor SEL will:

- Have ongoing arrangements in place for managing Health and Safety throughout the construction phase.
- Plan, manage and monitor the construction phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project.
- Provide contractors with the necessary information they require, for them to carry out their work safely and without risk to health.
- Facilitate the co-ordination, co-operation, and communication between contractors on the site.
- Ensure suitable and adequate welfare facilities are provided from the start and maintained throughout the construction phase.
- Monitor security and take steps to prevent unauthorized access to the site.
- Implement the above sympathetic to existing University of Salford policies and guidance.

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1.0 Project Overview & Scope of Works

This plan covers the installation of the a Sustainable Urban Drainage System (SuDS) system that works as a sequence of passive water management practices, control structures and strategies designed to efficiently and sustainably drain surface water with special regard for engaging biodiversity in the solutions.

These works will comprise four distinct areas:



Area A: Retrofit Overlay Rain Garden comprising a waterwheel electricity generator installed on an existing downpipe, the downpipe will discharge into a mini-rain garden

Area B: Shallow attenuation with above ground tree-pit and passive irrigation system.

Area C: Wetland rain garden with shallow basin and gravity water feature.

Area D: Raised amenity deck with biodiverse 'stepping stones' planters.

The above systems aim to create a biodiverse environment utilising rain gardens, rainwater harvesting and passive irrigation technologies, whilst providing amenity with water feature, living walls, paved walkways, timber decking and garden planters.



The works are to consist of:

- Site Set-up including necessary Corporate and CDM 2015 related signage
- The provision of welfare facilities including site office & toilet and a laydown area
- Secure the area for the works
- Identification and marking of services
- Stripping the existing area of the works and prepare for installation
- Survey and setting out
- Groundwork
- Drainage
- Decking
- Landscaping
- Planting
- Surface finishes
- Mechanical and Electrical 1st & 2nd fix
- Site Clearance, waste disposal and handover



1.1 Location of Site

The location of the works is adjacent to the Northern elevation of Clifford Whitworth Library situated within the University of Salford's Peel Park Campus.

University of Salford Clifford Whitworth Library The Broadwalk Salford M5 4WT

The following figure shows the site location, entrances and area of intervention.





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1.2 Names of Parties

Project Organisation

The Client University of Salford Manchester M5 4WT Contact: Mr. Peter Dentith – Head of Projects (p.dentith@salford.ac.uk) Tel. 0161 295 4370 Mobile: 07919 625832

The Principal Designer

Faithful+Gould 3100 Century Way Thorpe Park Leeds West Yorkshire LS15 8ZB Mr Michael Watson - Senior Health and Safety Consultant (michael.watson@fgould.com) Tel: 01133 066 164 Mobile: 07812 319 477

The Designer

SEL Environmental Limited Canal House Bonsall Street Blackburn Lancashire BB2 4DD Contact: Mr. Ben Shuttleworth – Design Manager (b.shuttleworth@selenvironmental.com) Tel. 01204 589987 Mobile: 07964 072273

The Principal Contractor

SEL Environmental Limited Canal House Bonsall Street Blackburn Lancashire BB2 4DD Contact: Mr. Jack Shuttleworth – Project Manager (j.shuttleworth@selenvironmental.com) Tel. 01204 589987 Mobile: 07469 207707



1.3 Duration

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Construction Start Date:17th August 2020Construction Programme:5 Weeks & 2 Weeks snaggingCompletion Date:6th October 2020Working Hours:Monday to Friday 08.00 – 17.00

1.4 Purpose of the CPHSP

This plan is prepared to assist in compliance with the requirements of The Construction (Design and Management) Regulations 2015. It is intended that this will be achieved by providing information on:-

- Health and Safety legislation in the construction industry
- Identified Hazards that may be encountered during the project
- Assessments made to quantify the risk
- Control measures that require being introduced to minimize the risks

The Construction Phase Plan is a dynamic document that will change and develop throughout the project. The Plan will be reviewed monthly to ensure that the content reflects the needs of the project. Additionally, the Plan will be reviewed in the light of any unforeseen occurrence. When the Plan has been updated a copy will be submitted to the Client.



2.0 Statement of Health and Safety Principles and Objectives for the Project

2.1 Policy

SEL ENVIRONMENTAL LTD

Health and Safety General Policy Statement

SEL Environmental Ltd recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety,
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;

Director

- providing information, instruction, training where necessary for our workforce, taking account
 of any who do not have English as a first language;
- ensuing that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Date

Signature

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Position

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In accordance with this policy, SEL Environmental Ltd has set the following objectives:

- To have zero enforcement action taken over the duration of the project.
- To eliminate all accidents and potential sources of ill health that could occur within the project.
- To have no occupational ill health arising from the project.
- To ensure that no environmental damage occurs.
- To establish safe working practices for all employees and sub-contractors working on this contract.
- To develop a high degree of awareness in health, safety and environmental issues.
- To provide information and training on health and safety and to encourage employees and sub-contractors to participate in meeting the requirements of the legislation to enable the contract to be completed safely.
- To ensure the least disruption to local businesses and members of the public as a result of the project
- To exclude unauthorised persons from the work site.
- To provide safe access to and egress from working places
- To ensure that no injury or harm to any members of the public.
- To ensure that manual handling tasks are reduced to the lowest level reasonably practicable.
- To provide operating conditions so that the lowest reasonably practicable noise levels are maintained.
- To ensure that odour nuisance does not occur, so far, as is reasonably practicable.

2.3 Responsibility

These aims will be achieved within the company's organisation and arrangements for the promotion of safety, health, and welfare. As with all operational functions, the company carries out its responsibilities for safety through the Owner and Site Supervisors for whom safety continues to be a vital and ongoing part of their responsibilities. Overall responsibility for the site and its management will be the Principal Contractor.

The Site Project Manager will conduct regular briefings on the site progress and key issues. On the first arrival at site allowance must be made for:

- Site induction for individuals, which will include "Site Safety Rules".
- Mandatory Booking in and out of site (includes lunch and breaks).
- Registering workers with appropriate training and competency certificates where necessary (i.e. CSCS/CISRS/CPCS/JIB/PASMA/IPAF etc). Operatives are to note: a random selection of cards will be confirmed against the issuing organisation.
- Providing inspection and other certificates for equipment and machinery to be used safely on site.
- Daily / weekly site briefing.
- Demonstrating how contractors will monitor safety and its duration and issuing copies of these reports to the Site Project Manager.
- Pre-existing health issues.



3.0 Existing Site Information, Security & Restrictions

3.1 Existing Site Information

The site is located within the heart of the university campus, with various constraints known to the working areas. These include:

- Narrow and limited visual and physical accessibility from the main campus path. A 6m wide emergency vehicle access must be maintained at all times. The site setup for the SEE project opposite this site must also be taken into consideration.
- Both doors at the top of the ramp and stairs are fire exits. These fire exits must remain clear and an exit route must be maintained with two exit directions.
- Ramp and stairs leading up to the Library building entrance are consuming a lot of space adjacent to the wall, which should be considered when designing the water flow interventions from the roof to the wall then ground. Designed treatment of the external side of the ramp in relation to the rain garden is required as part of this tender, as well as the integration of other complementary site elements such as the smoking shed.
- The South-east edge of the rain garden is connected to a softscape area on the east elevation of the building. Hence, considerations of treatment of this edge of the project should be considered
- Structural safety of the adjacent building foundations is vital, which implies the rain garden treatment should be placed at a safe distance (primary recommendation 3-5m)

The use of adjacent sites is predominantly university buildings, with the Peel Park located directly behind the building and the River Irwell beyond.

Main access to the front of the building is via the main walkway through the campus.

Existing Services

Where isolation of services is considered necessary and not already provided / made dead, then the Principal Contractor shall request isolation certificates and location plans from the utility suppliers. The Principal Contractor shall be in possession of these certificates and plans prior to any works commencing that may disturb utility supplies.

Regarding known service information for the site, see below information supplied from the university:

- Known fibre going to the bike shed from the new AD but unknown exact location
- From the proposed drawings, the edge decking area would be up to the edge of where the main services run
- No access to these duct runs from there apart from the surface water manhole cover on the corner of CW, shouldn't be any issues as long as the decking is surface mounted and steps do no cover manhole cover



- Existing surface water manholes located to far end of library, which has the following dimensions depth 730mm, length 700mm and width 700mm and next to access ramp depth 800m, length 700mm and width 700mm
- Concerns if any excavations required around edge of zone, as could possibly compromise below ground services
- A copy of an As Built drawing has been provided and included within Appendix D showing 'small power and lighting'
- A further drawing has been issued by the Client, included within Appendix E showing the locations of HV / water / gas and surface water.

CAT / GPR scanning is required to be undertaken by the Principal Contractor prior to breaking ground.

The Principal Contractor shall presume all services to be live within the site unless there is strong and verified evidence to suggest otherwise. Should further existing or new information be required regarding utilities, then this should be requested directly from the Client's project manager.

Ground Conditions

Ground conditions are not deemed relevant to this project, with shallow digs only expected within the upper top soils / hard surfacings.

Asbestos

At the time of compiling this document, no existing asbestos information for the Clifford Whitworth Library building.

Vermin

Urban vermin in the form of rats, pigeons and seagulls are possible. Local pest control will be contacted immediately to deal with any infestations. Good housekeeping will be promoted to minimise the risk of vermin entering site.

Downpipes

The works to be undertaken include alterations to the existing downpipes on the north elevation of the library building. A recent site survey showed these downpipes to be a square sectioned, plastisol coated metal.

3.2 Security Arrangements

There is existing site security on campus who will control personnel and vehicle movements on to the campus during the construction phase.

SEL Environmental Ltd will erect Heras fencing to form a secure construction site to prevent entry by students, members of the public, trespassers and vandals. Site perimeter to consist of minimum 2 meters high Heras fencing panels clipped together at high and low level using fence clips with the nut on the inside so it cannot be unbolted from the outside. When the fencing meets the building, other fencing, site cabins etc., it must be suitably fixed in order that easy access is prevented.

Warning signage to be placed at strategic points on the perimeter fencing. Information signage to be placed at the site entrance. Information signage – reporting procedure, PPE requirements, etc.

The Site Manager will ensure that the site perimeter fencing is in good condition and fully clipped to help prevent unauthorised access to the site. The site entrance must be locked using a chain and padlock as a minimum. Ladders will be removed/made unusable, materials locked away, plant secured, openings/excavations covered and/or protected with barriers. The perimeter check will be made twice per working shift, once at the beginning of the shift and once at the end of the shift.

3.3 Site Restrictions

SEL Environmental Ltd will liaise with the University prior to any works being undertaken to make them aware of works taking place and address any concerns by these affected parties. Access to the works is adjacent to the Northern elevation of Clifford Whitworth Library situated within the University of Salford's Peel Park Campus. A secure gate will prevent entry to unauthorised persons.

Working hours will be generally 08:00am - 17:00pm on weekdays.

No works will be permitted at weekends or Bank Holidays. Priority will be given to maintaining continuous safe access with particular attention to the following;

- Preventing the general public, students and visitors from wandering into designated construction work areas;
- Keeping all areas outside of the work area free from deposits of mud and site debris by regular sweeping as necessary;
- Avoiding pollution of the atmosphere.

In accordance with environmental legislation, all waste generated from the works shall be, where practicable, segregated and disposed of to a licensed tipping facility utilising registered and licensed waste disposal contractors.

In the case of hazardous waste, all products shall be removed and disposed of in accordance with relevant local enforcing bodies. All licenses are to be obtained and transfer notes shall be retained as proof of correct disposal.

It is expected that all waste generated during work undertaken will be inert and will be cleared to skips on an ongoing basis to prevent the creation of hazards within the construction areas

No waste material will be left at the Clients premises at the end of the project.

Site deliveries and collections (wherever possible) will be scheduled before 07:00am and after 17:00pm in line with university ruling. Special permission may be requested for deliveries that must be made between 07:00am and 17:00pm.

3.4 Traffic & Delivery Management

Deliveries of plant and materials will be organised to maximise the safety of all personnel. The emergency services, e.g. fire appliances, ambulances, etc. will use the same access routes to the working areas. These routes will be kept free from obstructions throughout the construction phase. All vehicle movements will be accompanied by a competent banksman at all times. Temporary



pedestrian barriers will be erected across pathways during vehicle movements to prevent pedestrians wandering into an area of moving plant, machinery and vehicles.

SEL Environmental Ltd will adhere to site rules as follows:

Traffic rules apply (No illegal parking, speed limit of 5 mph)", and store materials as close to the working area as possible. However, SEL will not at any time present a hazard to pedestrian traffic by obstructing established foot routes. Where work on any footpath is necessary as part of the construction works, pedestrians will be diverted onto alternative safe routes.

Materials will be ordered on a 'just in time' basis to minimise the amount of space needed onsite.

Deliveries and collections (wherever possible) will avoid peak times and therefore will be restricted to the hours of before 07:00am and after 17:00pm.

3.5 Protection of Surfaces

It is not anticipated that our activities will adversely affect the public highway or pedestrian routes; this will continue to be monitored and reviewed as necessary.

3.6 Site Setup









4.0 Management of the Project

Contract Director:	Lee Warwick Mobile: 07711 377602
Project Manager:	Jack Shuttleworth Mobile: 07469 207707
Site Manager:	Keith Brown Mobile: 07971 139802
Site Foreman:	TBC Mobile: TBC
Design Manager:	Ben Shuttleworth Mobile: 07964 072273
Safety Advisor:	Peninsula Tel: 0800 029 4384
Health & Safety:	Matthew Gilsenan (Director responsible for Health & Safety) Mobile: 07713 415840

4.1 Responsibilities

Overall responsibility for works on the site lies with the project manager. Day to day control lies with the appointed site manager, or his designated staff, who will oversee and ensure safe working, control access with the facility manager and where necessary give instructions to subcontractors to avoid possible conflicts between work activities.

However, the project manager will have overall control of the project activities. The project manager will organise and coordinate meetings as necessary with the contractors. These meetings will include, but are not limited to:

- Pre-Start Meetings
- Weekly site safety and progress meetings
- Formal and Informal Inspections
- Safety Improvement notices
- Tool Box Talks
- Formal and informal consultation with the workforce on safety related topics
- The discussion and handling of design related issues with project members
- Liaison with the University

All operatives are to ensure they use the booking/out procedure and that they ensure the Site Manager is aware they have left the site at the end of the day to allow the manager to secure the project.



4.2 Arrangements for Directing and Coordinating Work

All contractors are to read the site copy of this safety plan and confirm that they have seen and will comply with it. They will be notified of any amendments to the plan will be highlighted to operative's management via the site notice board or a tool box talk session subcontractors working on the site must nominate a 'person in charge' who will liaise with the Site Manager in all safety and other management matters. These individuals are responsible for

ensuring that their workforces operate in accordance with the safety standards set in this plan and in keeping with their own safe methods of work and Risk Assessments (in addition to health and safety legislation and HSE guidance).

Where safety is threatened or compromised by the failure of any workers or others to adhere to this plan, the Site Manager is empowered to stop works and/or exclude workers or equipment from the site until a safe system of work can be agreed.

The Site Manager will conduct regular briefings on the site progress and key issues. On the first arrival at site allowance must be made for:

- Site induction for individuals, which will include "Site Safety Rules"
- Mandatory Booking in and out of site (includes lunch and breaks)
- Registering workers with appropriate training and competency certificates where necessary (i.e. CSCS/CISRS/CPCS/JIB/PASMA/IPAF etc). Operatives are to note: a random selection of cards will be confirmed against the issuing organisation
- Providing inspection and other certificates for equipment and machinery to be used safely on site.
- Daily / weekly site briefing
- Demonstrating how contractors will monitor safety and its duration and issuing copies of these reports to the Site Project Manager
- Pre-existing health issues

4.3 Sub-Contractor Selection Process

All sub-contractors involved in this project will be agreed with the Client project management team prior to the commencement of the works. To ensure that a contractor is competent to be appointed to the project they will be required to complete our pre-qualification questionnaire and prior to appointment must provide the following information:

- Health & Safety Policy
- Insurance details
- Management Structure
- Risk, COSHH and site-specific assessments
- Confirmation that they will comply with the Construction Phase Plan
- Confirmation any plant and equipment to be used is properly selected and maintained
- Confirmation that the operators of plant and equipment are properly trained
- Evidence of CSCS accreditation
- Training details
- Accident / Enforcement details

Where works are to be sub-contracted to other companies, it is the duty of the sub-contracting company to ensure that the company they are intending to the contract has met the required standards for safety and training as expected by the Client and Principal Contractor.



Each company must have completed the sub-contractor questionnaire and have had this document and any supporting evidence checked and approved by the Site Safety Advisers. All staff brought on to the site shall be expected to have suitable and sufficient training for the tasks they are performing and should have read and signed up to an approved method statement.

Where necessary this should include the provision of translations of documents or suitable translation staff for workers who have English as a second language. Sub-contractor assessments and safe working procedures should be provided to the principal contractor or their safety Adviser at least 2 weeks in advance of the planned start date to allow time for these assessments to be undertaken.

Failure to meet this requirement may lead to a delay in the project and potential financial penalties for the offender. The host sub-contractor must ensure adequate site supervision (defined as Site Supervisors Safety Training Scheme as a standard) and that safety monitoring is in place for the work being performed. They must ensure that they remain responsible for the safe method of work they have implemented and that any changes to this or any other safety document being used on site is alerted to the Principal Contractor.

4.4 Design Information from Specialist Contractors

Any specialist contractors (including electrical) are required to pass details of their designs and design risk assessments through the Principal Contractor, or the Site Manager, well in advance of the start of relevant work on the site. Where designs changes need to be made that have a Health and Safety implication, these must then be provided to the Designer for appraisal prior to instigating the changes.

4.5 Plant and Electrical Inspection

All contractors are to supply, maintain, inspect and operate their own equipment and plant. Scaffolds/towers/access systems erected on the site also fall under this category. Copies of statutory inspections are to be handed to the Site Project Manager at the end of each inspection cycle. No contractor is to make use of equipment or plant provided or belonging to any other, without the expressed approval of the Site Manager and the appropriate contractor. Contractors are to ensure that electrical equipment and the plant is clearly marked and 'in date' P.A.T. inspection labels attached.

- All portable electrical tools and appliances must be battery operated or 110 volts.
- If circumstances dictate that 230v is required it must be protected by a 30mAmp RCD and prior approval of its use must be given by the Principal Contractor's Site Project Manager. Furthermore, the PAT inspection regime is to be monthly for 230v.
- All 110-volt equipment is to be inspected and PAT certificated by a competent person at suitable intervals as defined in HSG141/107/150 and copies of the test certificates must be available to the Site Manager.
- All appliances will be visually inspected prior to use by the user.
- Flammable oils/lubricants are to be stored in appropriate plastic/metal containers, with protection against spillages and a suitable means of spill clean-up kit available. Any storage tanks are to be bunded.
- Records of all inspection certificates are to be kept in the site safety management file.
- Contractors are to ensure barriers/exclusion must be fully utilised to protect 3rd party operatives.
- All operatives are to ensure that when it is necessary to leave the facility unattended during the maintenance phase they secure the entrance door to prevent unauthorised entry by others.



• No LPG is to be left unattended on the active site, and must not be left on the site at the end of the day.

4.6 Complaints

A complaints procedure is present within the Principal Contractor's safety management system and shall be available and used whenever a member of the public wishes to raise a complaint.

Complaints shall be addressed to -

Contact: Lee Warwick E-mail: I.warwick@selenvironmental.com Mobile: 07711 377602

The Site Manager will establish a complaints log and issues should also be logged in the site diary where necessary.

Feedback should be given and sought to ensure that two-way communications are instigated. It should be remembered that some issues may be of a sensitive nature and advice should, therefore, be sought via the Principal Contractor Management, legal Advisers or others as necessary before communications are established.



5.0 Legislation and Standard

It is SEL Environmental Ltd.'s intention that the work will be carried out on the project in accordance with the framework of, but not limited to:

Health & Safety Standards

- The Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013
- The Control of Asbestos at Work Regulations 2012
- The Work at Height Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Confined Spaces Regulations 1997
- The Health & Safety (Safety Signs & Signals) 1996
- The Manual Handling Operations Regulations 1992
- The Workplace (Health, Safety, and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- The New Roads and Street Works Act 1991
- The Electricity at Work Regulations 1989
- The Health & Safety (First-Aid) Regulations 1981
- The Safety Representatives and Safety Committees Regulations 1977

Environmental Standards

- The Waste Electrical Electronic and Equipment Regulations 2013
- The Hazardous Waste (England and Wales) Regulations 2005
- The Environment Protection Act (Duty of Care) Regulations 1991
- The Environmental Protection Act 1990

Guidance

- GD1 TG20:13 Good Practice Guidance for Tube and Fitting Scaffolding
- GD2 SG4:15 Preventing Falls in Scaffolding Operations
- GN3 HSG47 Avoiding danger from underground services
- GD3 HSG17 Safety in the use of abrasive wheels
- GD4 HSG33 Health and safety in roof work
- GD5 HSG53 Respiratory protective equipment at work
- GD6 HSG85 Electricity at work: Safe working practices
- GD7 HSG150 Health and safety in construction
- GD8 HSG151 Protecting the public: Your next move
- GD9 HSG168 Fire safety in construction
- GD10 Fire Prevention on Construction Sites JCOP 9th Edition

The Contractors on this project will be required to comply with the requirements of the above legislation and any Site Rules that are introduced to comply with legislation or the client's requirements.



5.1 General Standards

All personnel are expected to comply fully with health and safety law and the associated approved codes of practice. Contractors are, in addition, to be aware of and pay due attention to guidance issued by the Health and Safety Executive as well as that issued by trade bodies and authorities, which constitute industry 'best practice'.

Method and policy statements submitted for these works will be reviewed by the Site Manager and Safety Adviser to ensure that these standards are met. On such occasions that they fail to meet the standard they will be returned for amendment action.

All contractors are expected to assess all activities that they are associated with for risks and adopt safe methods of work in keeping with the Management of Health and Safety at Work Regulations 1999 and other relevant regulations (as well as the standards and detail set out in this document).

In some cases, however, this health and safety plan specifically requires the preparation and submission of site-specific Method Statements in advance of particular work operations. All contractors are to ensure that their employees are aware of these safe working method statements and have been suitably trained and have adequate supervision to ensure that the procedures are followed.

Additionally, a signed copy of the controlling documents must be handed to the Site Manager, who will ensure all operatives employed on the task have signed the issued documents. Failure to issue the requested signed documents may result in a delay and subsequent financial implications.

5.2 Training Standards

Current safety training certificates for the duration of the time employed on the project are required prior to

contractor's operatives arriving on site. Operatives appointed to operate particular plant and equipment and to undertake certain specific forms of work on this project. Copies of the following certificates must be submitted to the principal contractor before work begins. (The list is far from exhaustive and other relevant training competencies should be included)

General Construction Works

All work is to be carried by a competent person with adequate supervision to industry standards approved by CITB, CPCS, CSCS, PASMA, IPAF cards (not pass slips) and to meet requirements of the designated work.

Abrasive Cutting / Grinding

Certificate of competence issued by employer or equipment supplier. Validity routinely 3 years. Certificate of training and appointment to mount abrasive wheels. (valid 3 years)

5.3 Information and Training for those on site

On first arrival at the site all workers will be given a short briefing which will include:

- Site details, address and telephone number, location of the site telephone (for emergencies)
- Potential interface with members of the staff, public and project residents.
- Safety responsibilities



- Site security and booking in/out arrangements. This will enable Site Management to control and restrict vandalism, theft, injury to third parties, and potential damage to the works. Therefore any observations to breaches in security must be highlighted to Site Management. It is essential that all site personnel, visiting or working, sign in & out of site as in the even of an emergency the sign in register will be used to check that everyone has exited the building
- Site layout and nature of the works in progress/intended. (3rd party interface)
- Transport Management Plan
- Entry into building
- Awareness of other contractors involved onsite
- Asbestos Discovery (as applicable)
- Noise, vibration, and dust generated as a result of the work
- Preventing access to the work areas by the unauthorised persons.
- Site rules
- Welfare and first aid facilities locations, name(s) of first aiders / Emergency First Aiders /
- Appointed Person
- Fire and emergency procedures including: Escape routes, Assembly/Muster point, Location and types of fire extinguishers

The names of those receiving induction training are to be recorded in the site records. No person will be allowed access to the site until they have received this induction briefing, or in the case of a visitor unless they are escorted at all times by a fully inducted person.



6.0 Site Rules and Monitoring Arrangements

6.1 Site Rules

The following rules are to be observed by all on site. Site induction will include these rules and other considered necessary by Site Management. Those working on site are required to sign indicating their agreement to comply.

- Individuals (or in the case of groups the person in charge) must register on arrival on site and when leaving at the beginning and end of each working day.
- The mandatory site standard for PPE is as follows; Safety footwear to BS EN345, Hi-Visibility vests/jackets to BS EN471 and a Safety helmet (Hard Hats) to BS EN397. Additionally, all other PPE stated within Risk Assessments and Method Statement is to be worn.
- Individuals may only operate and use plant or equipment for which they are trained and authorised and where the Site Project Manager has received the appropriate training certificates.
- Plant is to be turned off at all times when not in use. Plant should be fitted with suitable silencers to reduce the disturbance to the surrounding area.
- Only battery powered or 110V electrical tools/equipment is to be used, ideally battery. Any other e.g. 230V must be sanctioned by the Site Project Manager, and if approved must be protected by a 30mAmp RCD and the PAT certification reduced to a monthly test.
- Defective or suspect equipment or tools must be removed from the site, tagged and not used until they have been repaired.
- Waste and debris must be cleared as work progresses and placed into the bins provided.
- The burning of waste on site is strictly prohibited. Once the waste has been separated on site into their designated waste streams, the Site Project Manager will ensure all waste materials are removed from the site and disposed of with due regard for environmental impact. Contractors removing their own waste are to demonstrate compliance to the Site Manager. All involved should follow the waste hierarchy of reduce, reuse and recycle before considering disposal.
- Tools and materials stored only as agreed by the Principal Contractor as there is a potential interface with the existing residents.
- Areas below or close to those working at height must, as far as reasonably practical, be kept clear of all tools, equipment, materials, and debris. Operatives are to make provisions to prevent dropping items and that an exclusion zone is created.
- Personnel are to ensure that drains, sewers, culverts, and ducts etc. are kept free from obstruction by rubbish and debris at all times and not used for discharging contaminants.
- • Smoking is prohibited inside buildings, in the vicinity of any flammable materials. The designated smoking area provided is to be used.
- • It is strictly forbidden to bring or consume alcohol or drugs on site or to be under their influence.
- Horseplay and violent behaviour are not tolerated and will result in permanent exclusion from the site.
- The Principal Contractor reserves the right to evict or refuse entry to any person for any reason, which it considers prejudicial to the safety or good conduct.



- Mobile phones are only to be used in designated areas and never whilst operating tools/plant etc. Radios/MP3 players/CD players/headphones/earphones etc are prohibited from use on the site.
- All of those on the site are required to wash before eating. Meals and drinks are only to be consumed in specified welfare areas. Any changes will be briefed accordingly by the Site Manager.
- All personnel are to ensure that at the end of each working day that no means of access e.g. hop ups, towers, steps, ladders, equipment etc. are left in a position which would allow unauthorised persons their use.
- The Site Manager is to ensure all operatives have received the training commensurate with the employers Method Statement. Where no evidence is available the operative must be refused entry.
- No unauthorized parking on campus.
- No radios
- Notify UoS of any noisy operation prior to commencement.

6.2 Monitoring Arrangements

Safety standards will be monitored by the Principal Contractor through:

- A continuous inspection process by the Site Manager is in force. A checklist for these inspections is included with the site safety records. These inspections will include all contractors working on the site and a report of all actions required will be given to the contractor's foremen with instructions to rectify non-conformance in a timely manner.
- To carry out sample and grab audits on the H&S and CDM process.
- Once per week the Site Manager or appointed representative will inspect fire equipment, first aid equipment (and replenish if necessary), registers and site documentation. This inspection will be recorded on the designated form in the SMS file and when appropriate in the site diary.
- Monthly by the Contract Manager or appointed representative, who will carry out a hieratical level of inspection of the site and produce a written safety inspection report for distribution.

Inspections required under the Construction (Design & Management) Regulations 2015 will be carried out the principal contractor's safety Advisers and a formal report will be provided and be prioritised for remedial action/recommendations and filed with the site management system.

This will be checked for closed out actions/progress on the next site inspection visit. This inspection regime will include sub-contractors. Additionally, contractors are required to audit/inspect their own works and equipment. Copies of such are to be handed to the Site Manager for record purposes.

The scheduled progress meeting chaired by a senior Principal Contractor representative will as part of agenda discuss health and safety reports, and relevant discussions between the Client, the Principal Contractor and members of the Design team for issues affecting the project. Ensuring the entire aforementioned have a feedback and closed down loop in line with the safety Adviser's safety site inspection form.



The Site Project Manager is to ensure client and Principal Designer are briefed accordingly on identified issues for discussion. Furthermore, the Site Project Manager is to ensure the following is incorporated into the inspection regime:

- Consideration of likely hazards and the reduction of risk wherever possible at all stages of the project;
- The introduction of the 'Risk / Hazards' of the week notice board giving due consideration to Regulation 10 of the Management of Health & Safety at Work Regulations 1999.
- Regular review of procedures and the Health and Safety Plan to ensure the correct execution of the project;
- Ensuring the regular site audits results are communicated to the workforce;
- Action Plans that target specific areas of risk identified by the HSE (e.g. falls from height, traffic impact accidents), identify methodology to reduce/ eliminate the most likely types of accident; identify a strategy for health; implement strategies for 'selling' the above to the workforce;
- Induction and monitoring of adherence to the minimum standard requirements expected
- for particular disciplines as identified in the Health and Safety Plan.



7.0 Activities with Risks to Health and Safety

The following areas have been identified as having potential risks. Risk Assessment sheets will be provided for these and will be added to the Health & Safety folder on the site.

7.1 Use of and Contact with Power Tools

The hazards are from contact with electrical conductors, contact with the revolving tools and HAVS. The risk is low, the site power must be 110 Volt and the operatives should be trained in the proper use of tools. The tools must be visually inspected before first use and receive a periodic PAT test as required by the PUWER and Electricity at Works regulations. Individual risk assessments contain information on exposure limits for vibrating tools such as drills and breakers. It is not anticipated that HAVS will be an issue on this project, however, should any operatives suffer any form of numbness or pain associated with the use of vibrating tools they must take suitable breaks from use and the work activity should be shared.

7.2 Working at Height

Hazards include personnel falling from height and/or items such as hand tools falling from height. The appropriate access equipment must be utilised such as a scissor lift/cherry picker/tower scaffold. Ladders will be avoided where possible. Operatives must be attached to the access equipment by a harness to prevent falling from height. Tools must be tethered to the operative to prevent dropping tools from height. The work area will be cordoned off where possible to prevent personnel operating beneath works at height.

For these works, the existing downpipes on the north elevation of the library building will be replaced. It is proposed to use tower scaffold to access the downpipes up to gutter level (c.7m high).

All users of the tower scaffold will be PASMA certified with an understanding of current relevant legislation and be able to dismantle, erect and inspect mobile access towers safely, as per the manufacturer's instructions.

7.3 Manual Handling

Whether the transport of materials to the work areas is undertaken by the operatives under their own Method Statements and Risk Assessments, or under the direction of the Principal Contractor, care must be taken to minimise the inherent risks.

Deliveries shall be dropped as close to the working area as is possible and when there is a need to handle items long distance a suitable lifting aid (trolley etc.) should be used. Where manual handling cannot be avoided, heavy items shall be either broken down into smaller loads or handled as a group lift. All risk assessments and method statements provided by site contractors must identify heavy items used and how they are to be handled.

Manual Handling HS(G) 149 'Backs for the Future' must be followed at all times by all contractors. The site Tele-handler will manoeuvre materials and equipment from the site compound to the required work zone. Materials and equipment will generally be moved around the site to the place of work via, board carriers, pump trucks, pallet trucks or similar. Heavy items (structural steels) in the project area will be manoeuvred via the aid of genie lifts or similar.

7.4 COSHH

The hazard is harm to body tissue and/or body organs from the use of hazardous chemicals. The use of hazardous materials and substances on this site is not permitted without the



principal contractor having had sight of a valid COSHH assessment for the product as per the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as Amended). Each individual contractor is responsible for creating these documents and ensuring their staff are protected and not putting other trades at risk when chemicals are in use.

If any product is needed on-site that does not already have a COSHH assessment then it must be brought to the attention of the Site Manager and Health and Safety Adviser so that an assessment can be completed.

7.5 Live Services

Before starting work the position of all existing services shall be ascertained as far as possible. Extreme care will be taken, at all times, not to disturb any existing services.

The Site Manager is to scrutinise all available plans along with the information provided by the Operating Companies responsible for their maintenance. Any and all unidentified cables and pipes are to be treated as live until it is confirmed otherwise. Additionally, the Site Manager is to have access to a cable detector to ascertain services when there is a requirement to demolish/chase walls.

If we are unsure at any time as to the location of any services, an investigation will take place to determine their whereabouts before the work commences using a cable detector. A qualified electrician will isolate and make safe any electrical works before commencing work. BT overhead cables are in close proximity, plant operators to be made aware.

7.6 Noise, Vibration, and Dust

Noise

Emissions generated as a result of the work shall be restricted to between 08.00hrs and 17.00hrs. Works outside these hours are by prior arrangement with the principal contractor and client's agent. Where a specific issue is raised by the Client that will require changes to these working hours it shall be acted upon as soon as is possible.

In all cases, noise will be kept to a minimum with hearing protection used as deemed necessary in compliance with current regulations. Contractors must continually assess the level of noise and vibration that operations are creating and implement measures that keep levels within acceptable limits, not only for workers on site but for others who may be affected by the works. There will be a noise assessment detailing all tools found to be 85dB (A) and over available in the site health and safety folder.

Vibration

Vibration producing tools will be subject to a HAVS assessment to identify the safe working times. SEL will ensure that workers operate equipment within the recommended guidelines. Information is provided on the site office notice boards.



A(8) Daily Exposure Levels Control of Vibration at Work Regulations 2005

Exposure Action Value	2.5 m/s ²
Exposure Limit Value	5 m/s ²
Exposure Action Value	0.5 m/s ²
Exposure Limit Value	1.15 m/2

Dust

Dust will be minimised by wetting down or extraction systems as applicable to the type of tool and activity being carried out. Good housekeeping principles will be followed and ensuring that no build up of waste materials/debris is allowed to occur. Appropriate respiratory protection will be available i.e. FFP2 & FFP3.

7.7 Hot Works

Without exception, all works that generate heat or sparks (abrasive cutting, welding, soldering) must be sanctioned by the Site Manager and a Hot Works Permit raised by the designated Site Project Manager or his nominated deputy utilising the Safety Management File. Additionally, a fire extinguisher commensurate with the surrounding materials must be provided by the contractor. Site Management is to ensure the designated operative knows how the extinguisher works and what its limitations are.

7.8 Biological Hazards

Leptospirosis (Weil's disease) from rat urine is a possibility, therefore, waste will be well managed and not permitted to build up. Food waste will be properly disposed of so as not to attract rats to the site. As a precaution, all waste must be handled using gloves. Adequate washing facilities will be available on-site.

Legionella from water systems and bacteria from wastewater systems are not considered to be a significant risk on this site in its current situation. All water systems fitted shall be cleaned and, where required, suitably treated for bacterial infection before being handed over to the client.

7.9 Confined Spaces

Any space identified as being a confined as per the Confined Spaces Regulations (1997) shall be controlled as per the requirements of the regulations. The main concerns within the projects are access to manholes or other drainage systems. Works within confined spaces shall only be performed after the issue of a suitable permit to trained operatives working under an approved safe method of work.

7.10 Spills

All on-site water sources shall be regularly checked to ensure that they are not being left Running and that they are not leaking. Construction water sources shall be kept away from electrical systems when they are fitted on the site and any spillages shall be cleaned up as soon as they are noted/generated. Spill kits will be made available on-site to deal with any accidental spillage of chemicals.



7.11 Exposure to UV Radiation

The site rules 'Long trousers and shirt to be worn at all times' will be enforced for the duration of the project. Workers will be advised of the dangers and health risks of working in the sun at induction and via Tool Box Talks. Contractors affected by sunscreen exposure to UV radiation (from the sun) will be advised to provide creams/lotions to their workforce with a sun protection factor (SPF) rating of 15 or more.

7.12 Control of Lifting Operations

All plant and equipment brought onto site must be accompanied by all relevant certification and retained for the currency of the work operations. Copies of the weekly inspections are to be made available to SEL Environmental Ltd as soon as practicable. Training certification for all equipment operators must also be produced and logged in the site appointed persons register. Lifting operations involving lifting equipment:

- Must be planned properly
- Use people who are sufficiently competent
- Supervised appropriately
- Carried out in a safe manner

8.0 Safe Working Procedures

8.1 Method Statements and Risk Assessments

Method statements and Risk assessments will be required from the subcontractors prior to them commencing on site. Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce (plus staff / residents) and minimising the risk of spread of infection. Subcontractor RAMS must include measures as recommended in the CLC COVID-19 Site Operating Procedures. (A copy is appended to this document.)

Subcontractors must submit their health & safety method statement(s) to SEL for review prior to works being permitted to commence on site. These must be submitted with comprehensive, robust risk assessments that clearly identify how each of their activities will ensure hazards and their associated risks are removed or reduced as far as possible. Subcontractors must "assess the health and safety risks" associated with their work activities and identify "suitable and effective control measures" to be used to combat these risks.

All method statements must be reviewed for scope and adequacy by the Senior Manager and agreed prior to the subcontractor being permitted to commence work. A sufficient time period must be allowed for this process to be completed in order to minimise disruption or prevent delays to the programme of works. As such, all subcontractors are required to submit each method statement to the Senior Manager at least 1 week prior to the agreed start date for the work activity.

Notwithstanding the above, and depending upon the nature of any particularly complex or highly hazardous activities, the Senior Manager may request submission at an earlier date to ensure the review process can be completed prior to work starting.

Where a method statement is reviewed and deemed to be insufficient or incomplete (either in content, clarity, depth or scope of information), it must be amended and re-submitted for review and approval prior to work starting.



The site health & safety folder will contain the significant risks assessments and method statements provided by the subcontractor that are generally applicable to the work being undertaken on this scheme, together with procedures and policies that should be followed. The Principal Designer will have highlighted known significant risks to the contractors via the Pre-Construction Information.

For high-risk activities, a site-specific method statement is required, which will be agreed before the work can commence. For routine site operations, these site rules should be observed together with any relevant guidance issued by the HSE.

8.2 Personal Protective Equipment Requirements

In accordance with the Personal Protective Equipment at Work Regulations 1992, risk assessments have been carried out, and, as a result, the following policy will be adopted: Safety footwear, dust masks, safety goggles, hi-vis vests appropriate gloves and hard hats will be provided and worn as set out by the specific work activities by all site operatives and visitors. The site manager will be responsible for enforcing the wearing of all necessary PPE.

8.3 Construction Materials

The materials and substances in the permanent works are deemed to be within the normal experience of a competent contractor. Where these present health & safety hazards, the contractor will carry out risk assessments, as required under COSHH, and introduce control measures.

8.4 Storage of Materials and Work Equipment

Inert materials such as blocks and timber will be stored on-site. Hazardous materials such as diesel oil and petrol will be locked away at the end of each working day. Power tools will also be removed from the site at the end of each working day.

Materials will be located on the site and brought to the working area as required. Where practical the construction materials will be delivered directly to the working area to minimise the need for the manual handling of materials. Materials will be stored in such a way that there is adequate working space to safely handle them manually or by machine. The storage of materials will be carefully controlled to ensure minimal risk to the work personnel, visitors and members of the public.

8.5 Storage of Waste Materials

Waste materials from the construction process will be deposited in waste skips provided by the company, which will be emptied on a regular basis. A licensed waste handler will manage the waste, and a record of waste transfer notes will be maintained on site. Any hazardous waste will be marked as such and handled and disposed of in an appropriate manner. Asbestos Treatment / Removal will be carried out by a certified competent Asbestos removal company.

SEL will not at any time permit the burning of waste materials on site. Every effort shall be made to comply with the Environmental Protection Act 1990 to prevent the pollution of the existing watercourses whilst the works are being undertaken.

8.6 Provision and Use of Temporary Services

Temporary services will be established in the early stages of the contract. Temporary and permanent Electrical Works will be carried out by NICEIC Registered Installer. All works to be



certified under Part P of the Building regulations. Power required within the construction area where it is not available from the Client will be generated from portable generators where practicable. The company will permit no unauthorised use of the Clients services and any authorised connections will be inspected by the Client prior to use.

8.7 Temporary Works

The following Temporary Works Procedure is to demonstrate that an effective and robust arrangement is in place for controlling the risks arising from the use of temporary works.

Procedures for temporary works will be compliant with BS5975:2008.

Temporary Works Procedure: Temporary Works Coordinator shall be the Site Manager. Provision of temporary works design to include, where applicable, designers risk assessments and method statements.

Where appropriate independent design or checking of temporary works may be required. Control and supervision of erection, safe use, maintenance and dismantling of temporary works will be undertaken by the Site Manager.

Provision of removing or dismantling Temporary Works ('permit to dismantle') where applicable, (e. g. removal of falsework) will only be allowed with the approval of the Site Manager.

Temporary works likely to be required on this project will include (delete as applicable): Site establishment: Fencing, hoarding and signage.

Equipment/Plant: Mechanical hoist installation, crane bases/mats, anchors/ties, WCWP, piling mat

Access: Scaffolding and edge protection. MEWPS, edge protection, walkways. Structure: Formwork, falsework, shoring, Temp bridges

Earth works: Trenches, excavations, temp slopes, stockpiles

8.8 Permit to Work System

SEL Ltd shall apply the UoS permit to work system to control high-risk activities. No work shall be undertaken where a permit-to-work is required unless the permit states the correct date and correct commencement and completion times. Permit to work systems will operate for the following work activities:

- Work within confined spaces as defined by the Confined Spaces Regulations 1997;
- Hot work welding, cutting, grinding, etc.
- Deep excavation work, e.g. connections into the existing surface water systems.
- Work in the vicinity of any existing high voltage and medium voltage cable systems.
- Should any work adjacent to HV cables for which the local Electricity Company has responsibility, then a permit-to-work will be applied for from the supply authority prior to work commencing.

Permits to work will not prevent incidents unless:

• Their need and use have been established;



- Their requirements are adhered to;
- Staff are aware and competent;
- Appropriate equipment is available for testing and implementation.

Therefore SEL Ltd will ensure that where such permit to work systems are required, the above conditions have first been satisfied.

8.9 Covid-19 Working Safely

COVID-19 is a public health emergency and everyone needs to assess and manage the risks of contracting the virus and in particular workers and visitors on this project. Our objective is to reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority as below:-

- 1. Ensuring both workers and visitors who feel unwell stay at home and do not attend the premises.
- 2. Increasing the frequency of handwashing and surface cleaning.
- 3. Make every reasonable effort to ensure their employees can work safely. When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable).
- 4. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations.

Further mitigating actions include:

- a. further increasing the frequency of hand washing and surface cleaning
- b. keeping the activity time involved as short as possible
- c. using screens or barriers to separate people from each other
- d. using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- e. reducing the number of people each person has contact with by using 'fixed teams or partnering'
- 5. Take all the mitigating actions possible to reduce the risk of transmission between their staff.
- 6. Ensure steps are taken to avoid people needing to unduly raise their voices to each other.
- 7. If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.

More Information and guidance can be found in Appendix B and Appendix C



9.0 Emergency Procedures

In order to be prepared for any emergency event, the company will, when considered necessary, plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event.

The company will, in consultation with workers and their representatives:

- carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required;
- establish procedures to be followed by employees in the event of an emergency situation, including:
 - \circ raising the alarm;
 - means of escape;
 - assembly points and 'safe muster areas';
 - o summoning the emergency services;
 - evacuation of disabled persons;
 - appoint persons to be responsible for specific procedures in the event of an emergency situation (including the shutting down of plant and making it safe before evacuating the area);
 - o fire wardens and fire marshals (as necessary)
 - o persons responsible for emergency power supplies and lighting;
 - o first aiders;
 - provide a written version of the procedures to all personnel;
- ensure that the plans cover out of hours working, weekend working and closures for holidays;
- ensure there is an up to date call-out list for key personnel and that this is readily accessible;
- keep all access routes for emergency services and all escape routes clear at all times;
- reassess the emergency plan at regular intervals and update or alter it as necessary;
- provide training in emergency procedures for all employees, plus specialist training for those with special responsibilities.

Most emergency situations are unlikely if all risks at the workplace are adequately controlled. When devising the emergency plan the company will:

- nominate personnel to be responsible for specific emergency actions and ensure that they are trained to deal with their responsibilities;
- ensure that all employees without special responsibilities are aware of how to evacuate
- the area without delay;
 - Reporting an Injury or Dangerous Occurrence
 - Training
 - Fire and Emergency Procedure

9.1 Fire

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Control Measures

- Site fire layout plans will be located around the project indicating fire fighting equipment and emergency escape routes.
- Hot Work involving the use of blow lamps, welding equipment soldering irons, abrasive wheels, etc, must obtain the Company Hot Work Permit from the Site Supervisor/s prior to work operations commencing.
- Smoking is not allowed anywhere on the site.



- LPG, Oxy-gas, etc, is to be removed from the site at the end of each day unless stored in a suitable cage at the external compound, operatives and contractors are to inform the site supervisor of any LPG and flammable substances brought onto the site.
- Rubbish is not to be burnt on site.
- Waste materials are to be placed in skips positioned the site compound.
- Fire routes are to be maintained at all times.
- Fire extinguishers to be placed in the site office and welfare facilities with fire points made up of fire extinguishers and signage to be placed strategically across the site.

The UoS emergency alarm is tested weekly by a 20 second burst, all workers to be notified of the alarm at induction.

Any person discovering a hazardous situation which has resulted or may result in a fire or explosion will alert other personnel, and if the fire is small, and if safe to do so, attempt to extinguish it using the correct fire extinguisher. If the fire cannot be quickly or safely extinguished, or if there has been, or there is the potential for an explosion, ensure that all personnel move out of the area as quickly as possible.

Ring 0161 295 3333 to report a fire to the Campus management team.

If the emergency alarm is sounding proceed directly to the agree assembly area. The location of the Assembly Area will be confirmed during the site induction.

False Alarms

Ring 0161 295 3333 to report a false alarm to the Campus management team, if the works have set off the alarm system.

9.2 III Health

In the event of someone being taken ill or being injured as a result of an accident that requires medical attention, the IP should be taken to the nearest Hospital.

If the injury is serious or the IP cannot be moved then the Ambulance Service must be notified by phoning 999 and giving as much information as possible as to the nature of the incident and location of the injured parties. Carry out First Aid Treatment and keep them warm and comfortable.

DO NOT MOVE THEM.

Leave them for the Ambulance Crew who have the equipment and training to deal with such incidents. Do not give them anything to eat or drink.


10.0 Reporting of Accidents & RIDDOR

10.1 Accidents

All accidents and near misses, however, minor must be reported to the Principal Contractor and recorded in the site accident book kept by the Site Project Manager regardless of the severity of the incident.

Once the accident book sheet is completed it is to be detached and returned to Head Office where it will be securely held in the interests of confidentiality. The Site Project Manager must be immediately informed of any accident or dangerous occurrence on the site or of ill health, which could be linked to site work.

All incidents and near misses must be recorded onto the Incident Report Form as soon as is reasonably practicable with a copy being submitted to head office in order that an investigation can commence.

Near Miss – an unplanned event that did not result in injury, illness, or damage - but had the potential to do so e.g. materials falling close to someone's head.

Incident – A planned/wanted event that resulted in or had the potential to result in injury, damage or loss. Injury, damage or loss resulted or could have resulted from the activities of the planned/wanted event.

Accident – An undesirable or unfortunate happening that occurs unintentionally and results in Injury.

10.2 RIDDOR

All reportable accidents are subject to the procedures detailed in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

- Death, major injury, and over 10-day injuries or disease reported by the person's employer. It is requested that a copy of the F2508 be acquired for record purposes.
- Death or an injury requiring hospital treatment of a person at the site not directly involved in the works reported by the Principal Contractor.
- Dangerous occurrences at the site (as defined by RIDDOR 13) reported by the Principal Contractor.
- Accidents or dangerous occurrences during transport to or from the site or in preparatory works at contractors' premises must be reported by that contractor – the Site Manager should, however, be informed of such incidents.

Advice from the Safety Adviser is to be undertaken on all RIDDOR issues to ensure the necessary reporting actions are taken. All RIDDOR reportable accidents will be investigated by thoroughly by the Safety Adviser who will create a report for the Principal Contractor and the associated employer.

As previously stated the Site Project Manager is to notify the Principal Designer of any accident or occurrence on the site that involves any employee in medical treatment or time off.



11.0 First Aid Arrangements

The Principal Contractor will ensure that a trained and in date 'First Aider, 'Emergency First Aider / Appointed Person' 'is available on site at all times during construction activities. A first aid box (20 persons) will be available on site.

All instances requiring First Aid treatment are to be initiated via the Site First Aider / Appointed Person / Emergency First Aider. Where subcontractors have a dedicated and authorised First Aider, then treatment may be provided and the Principal Contractor informed accordingly. First aid arrangements will be included in the initial site briefing given to all workers on the first arrival at the site.

Nearest hospital A&E Department:

Salford Royal NHS Foundation Trust (Formerly Hope Hospital) Stott Lane Salford M6 8HD Tel. 0161 789 7373

It is approximately 3 miles from site.



Additional Duties

In addition to the aforementioned the Site Project Manager is to ensure any notification to the Health and Safety Inspectorate under the 'Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 shall be copied to the Contract Administrator immediately.



12.0 Welfare Arrangements

SEL will be providing a GARIC self-contained site welfare unit. The unit will house a canteen with seating, office, drying room, storage area and two private WCs. It is completely self-contained with its own water and power supplies and waste containment.

All breaks to be staggered to ensure social distancing is maintained.

Canteen area: Contains tables, seating, a means for heating water for drinks and for warming up food. Staff will provide their own plates, cups and cutlery, to be washed and put away after use. Staff to observe social distancing rules when using the canteen with additional seating removed.

Cleaning products will be available to allow wipe down of tables and countertops after use.

Drinking water: A supply of wholesome drinking water will be available within the unit. A supply of disposable cups will be made available.

Toilets: There will be two private toilets within the unit. Portable toilets will be cleaned daily and serviced weekly.

Washing facilities: The unit will have a forearm sink for washing hands, face and forearms with clean hot and cold running water, hand soap and paper towels.

Smoking rules: No smoking inside any welfare facilities. No smoking in any enclosed area onsite (roof + 50% walls). Smoking only in designated areas.

Cleaning arrangements: All welfare facilities on site will be maintained by all workers that use them. Additional cleaning will be carried out daily or as and when necessary depending on the frequency of use, site conditions etc.



13.0 Consultation for People on Site

The Principal Contractor is available at all times to discuss matters of health and safety not already covered under within this plan and will discuss with, if appointed, representatives of the operatives.

The Health and Safety Adviser can also be contacted at any time to discuss matters that may apply to the project.

On Site Third Party Communication

The site manager will act as a daily liaison between other third party companies working.

Joint Staff Communication

Consultation on health and safety matters will be encouraged and the requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996 will be complied with. The main function of these consultations is to draw attention to any unsafe practices which become apparent and to bring forward suggestions for better safety standards and practices. Consultations will be encouraged during regular meetings.

Ongoing communications between the staff regarding the works and health and safety matters will be ongoing throughout the construction process.

Project Information

The process for exchange of information between project parties will be as agreed at the PreContract meetings and is established by the Project Manager/Architect and Principal Designer within the pre-construction information.

The Site Manager will have email and printing facilities for receipt of design changes and information directly from the architect and engineers.

Provision and record of construction and design change information will form part of the fortnightly Project Meetings.

Contractor Communications

Health and Safety information and communications will include inductions and all site matters relating to design, construction and health and safety will be regularly undertaken by the site manager.

Toolbox talks shall be regularly provided to contractors during the project on subject relating to the works to maintain Health & Safety awareness.



14.0 Unforeseen Eventualities

Procedures for dealing with unforeseen eventualities during project execution which result in substantial design changes and which might affect resources are as follows:

- As soon as unforeseen eventuality arises, the Principal Contractor will inform the Client.
- The health and safety issues arising from the eventuality are to be as soon as possible after the occurrence, together with proposals for dealing with them.
- Details of the re-design and the health and safety implications are to be submitted for consideration and acceptance in due time before execution. Health & safety issues will be on the agenda of the progress meetings.



15.0 Handover / O&M Information / H&S File Information

O&M Information

Where applicable contents of the O&M Information will comprise:-

The Scheme and Parties to the Contract

- Brief description of the scheme and works carried out
- Details of the Consultants and Designers
- Copies of consultant designers' collateral warranties
- Details of contractors and suppliers
- Copies of contractor designers' collateral warranties

Statutory Consents and Approvals Relating to the Project as a Whole

- Copy of planning permission including drawings and correspondence
- Confirmation of compliance with all planning conditions
- Copies of Building Regulation Application including drawings and correspondence
- Copies of Building Regulation Completion Certificates I. Building regulations

Pre-existing hazards and remedial works (as applicable)

- Details of Building Condition/Structural Engineer's Report
- Japanese Knotweed Infestation, Treatment and Eradication Report
- Timber treatment certificates

Drainage.

- Generally including foul and surface water layouts
- Attenuation and flow control installations

Landscaping and external works.

- Hard landscaping including layout drawings
- Soft landscaping including planting schemes
- External fixtures and fittings e.g. garden sheds, water butts, clothes dryers, cycle stands etc.

Summary of each system installed.

- General description of installation
- Purpose and objectives
- Essential design criteria/performance characteristics
- Any limitations on design/installation
- Details of any residual risks or hazards associated with the use/maintenance of the
- installations

As Built-Drawings and calculations complete with detailed index

- As-installed drawings for each installation recording the construction, materials and components including:
 - Record drawings showing overall installation
 - Diagrammatic drawings indicating principal items of plant, equipment and fittings.



Manufacturers' literature including data sheets, operating details and recommendations for cleaning & maintenance.

Product details, including for each item of plant and equipment:

- Name, address and contact details of the manufacturer.
- Catalogue number or reference.
- Manufacturer's technical literature, including detailed operating and maintenance instructions.
- Information and guidance concerning dismantling, repair, renovation or decommissioning.

Operation: A description of the operation of each fitting or installation, including:

- Control sequences.
- Procedures for diagnostics, troubleshooting and fault-finding.
- Emergency procedures including rescue operations and contact numbers in the event of a breakdown.

Preventative maintenance and recommendations to be adopted to ensure efficient operation of the systems.

- Schedule of maintenance and testing frequency chart(s) to ensure efficient operation of installations.
- Lubrication: Schedules of all lubricated items.
- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.

Commissioning and training.

- Commissioning records and test certificates list for each installation including:
 - Type test certificates for major plant and components.
 - Start and commissioning test certificates for major plant and components.
 - Whole installation test certificates.
 - Emergency/fail-safe devices
- Training provisions
 - Training certificates for operatives trained in use and operation of the system upon
 - handover

.

• Schedule of training providers for future training of operatives

Guarantees, warranties and maintenance agreements.

- Manufacturers' guarantees
- Sub-contractor warranties
- Supplier warranties
- Maintenance agreements



Health & Safety File

The Construction (Design and Management) Regulations (CDM Regulations) are intended to ensure that health and safety issues are properly considered during a project's development so that the risk of harm to those who have to build, use and maintain structures is reduced.

The principal designer prepares the health and safety file during the pre-construction phase and then ensures it is appropriately reviewed, updated and revised to take account of the construction works and any changes that have occurred. The principal contractor must also provide the principal designer with information for inclusion in the health and safety file.

The Health & Safety File will contain:

- A brief description of the work carried out.
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land).
- Key structural principles (e.g. foundation, bracing, safe working loads).
- Hazardous materials used (e.g, special coatings).
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment).
- Health and safety information about equipment provided for cleaning or maintaining the rain gardens.
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services, drainage runs, etc.
- Information relating to manufacturer specifications and data sheet for any components of the rain garden installation for future reference.
- As-built drawings of the rain gardens, plant and equipment.

SEL will provide the principal designer with any relevant information that needs to be included in the health and safety file.



16.0 Review of the Project

The project will be reviewed on a continual basis as the contract progresses. Items identified as a potential hazard will be addressed and removed to enable the project to progress within the standard set by the Construction Phase Plan.



APPENDICES



Appendix A University of Salford Contractors Handbook



CONTRACTOR HANDBOOK

It is a condition of the employment by:

the University of Salford (UoS) of any contractors or sub-contractors, that they should understand and take all necessary steps to ensure compliance with their Health & Safety obligations.

In order to assist contractors and sub-contractors to meet their obligations while working on the Estate, the University has prepared Health and Safety Rules which are required to be read and complied with.

A failure by any contractor to observe the provisions of rules may be viewed by the UoS Appointed Officer as a potential breach of these rules. As a minimum, in the event of such a failure, the works will be suspended until the outcome of an initial investigation is known and conditions which are safe and without risk to health are provided. Furthermore, a formal written non-compliance will be produced and a copy registered on the contractor's file for future consideration.

While every effort has been made to cover all important matters, it is not possible to give information covering every possible hazard. Should you wish for any further information or advice please do not hesitate to contact your UoS Appointed Officer.

No work may take place on the Estate without written authorisation from your UoS Appointed Officer.

The procedure for obtaining authorisation will be explained during the induction process.

HEALTH AND SAFETY RULES FOR CONTRACTORS

1. CONTACT

The University of Salford will appoint an Appointed Officer at the start of a Project.

The Contractor will be notified of the name of the Appointed Officer throughout the tender process and related correspondence.

2. <u>REPORTING ATTENDANCE on SITE</u>

You must initially report to the Estates Helpdesk, giving the name of your Appointed Officer.

The Appointed Officer will check if they have had an induction in the last 12 months and arrange if required.

Out of Hours Access - Following prior approval from your Appointed Officer, report your attendance by signing in and out of the register in Security, Maxwell Building.

3. PARKING ARRANGEMENTS

Parking spaces are limited.

Parking will only be permitted in designated parking areas as agreed with your Appointed Officer.

Any unauthorised parking, will result in a fine.

Vehicles must not cause any obstruction which would interfere with the normal working of the Company or access by Emergency Services.

Drivers are required to exercise due care and regard for the safety of others.

4. FIRE ALARM and EVACUATION

The fire alarms are tested weekly and will sound for no more than 20 seconds. The Appointed Officer will provide you with the relevant testing times.

Should the Fire Alarm sound for longer or at any other time vacate the building via the nearest exit and go to the Assembly Point which is displayed on notices throughout the buildings.

If you discover a fire you should activate the nearest fire call point, proceed immediately to the Assembly Point and contact Security on EXT 53333 OR 0161 295 3333 from a mobile.

If you think you've activated the alarm due to your work activities notify the Building Controller without delay.

DO NOT return to the building until you have been informed it is safe to do so by the Building Controller.

5. BASIC SAFETY RULES

<u>Smoking</u>

Smoking is not permitted in any building or near main entrances to buildings. Electronic Cigarettes can be used in offices/rooms which are not inhabited or on view to other staff or students; they must not be used in any circulation spaces/public areas.*

* Within a site that's been handed over to the Principal Contractor, their rules will apply.

<u>Refreshment and Toilet Facilities</u>

If you are permitted to use the University's refreshment and toilet facilities you should first change out of dirty work wear and keep the facilities clean and tidy. For your own safety please adopt good hand hygiene practices; remember to wash your hands before preparing or eating food.

Drugs and Alcohol

No intoxicating liquor or drugs will be allowed on the premises except for Prescription Drugs.

Where your site workers are required to take prescription drugs, it is your responsibility to ensure their work performance will not be adversely affected whilst on site.

<u>Conduct</u>

Ensure that your general behaviour and actions and that of your site workers does not cause any offence or disturbance to any member of the University Community.

- <u>Guarding</u> Never operate with safeguards that have been altered, bypassed or removed.
- Noise

The use of radios on campus is forbidden, any noise generating activities including drilling must be pre-arranged with your Appointed Officer to minimise disruption within occupied areas.

• Slips, Trips & Falls

You must protect others in close proximity to your work area from falling objects, slips, trips and falls and any other risks you may create.

Speed Limits

The speed limit on the inner campus is strictly limited to 5 mph. The speed limit on University Road is 10 mph and is subject to all regulations of the Highway Code.

Housekeeping

High standards of housekeeping will be maintained at all times and general work areas should be kept clean and free from obstructions.

Adjacent areas to your work area must be cleaned regularly to avoid any buildup of dust.

6. FIRST AID

To summon First Aid or the Emergency Services you should:

ring 53333 or 0161 295 3333 from a mobile, stating the location and nature of the injury.

This is the direct emergency number for the Security Office in Maxwell, please add this number to your mobile, just in case.

7. <u>REPORTING INCIDENTS</u>

All near misses, accidents and incidents must be recorded and reported to the Appointed Officer as soon as reasonably practicable.

This is in addition to any reporting you may do for your own organisation or to the HSE.

You must inform your Appointed Officer immediately if you:

- have, or discover a spillage;
- discover, disturb or damage suspected Asbestos Containing Material
 STOP THE WORK, seal the area and report it without delay.

8. RISK ASSESSMENTS and WORK PERMITS

Where appropriate, site specific Risk Assessments and Method Statements (RAMS) must be provided for review by the Appointed Officer in advance of any planned work.

The responsibility for ensuring a safe method of work is adopted rests with the contractor.

Your Appointed Officer will inform you of the hazards; Asbestos, biological, chemical, electrical, mechanical etc. in the area you are working* and any procedures you need to be aware of.

* Asbestos registers for the areas where you are working will be made available by the Appointed Officer.

You must obtain Authorisation, in WRITING, before every project is started. This will be in the form of a 'Work Authorisation Certificate' or 'Permit to Work'.

At the end of the planned work the authorisation documents must be signed off and returned to the Appointed Officer.

To be issued with a Work Authorisation Certificate in addition to providing a Risk Assessment and Method Statement (RAMS) for review by the Appointed Officer, the person doing the work must be able to control the hazards e.g.

- No isolations or line breaking
- No confined space entry
- No excavations
- No hot work
- Access/egress is reasonable

Where the risks can't be controlled via the Work Authorisation Certificate and RAMS alone a Permit to Work may also be required. A Permit to Work is a formalised document which authorises:

• certain people to carry out;

- specific work at a;
- specific site at a;
- certain time and sets out the main precautions needed to complete the job safely.

A hard copy of the permit to work should be clearly displayed at the work site for the duration of the works.

Permits must be signed off and returned to the Appointed Officer at the end of the work.

Where the work will be conducted in a site which has been handed over to the Principal Contractor then it will be their responsibility to arrange for adequate controls to be put in place.

Typically tasks which may need to be authorised by a Permit to Work will include;

- Asbestos Removal
- Confined Space Entry
- Excavations
- Higher risk electrical work
- Hot work
- Work on Fire Alarm Systems & Emergency Lighting
- Loft / Ceiling Void Access
- Roof access / Roof work

Contractors should confirm with the Appointed Officer whether or not a Permit to Work is required – this MUST be done prior to commencing the work.

9. ELECTRICAL WORK

You must obtain a Permit to Work from your Appointed Officer prior to:

- Connecting to, or interfering with any electrical or other services.
- Entering any sub-station, switch room or similar area.
- Working on Live Electrical Systems is generally not permitted; except where it
 is necessary due to the nature of the work, e.g. testing, and a Safe System of
 Work must be in place.

Any work on electrical systems, however minor, may only be completed by a suitably trained and experienced electrician.

10. ROOF WORK

If it can't be avoided; all work at height must have an appropriate risk assessment and method statement and if your work requires access to a roof your Appointed Officer will provide you with a copy of the relevant roof hazard sheet.

In addition, all roof access must have a roof access permit to work.

11. FIRE SAFETY

All University buildings are equipped with automatic fire detection systems. If you are doing anything that might compromise the fire system, for example, generation of dust, blocking fire exits or extinguishers at least 10 days' notice is required to enable the Appointed Officer to make the arrangements to ensure unwanted alarms are prevented and necessary precautions are put in place.

Without exception:

- Flammable materials must be stored securely and appropriately and not left out unattended, particularly at night;
- Dust levels must be kept to a minimum;
- Don't allow combustible materials and debris to accumulate.
- Don't store materials and equipment on stairways and other escape routes.

12. HAZARDOUS SUBSTANCES

All work which is carried out on Site must comply with COSHH Regulations;

• Chemical Substances:

Prior to bringing chemicals into the University e.g. acids, oils etc. you must provide the Appointed Officer with associated Risk and COSHH assessments for review, and they must be displayed at the site of the works for the duration of the works.

Your COSHH assessments whilst based on any Safety Data Sheet provided by the manufacturers must also include how the materials will be handled, used, stored, transported and disposed of whilst on site.

Dust:

Where equipment is used which is known to generate dust, provision must be made by the contractor to contain the dust, and arrangements must be made to ensure the work is properly supervised.

13. LABORATORY ACCESS

The University has Biology, Chemistry and Physics Laboratories and numerous Engineering Workshops.

Hazards in these areas may include;

- Harmful organisms
- Hazardous chemicals
- Lasers & Power tools

If you need to access any of these areas:

In addition to your Work Authorisation Certificate, the Appointed Officer will arrange for the Area Supervisor to provide a 'Certificate of Clearance' identifying any remaining hazards and associated controls.

This will be displayed at the entrance to the room and you need to make sure you are aware of the residual hazards identified.

If there's no certificate on the door or you find anything you are unsure of, STOP THE WORK and report your concerns to the Appointed Officer without delay.

14. LONE WORKING

Anyone working alone must not be placed at any greater risk than any other employee working with others.

Where, following your lone worker risk assessment, there would be additional risk for someone working alone the University will expect you to provide a second person to be in attendance at all times, so that if anything should happen they can provide or call for assistance.

This is particularly important where your team will be expected to work in high risk areas such as:

- working at height,
- confined spaces,
- laboratories,
- electrical works and
- work close to exposed live conductors.

15. LIFTING OPERATIONS and EQUIPMENT

All work on site must comply with LOLER Regulations:

Any lifting equipment brought on to the premises must have a copy of its current inspection Certificate, for presentation to the Appointed Officer, before it is used.

Any person using a MEWP shall be adequately trained and hold a current certificate.

UoS cranes, hoists and lifting equipment must not be used by contractors.

16. PERSONAL PROTECTIVE EQUIPMENT

Contractors must provide all appropriate PPE as indicated in the RAMS. Protective equipment must be used at all times where necessary, regardless of your own views on risk.

Protective equipment must be worn in designated areas including labs.

17. PLANT and EQUIPMENT

Plant, tools, tackle and equipment brought onto site must be fit for purpose, tested, maintained and in good working condition.

Electrical equipment must comply with all current Electricity Regulations and must:

- NOT exceed 110V without prior permission from the Appointed Officer
- be 'PAT' tested

All machinery brought onto site must comply with the PUWER Regulations (Provision and Use of Work Equipment) and be guarded or fenced appropriately.

At the end of each day you must ensure all your equipment is fully isolated and locked away.

18. VEHICLES on CAMPUS

You must organise your work to allow pedestrians and vehicles to move without risks to health:

Traffic routes should be indicated by warning signs and barriers.

Delivery vehicles must not impede access for emergency vehicles and will only be allowed on site for the loading or unloading to be completed. Deliveries should be preplanned with someone available to receive the goods or they will be turned away.

Reversing should be kept to a minimum but where required, reversing aids and banksmen should be used.

Extreme caution should be taken whilst driving or operating machinery on campus due to the large numbers of students moving between buildings (particularly at the start and end of lectures). It is essential that pedestrians and vehicles are segregated.

19. WASTE MANAGEMENT

The Contractor is responsible for the removal of all waste from site in accordance with current environmental legislation.

Unless specifically authorised you must not place debris into skips controlled by the University of Salford.

Skips left on site MUST be of the self-contained lockable type and their location agreed by the Appointed Officer.

Care must be taken not to discharge trade effluent or contaminated liquids into the drainage system or water courses, e.g. adequate storage facilities must be provided for diesel fuel to ensure containment and prevent spillage.

Detailed records must be kept of all waste removed from site including the type and volume of waste removed from site and the method of disposal (landfill or recycled).

20. WORK at HEIGHT

All work at height must comply with Work at Height Regulations; scaffolds, ladders and other access equipment must be in sound condition and of good construction, adequate for the purpose and properly maintained.

If as a result of a Risk Assessment ladders are identified as an appropriate control, as a minimum they must be:

- Used for access and egress only or;
- for work of short duration that is considered to be low risk.

Ladders must be inspected before use to ensure they are in a safe condition and they must be secured adequately before use.

Ladders must be taken down after use or at the end of the day.

Unattended ladders and ropes must be secured out of reach of students and other unauthorised persons.

UoS equipment, including ladders must not be used by Contractors.

21. CONTRACTOR in CONTROL

When a site is handed over to the Contractor (including the Principal Contractor), as a minimum we expect that:

A suitable site induction is provided to all construction site workers taking into account, but not limited to:

- the information included in this induction;
- any site specific risks and control measures that those working on the project need to know about;
- first aid arrangements;
- accident and incident reporting arrangements.

Necessary steps are taken to prevent access by unauthorised persons to the construction site including:

- Physically defining the site boundaries using suitable barriers and warning signs;
- Special consideration of the nature of the business is given (adjoining areas with student/staff access);
- Changing fence lines & access routes can only be carried out in agreement with the Appointed Officer.

Provision of suitable and sufficient welfare facilities.

The University reserves the rights to carry out periodic site inspections to assess compliance with control measures.

FINAL NOTE:

It is your responsibility to ensure that all the information provided in this document, that is relevant to your works, is included in your risk assessments and method statements both for dealing with the issues raised as well as the work you will be doing. You will then need to ensure that all the site and safety information is passed on to your staff, sub-contractors and anyone else that comes onto your site during the contract, through site inductions, tool box talks and any other means appropriate.



Appendix B Covid-19 Site Operating Procedures



Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)

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Introduction

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Government guidance on <u>Working safely during</u> <u>Coronavirus (Covid-19) - Construction and other outdoor work;</u> other restrictions and advice may apply in <u>Scotland</u>, <u>Wales</u> and <u>Northern Ireland</u>.

Where workers enter people's homes, they should follow the Government guidance on <u>Working in Other</u> <u>People's Homes</u>.

The <u>HSE</u> is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not consistently implementing the measures set out by the Government, it may be subject to enforcement action.

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government's guidelines on social distancing and ensure employers and individuals make every effort to comply.

Government guidance for employers in England states "where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff".

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.



When to Travel to Work

People who can work from home should continue to do so. All workers who cannot work from home, including construction, manufacturing, logistics and distribution, should travel to work if their workplace is open.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing	Workers in the construction industry should follow the guidance on <u>Staying Alert and</u> <u>Safe (Social Distancing)</u> . Where they cannot work from home, they must follow guidance on <u>Staying safe outside your home</u> while travelling to and from work and while at work.									
Self-isolation	Anyone who:									
	• Has a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell;									
	• Is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19); or									
	Has been contacted by the <u>NHS Test & Trace Service;</u>									
	should not come to site, but must follow the guidance on self-isolation.									
Persons at higher risk	Anyone who is clinically vulnerable to Coronavirus (Covid-19) should follow the latest guidance for <u>clinically vulnerable people</u> and <u>Working safely during Coronavirus –</u> <u>Construction and other outdoor work (section 2.1)</u> .									
Persons defined on medical grounds as clinically extremely vulnerable	Anyone identified as <u>clinically extremely vulnerable</u> will be advised by their health authority and must follow the latest guidance on <u>Protecting people who are clinically</u> <u>extremely vulnerable from Covid-19</u> .									
Living with a person in one of the above groups	Anyone living with a person who is at higher risk, or is a clinically extremely vulnerable person, should stringently follow the guidance on <u>social distancing</u> and minimise contact outside the home.									
If someone falls ill	If a worker develops a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell while at work, they should:									
	Ensure their manager or supervisor is informed									
	Return home immediately									
	Avoid touching anything									
	• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.									
	They should get a Coronavirus (Covid-19) test.									
	They must then follow the guidance on <u>self-isolation</u> and not return to work until they have received a negative test result or, in the event of a positive test result, their period of self-isolation has been completed.									

Travel to Work

Wherever possible workers should travel to site alone using their own transport.

If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces



Sites should consider:

- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers for workers using other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
 - Changing and staggering site hours to reduce congestion on public transport
 - Avoid using public transport during peak times (05:45 8:15 and 16:00 17:30)
 - Reminding workers that face coverings are mandatory on all types of public transport.

Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should follow the Government guidance on <u>Working Safely during Covid-19 in or from a vehicle</u>.

Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. Risk mitigations include:

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

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and egress points to enable social distancing you may need to change the number of
 access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of
 emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure two metre distance, or one metre with risk mitigation where two metres is not viable, is maintained between people when queuing
 - o reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. entry systems, scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials and must have access to welfare facilities
- Consider arrangements for monitoring compliance.



Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure two metre distance, or one metre with risk mitigation where two metres is not viable, is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Canteens that have been closed or offered a restricted service may now open and should follow the Government guidance on <u>Keeping workers and customers safe during Covid-19 in restaurants</u> and use this <u>Food Standards</u> <u>Agency checklist</u>.

- Consider increasing the number or size of facilities available on site if possible
- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- A distance of two metres, or one metre with risk mitigation where two metres is not viable, should be maintained between users. Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables should be cleaned between each use
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.



Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable.
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

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

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

Hierarchy of Controls

The Government's guidelines on social distancing refer to 'one metre plus' which is defined in <u>Working safely</u> <u>during Coronavirus (Covid-19) – Construction and other outdoor work</u> as "two metres or one metre with risk mitigation where two metres is not viable".

Mitigations could include installing screens, making sure people face away from each other, handwashing facilities, minimising the amount of time spent with people outside your household or bubble, and being outdoors.

If you are not able to work whilst maintaining a two metre distance, or one metre with risk mitigation where two metres is not viable, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance. The results of risk assessments should be shared with the workforce and this <u>poster</u> displayed in the workplace.

Eliminate	• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace
	 Rearrange tasks to enable them to be done by one person, or by people working two metres apart
	Avoid skin to skin and face to face contact
	Stairs should be used in preference to lifts or hoists and consider one ways systems
	Consider alternative or additional mechanical aids to reduce worker interface
	Site Meetings
	Only absolutely necessary meeting participants should attend
	Attendees should be at least two metres apart from each other
	Rooms should be well ventilated / windows opened to allow fresh air circulation
	Consider holding meetings in open areas where possible
Reduce	Where the social distancing measures two metres is not possible, risk mitigation could include the following:
	Minimise the frequency and time workers are within two metres of each other
	Minimise the number of workers involved in these tasks
	• Workers should work side by side, or facing away from each other, rather than face to face
	 Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times



	• Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
	Increase ventilation in enclosed spaces
	Workers should wash their hands before and after using any equipment
Isolate	Keep groups of workers:
	Together in teams e.g. do not change workers within teams
	As small as possible
	Away from other workers where possible
Control	Consider introducing an enhanced authorisation process
	Provide additional supervision to monitor and manage compliance
PPE	Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.
	• Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE
	• Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).
	The Government has provided information on Face Coverings in section 6.1 of its guidance Working safely during coronavirus (Covid-19) - Construction and other outdoor work.
Behaviours	The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.
	Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

First Aid and Emergency Service Response

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

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.



- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.



Appendix C Ignition Project (UoS) Code of Conduct for Social Distancing









Code of Conduct for 'Social Distancing'

This 'Code of Conduct' has been developed to help all people on site understand and respect SEL Environmental's arrangements for maintaining 'Social Distancing' on our building sites.

This Code of Conduct comprises of two parts:

- a) SEL Environmental's 'Social Distancing' standards and expectations
- b) Standards of behaviour expected of all persons working or visiting our building sites

Social Distancing Standards and Expectations

Our standards and expectations are explained in detail in our COVID-19 Induction, with the induction covering:

- Travelling to site including parking and signing-in
- Welfare what measures are in place to keep 2m apart
- Working on site keeping 2m apart when doing your job
- Getting around site keeping 2m apart using walkways, scaffold stairs or hoists
- Meetings and briefings only if needed and how to keep 2m apart

Standards of behaviour

- Participate in SEL Environmental's COVID-19 Induction
- Do not come to work if you have a high temperature, have a persistent cough or are living with someone who has always let your employer (boss) know

• Understand and follow your employers 'safe system of work' for maintaining social distancing as part of your job

• Sign-in each day and respect the 'social distancing' arrangements at the signing-in point

• Keep 2m apart from everyone else in all places including site offices, welfare areas, toilets, canteens, changing rooms, etc,

- Walk in 'single file' to your place of work, following the designed pedestrian routes
- Please no 'social gathering' in the working area wait to breaktimes and keep 2m apart
- Respect people's space, keep apart
- Be patient, things may take slightly longer than before
- Only operate mobile plant if you are authorised to do so

• Follow instruction by any site management team/ support team member who are there to help you keep 'social distancing'.

• If you leave site at breaktimes you are still bound by the Code of Conduct, act responsibly, maintain social distancing and do not gather in public places

This will work if we all work together, anyone not respecting this Code of Conduct will be asked to immediately leave site and potentially not return. Stay Apart. Stay Safe. Stay Well.

Please sign and return:

Name:

Company:

Signature:

Date:



Appendix D Risk Assessments & Method Statements (RAMS)

Site	: Univ	versity of Salfor	d														
Peel	Park	Campus															
Loca	tion :	:			Opera	ation: Installa	ition of Biodiv	Date :									
Adjacent to Clifford Whitworth Library Building							sation system	3. (2200010)	14/07/2020								
				Severity (S)			Likelihood (L)				Severity (S)						
	key to) KISK Kating:	ng: 1		3	4	5		1	Extremely Unlikely	1	No risk of Injury or damage					
	(1)	1	1	2	3	4	5		2	Remote	2	Minor injury, less than 3 days lost time, minor	r damage				
	p	2	2	4	6 8 10 3 Possible 3 Injury resulting in 3 days or more lost time						Injury resulting in 3 days or more lost time, re	eportable under RIDDOR					
	pd	3	3	6 9 12 15 4 Probable 4 Major injury reportable under RIDDOR				Major injury reportable under RIDDOR.									
4 4 8 1				12	16	20		5	Almost Certain	5	Fatality, major damage and disruption.						
5 5 10 15 20 25 Risk Rating (RR) = Likelihor									Risk Rating (RR) = Likelihood (L) x Sev	verity (S)							

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	A attivity	Detential Dieks (Herende	Ri	sk Rati	ing	Control Moacuros	Re	sidual I	Risk	sk BBE Boguiromonts	Dorsons at Disk	
Item	Activity	Potential Risks / Hazards	S	L	RR	Control Measures	S	L	RR	PPE Requirements	Persons at Risk	
1	Hot air welding of Geomembranes	Burns, electric shock, trip hazards.	3	3	9	Visual inspection of all equipment and cables. All portable electrical equipment to be 110v and subject to planned maintenance and PAT tested. Extension cables routed in such a manner so as not to create trip hazards. Appropriate training in the use of welding equipment.	3	2	6	Hi- Vis vest, hard hat, appropriate gloves, and safety footwear as a minimum.	All installation personnel.	
2	Housekeeping	Slips, trips and falls. Obstructions and cluttered working area, including packaging, offcuts and material debris. General health hazards.	3	4	12	Materials should only be stored in designated area. All surplus packaging, offcuts and debris should be collected, segregated and removed for disposal or recycling on a daily basis. Food and drink should only be consumed in designated canteen area.	3	1	3	Hi- Vis Vest, hard hat, appropriate gloves, and safety footwear as a minimum.	All site operatives. Visitors.	
3	Correct use of PPE	Slips, trips and falls. Potential exposure to noise, dust, fumes etc. Cuts and lacerations.	4	4	16	Safety footwear should be worn at all times. Hearing protection, dust masks and eye protection available for use as appropriate. Upon distribution, all personnel must sign to acknowledge receipt of PPE. Supervisor to instruct on usage and monitor correct use of PPE	4	1	4		All operatives and visitors.	
4	Use of Hand Tools	Minor injuries through improper use or badly maintained hand tools, e.g. Hand saws, hammers, utility knives, scrapers etc.	3	4	12	Ensure hand tools are well maintained, if an item becomes damaged or broken, discard and replace with new. Only use the correct tool for the job in hand. Do not leave hand tools scattered around the working area.	3	2	6	Kevlar type gloves when using utility knives, in addition to minimum site requirements.	All installation personnel.	

: Universi	ty of Salfo	rd							RI	SK ASSESSME	NTS					-			
Park Cam	pus																		
Location : Operation: Installation of Biodiverse Rain Garden, Rainwater (2000000)											Date :								
Adjacent to Clifford Whitworth Library Building Harvesting and Irrigation systems. (2200018) Keith Brown										14/07/2020									
Kou to Die	k Batina.			Severity (S)				1		Likelihood (L)					Sev	verity (S)			
Key to Ris	k kating:	1	2	3	4		5		1	Extremely Unlikely	1	No risk of Injury or dama	ge						
E	1	1	2	3	4		5		2	Remote	2	Minor injury, less than 3	days lo	st time	, mino	r damage			
b	2	2	4	6	8		10		3	Possible	3	Injury resulting in 3 days	or mor	e lost t	ime, re	eportable under RIDDOR			
li pe	3	3	6 8	9	12		20		4	Almost Certain	4	Estality major damage a	nd disr	UDDUR	ι.				
Like	5	5	10	15	20		25		5	Aimost Certain		Risk Rating (RR)	= Likeli	hood (L) x Se	verity (S)			
	-														,				
			_			Ri	sk Rati	ng					Re	sidual	Risk				
Item		Activity	P	otential Risks /	Hazards	s	I	Control Measures					RR	PPE Requirements Persons at Risk					
							-												
5	Use of P	Portable Electrica	al Burn	s, electric shoc	ks, trip	3	4	12	Visual inspe	ction of all equipment an	d cable	s. All portable electrical	3	2	6	Task specific eye	All operatives involved with		
	Equipm	ent : Wedge	haza	rds and flying o	lebris. Cuts				equipment t	to be battery powered or	110v a	nd subject to planned				protection should be	cutting and drilling works.		
	welders	, drills, hot air	and a	abrasions.					maintenanc	e and PAT tested. Extens	on cabl	es routed in such a				worn in addition to			
	guns, ex	tension leads et	с.						manner so a	is not to create trip haza	ds.					minimum requirements.			
									Appropriate	training in the use of ho	air wel	lding equipment. Only use							
									the correct t	tool for the job.									
6	Mechar	nical handling	Plant	t movements w	rhen	4	3	12	Wagons will	he marshalled onto site	and cha	neroned to designated	4	2	8	Hi- Vis Vest hard hat	All installation personnel		
Ũ	nlant fo	r loading and	unloa	ading and distr	ihuting	-	5	12	area for load	ding/unloading Strict ad	erence	to site speed limit Only	-	-	Ŭ	appropriate gloves and	Plant operators and		
	unloadii		Stack		Collisions				competent (drivers to operate handli	a nlant	Banksman to accompany				safety footwear as a	hanksman. Other trades		
	uniouun	ing wagons.	Stack	to over turning.	compions.				nlant operat	tors where there is limite	d vicibil	ity				minimum	within the vicinity		
												ity.				ininini dini.	within the vicinity.		
7	Manual	Handling	Injur	ies affecting m	uscles,	4	4	16	Avoidance o	of manual handling where	ver pos	sible, otherwise personnel	4	2	8	Preferably long sleeves,	All operatives involved with /		
			nerve	es, ligaments, t	endons.				to feel comf	ortable about their abilit	/ to har	ndle weight (or bulk) of the				Hi-vis vest, hard hat	carrying out the installation.		
			Hern	ias, fractures, a	abrasions				load, check	route / installation forma	tion co	nditions, ensure load does				appropriate gloves,			
			and o	cuts.					not obscure	view, twisting, reaching	out or u	ip and stooping down				safety footwear.			
									should be av	voided. Awkward loads ,	ong jou	irneys and frequent							
									manual han	dling should be individua	ly asses	ssed.							
8	Vehicle	Movements:	Perce	ons being struc	k hv	5	Δ	20	Audible war	ning devices for reversion	. Rotat	ing amber beacon when	5	2	10	Hi- Vis Vest, hard hat	All drivers, plant operators		
0	Excavat	ors, tractor and	reve	rsing vehicles	Collisons		-	20	plant is in us	se. Observe site speed lin	its. Driv	ve in a manner consistent		2	10	appropriate gloves and	site operatives. Visitors		
	trailer		Dam	age to adjacen	t nronerty				site conditio	ins Banksman to in atter	dance a	and he easily recognisable				safety footwear as a	site operatives. Visitors.		
	tranci.		and	age to adjacen	nicles				for reversing	The clearly defined routes	n he es	tablished across site Only				minimum			
	1			agaipment. Vei		1				5. c.carry actinica routes		cashoried deross site. Only							
			overt	turning					(P(Scertitia	ed plant operators									

Site : University of Salford									RIS	K VZZEZZ							
Peel Park Campus																	
Location : Operation: Installation of Biodiv Harvesting and Irrigation system								erse Rain Garo	len, Ra	ainwater Sup	ervisor :			Date :			
Adjacent to Clifford Whitworth Library Building							sation system			Keit	th Brown			14/07/2020			
Kouto Dick Dating				Severity (S)				Likelihood (L)				Severity (S)					
	ey 10 I	NISK NULIIIY.	1 2		3	4	5		1 Extreme		Unlikely 1		No risk of Injury or damage				
	(L)	1	1	2	3	4	5		2	Remote		2	Minor injury, less than 3 days lost time, minor damage				
	p	2	2	4	6	8	10		3	Possible		3	Injury resulting in 3 days or more lost time, re	portable under RIDDOR			
	ğ	3	3	6	9	12	15		4	Probable	e	4	Major injury reportable under RIDDOR.				
<u>a</u> 4 4 8 12 16 20					5	5 Almost Certain 5 Fatality, major damage and disruption											
<u> </u>							25						Risk Rating (RR) = Likelihood (L) x Sev	verity (S)			

	A - 41 - 14 - 1	Deterriel Dieles (Hereards	Ri	sk Rati	ng	Carterlaterare	Re	sidual F	lisk		Deveens at Disk	
Item	Activity	Potential Risks / Hazards	S	L	RR	- Control Measures	S	L	RR	PPE Requirements	Persons at Risk	
9	Use of ladders and step- ladders.	Falls from height. Ladders slipping or toppling over. Falling debris. Unauthorised use.	5	3	15	Use of ladders should only be considered where existing workplace features inhibit the use of other access equipment and for low risk activities of short duration. The ladder should be checked to ensure there are no visual defects. Ladders should be placed on stable level ground and secured wherever practicable. The ladder should be set at 75 degrees (use the 1 in 4 rule - 1 unit out for every 4 units up) Ensure the ladder is the correct length, never over-reach, either upwards or sideways. Maintain three points of contact at the work position. Never attempt to move or extend the ladder whilst standing on the rungs. For stepladders, ensure all four feet of the ladder are in contact with the ground and the steps are level. Position the steps to face the work, not side on. Do stand or work from the top three steps. Always summon assistance for 'footing' any type of ladder. Never leave ladders unattended and ensure they are safety secured after use.	3	2	6	Hi- Vis Vest, hard hat, appropriate gloves, and safety footwear as a minimum.	Persons using the ladder and operatives at ground level within the vicinity.	
10	Transportation and installation of modular attenuation units.	Plant movements when transporting pallets. Stacks overturning. Units falling into excavations. Manual handling.	4	3	12	Only certified drivers to operate plant. Banksman to accompany plant operators where there is limited visibility. Due care and attention when lowering units into excavation.	4	2	8	Hi- Vis Vest, hard hat, appropriate gloves, and safety footwear as a minimum.	All installation personnel. Plant operators and banksman. Other trades within the vicinity.	
11	Use of tower scaffolding	Falls from height. Ladders slipping or toppling over. Falling debris. Unauthorised use.	5	3	15	Type of tower selected must be suitable for the work and erected and dismantled by people who have been PASMA trained and are competent to do so.	3	2	6	Hi- Vis Vest, hard hat, appropriate gloves, and safety footwear as a minimum.	Persons using the tower scaffold and operatives at ground level within the vicinity.	

Project: Salford University Ignition Pr	oject Ph. 1										
Contract No. 2200018		SEL Environmental Ltd. METHOD OF WORKS									
Works Location:	Operation:	of Rio divorco rain gardan	Start Date:								
Building.	Installation	or bio-diverse fain garden.	22 July 2020 (TBC)								
INTRODUCTION To establish a safe system of work for systems, modular planters, water featu	INTRODUCTION To establish a safe system of work for the installation of a bio-diverse rain garden including raised amenity decking area, rainwater attenuation and irrigation systems, modular planters, water feature and permeable block paving.										
COVID-19											
Everyone (management and all staff) n The most effective way of combating th enhanced hygiene procedures.	eed to assess le spread of th	s, manage and help control the risks associated with C nis disease is by strict adherence to the Government g	OVID-19 in the workplace. Juidelines on social distancing, together with								
This means that wherever possible, we Each work area should be assigned to reduce the number of people each pers Cleaning of working areas and equipme	rking practice an individual son comes int ent should be	es must be adopted to ensure that all persons can main , as far as is practicable. Where this is not possible, 'find o contact with. undertaken regularly, at the very least, between each	ntain the 2 metres social distancing requirement. xed teams or partners' should be introduced to use.								
The wearing of face masks/face coverings may be beneficial as a precautionary measure. Current government guidance suggests that wearing a face covering does not necessarily protect you, but may protect others if you are infected but have not developed symptoms. Therefore, if you need to undertake any activity that may breach the 2m social distancing requirement, you should wear the face mask provided. The use of regular PPE to protect against non COVID-19 risks should not be neglected.											
COVID-19 is a different type of risk to t practices. We all need to continually re	he risks norm mind each otł	ally faced in the workplace, and needs to be managed ner of the social distancing requirements and to encou	through social distancing and additional hygiene rage increased hand washing.								
(See separate COVID-19 specific risk a	(See separate COVID-19 specific risk assessment)										

Anticipated duration of works: Six weeks.

Site Address:

Clifford Whitworth Library Building, University of Salford, Peel Park Campus, Manchester, M5 4WT

Client Contact:

Peter Dentith +44(0) 7919 625832

General Requirements:

SEL Operatives must attend site specific safety induction prior to any works. Operatives will be briefed on all site rules by the Site Manager prior to commencement. CSCS/CPCS competency cards should be carried at all times. All operatives must sign RAMS briefing record sheet.

Labour Requirements:

1 Project Manager (visiting)

1 Site Manager (NEBOSH National Certificate, First aid at work and NVQ Level 4 Site Supervision)

5 Trained Operatives

Environmental:

All waste, packaging, off-cuts, debris etc. should be collected and segregated at the end of each shift, and removed for re-cycling or disposal. Noise should be kept to a minimum.
Pre- start activities:

Liaise with the client and agree areas on site to establish site compound, welfare facilities, access and egress routes and demarcation of a safe working zone. Written authorisation must be obtained, prior to the commencement of any works and all operatives must complete the contract personnel declaration. All operatives must sign task briefing register to acknowledge that they have read and fully understood this Method Statement, Risk assessments and COSHH assessments.

Sequence of Works and Methodology:

Set out the works to identify the location of each amenity. Establish a safe working zone and erect temporary fencing as demarcation. Set up site compound and welfare facilities.

All deliveries will be marshalled onto site and the nominated marshal will chaperone the driver to and from the designated loading / unloading zone. The speed limit on the campus is 5 mph, this should be observed at all times.

All palleted goods will be unloaded using the Kubota tractor with forks fitted to the front loader attachment. Only trained, competent driver to operate tractor unit. Materials will be stored in the designated site compound.

Plant and Equipment Requirements:

Kubota L1361 Tractor Unit (with front loading bucket, front and rear fork attachments and roll over protection) 360° Mini Excavator (2 Tonne) Tipping Trailer Unit (2 Tonne) Compactor plate

110v Hot wedge welder Battery powered hand tools (i.e. drills, screwdrivers etc.)

Materials Requirements:

Pre-fabricated modular rain garden planters. Composite raised decking panels and fixings. Pre-fabricated modular tree pit. Permavoid modular rainwater attenuation units. SELflex PP geomembrane. Heavy duty protection/separation geotextile. Permeable block paving. Ready mixed concrete. Sand and aggregates. Topsoil Plants, grasses and shrubs. Temporary fencing.

COSHH

COSHH assessment required for Diesel (Plant fuel) COSHH assessment required for Petrol (Generator fuel) COSHH assessment required for Ready mixed concrete.

Special Requirements:

The campus is currently closed, therefore liaison with security is required to obtain access to site.

Prepared By :	K. Brown	Date: 14.7.20.	SEL Contact Details:
			Jack Shuttleworth (Project Manager) – 07469 207707
Signed:		Date:	Keith Brown (Site Manager) – 07971 139802
Checked By:	J. Shuttleworth	Date: 14.7.20	
Issue no.	1		
Revision:	-		

RISK ASSESSMENTS



Job Title:	University of Salford	Operation:	Reducing Covid-19 Infection Risk	Issue Date:	July 2020
	Peel Park Campus.				
Location:					
Adjacent f	o Clifford Whitworth Library Building				

Key to R	isk Rating:			Severity (S	5)		Likelihood (L) Severity (S)													
		1	2	3	4		5		1	Extremely	Unlikely	1	No risk of	Injury or	damage	5				
	1	1	2	3	4	Ę.	5		2	Remote		2	Minor inju	ry, less t	than 3 da	ays lost	time, minor dan	nage		
p	2	2	4	6	8	1	0		3	Possible		3	Injury resu	lting in	3 days o	r more	lost time, reporta	able un	der RIDDOR	
<u>p</u>	3	3	6	9	12	1	5		4	Probable		4	Major inju	ry repor	table un	der RID	DOR.			
éli	4	4	8	12	16	2	0		5	Almost Ce	rtain	5	Fatality, m	ajor dar	nage an	d disrup	otion.			
5	5	5	10	15	20	2	5					Ris	sk Rating (R	R) = Like	elihood (L) x Sev	verity (S)			
					-															
Item	A	ctivity	Poter	ntial Risks / H	lazards	I	Risk Rat	ing			Control Mea	asures		F	esidual Ri	sk	PPE Requirem	ents	Persons	at Risk
						S	L	R	R					S	L	RR				
1	Travelling to workplace ir vehicles.	o/from the n company	Infectic contam Infectic particle	on from ninated surfa on from airbo es	ces, orne	4	3	1	2 Clea avo wea soc wea do awa	Clean hands with hand sanitiser when entering vehicle, avoid touching face, regularly clean all contact surfaces, wear disposable gloves, Where possible maintain 2m social distancing, or stay as far apart as possible while wearing a face covering, maximum 2 occupants in van, do not use centre cab seat, keep cab ventilated, face away from each other during travel,			4	2	8	Surface cleaning p hand sanitiser, dis gloves, use face cc	roducts, posable overing.	All personnel		
2	Entering and	d leaving site	Infectio	on from hinated surfa	ces	4	3	1	2 Ma clea	intain a 2mtr soc an hands using h	ial distancin and sanitise	g when ent r provided.	ering site,	4	2	8	Hand sanitiser		All personnel	
3	Site working	3	Infectic contam Infectic particle	on from ninated surfa on from airbo os	ces, orne	4	3	1	2 Ma reg clea mai Do	Maintain social distancing of 2m apart, sanitise hands at regular intervals, wear disposable / task specific gloves, clean door handles, push plates, hand rails. Clean tools, machinery and equipment controls at regular intervals. Do not share tools without first sanitising.		4	2	8	Surface cleaning p hand sanitiser, disj gloves, use face cc FFP3 / surgical typ	roducts, posable overing / pe mask.	All personnel			
4	Office worki	ng	Infectio contam Infectio particle	on from hinated surfation from airbo	ces, orne	4	3	1	2 Ma han con des	intain social distand Indles, push plate Inputer keyboard ks and chairs.	ancing of 2m s, hand rails s, mouse de	apart, clea at regular ir vice, teleph	n door ntervals. Clean ones. Clean	4	2	8	Surface cleaning p hand sanitiser, dis gloves, use FFP3 / type mask	roducts, posable surgical	All personnel	

RISK ASSESSMENTS



Job Title:	University of Salford	Operation:	Reducing Covid-19 Infection Risk	Issue Date:	July 2020
	Peel Park Campus.				
Location:					
Adjacent f	o Clifford Whitworth Library Building				

Key to R	isk Rating:			Severity (S	5)					Likelihood (L)					Sever	ity (S)		
		1	2	3	4	1	5		1	Extremely Unlikely	1	No risk of	Injury or	damage	e			
E	1	1	2	3	4	1	5		2	Remote	2	Minor inju	ry, less t	han 3 da	ays lost	time, minor da	amage	
b D	2	2	4	6	8	1	.0		3	Possible	3	Injury resu	Iting in 3	3 days o	r more l	ost time, repoi	rtable un	der RIDDOR
p	3	3	6	9	12	1	.5		4	Probable	4	Major inju	ry report	able un	der RIDI	DOR.		
keli	4	4	8	12	16	2	20		5	Almost Certain	5	Fatality, m	ajor dan	nage an	d disrup	tion.		
	5	5	10	15	20	2	5				Ris	<mark>sk Rating (R</mark>	<mark>R) = Like</mark>	elihood (L) x Sev	erity (S)		
																I		
Item	Ac	ctivity	Poter	ntial Risks / H	lazards	<u> </u>	Risk Ratin	ig DD	_	Control Mea	isures		R	esidual Ri	sk	PPE Require	ments	Persons at Risk
						5	L	KK					5	L	KK			<u> </u>
6	Use of Cante facilities	een / Welfare	Infectic contarr Infectic contarr	n from inated surfa n from inated surfa	ces	4	3	12	Only u regula crocke other after u Only u handle	Only used by one person at a time, stagger break times, regular cleaning of all surfaces, use own cutlery and crockery, put all rubbish straight in bin, clean kettle and other welfare facilities after use, wash hands before and after using facilities. Only used by one person at a time, regularly clean door handles, push plates, hand rails, taps, sink and toilet.		4	2	8	Surface cleaning hand sanitiser, d gloves, use face FFP3 / surgical tr Surface cleaning hand sanitiser, d gloves, use face / FFP3 / surgical mask.	products, lisposable covering / ype mask. products, lisposable covering type	All personnel	
7	Tasks where 2mtr distanc possible	maintaining a	Infectio contam Infectio particle	on from linated surfa on from airbo	ces, orne	4	3	12	Check negate persor hands the ta coveri	if there is another way of es working within a 2mtr d n you are working with, av with hand sanitiser immer sk, wear disposable gloves ng whilst carrying out the	completing listance, avo oid touchin diately after , and wear task.	the tasks that oid facing the g face, clean r completing a face	4	2	8	Surface cleaning hand sanitiser, d gloves, use face FFP3 / surgical t	products, lisposable covering / ype mask.	All personnel

RISK ASSESSMENTS



Job Title: University of Salford	Operation:	Reducing Covid-19 Infection Risk	Issue Date:	July 2020
Peel Park Campus.				
Location:				
Adjacent to Clifford Whitworth Library Building				

Key to Ri	sk Rating:		9	Severity (S	5)		I	L	ikelihood (L)		Severity (S)				
		1	2	3	4	5	I	1	Extremely Unlikely	1	No risk of Injury or damage				
L)	1	1	2	3	4	5		2 Remote 2 Minor injury, less than 3 days lost time, minor damage							
) pc	2	2	4	6	8	10		3 Possible 3 Injury resulting in 3 days or more lost time, reportable under RIDDOR							
ğ	3	3	6	9	12	15		4	Probable	4	Major injury reportable under RIDDOR.				
<u>keli</u>	4	4	8	12	16	20		5 Almost Certain 5 Fatality, major damage and disruption.							
	5	5	10	15	20	25	Risk Rating (RR) = Likelihood (L) x Severity (S)								

Item	Activity	Potential Risks / Hazards		Risk Rating		Control Measures	F	Residual Risk		PPE Requirements	Persons at Risk
			S	L	RR		S	L	RR		
0	Unloading / loading vahialas	Infantion from	4	2	10	Descret the vehicle driver stove within the each of the	4	2	0	Curfoss alconing products	All marganing

8	Unloading / loading vehicles	Infection from	4	3	12	Request the vehicle driver stays within the cab of the	4	2	8	Surface cleaning products, All personnel
		contaminated surfaces,				vehicle, if the driver needs to be in attendance, request				hand sanitiser, disposable
		Infection from airborne				and maintain a 2mtr safe working distance avoid hard				gloves, use face covering /
		particles				copy collection / delivery notes where possible, avoid self				FFP3 / surgical type mask.
						signing electronic devises where possible, avoid directly				
						facing the delivery / collection person, avoid touching				
						your own face, clean hands with hand sanitiser				
						immediately after unloading / loading / handling delivery				
						consignments, wear disposable gloves, and wear a face				
						covering whilst carrying out the task.				



Appendix E COSHH

SEL ENVIRONMENTAL COSHH ASSESSMENT

Assessment No:	067	Name of Substance or Mat	erial:	Concrete		
Supplied By:		Various Suppliers				
To be used for:		Setting Holding down bolt	s / Chamber Su	rrounds / Kerb B	edding and surrour	nd.
Solid or Liquid:	Solid	Liquid	Material Safety	y Data Sheet:	Yes No)]
What is the Health Ha	izard ?	A B ✓ □ [None	
How much is being us	ed?					
How dusty is the Prod	luct ?	Low Me	dium dium	High High	N/A	
How Volatile is the Pro	oduct ?					
Is the Product a know suspected Carcinogen	n or ?	Yes No				
Control Approach requ	uired:	General Ventilatior	n 🗌	Enginee	ering Control	\checkmark
Control Measures:		Containment Care should be tak skin and eyes.	en when handli	Special ing wet concrete	, avoid contact with	<u>ר</u>
Will the Product be m other chemicals or Su	ixed with bstances?	No				
Personal Protective Ec	quipment Require	d: Wear gloves a wear goggles i	nd overalls whe f there is a risk	re regular contac of splashing	t is likely,	
Task specific control (Guidance Note:	None				
Special Training Requ	ired:	No				
Safety Recommendati	ons:					
- ""		Emergency Actio	on Required If	: 		
None	je			FI	N/A	
Waste Disposal Requi	rements:	No special requirements	1			
lame of Assessor:	K.Brown		Date of A	Assessment:		July 2020
Checked By:	L.Warwick		Review D	Date:		July 2021

SEL ENVIRONMENTAL COSHH ASSESSMENT

		COSHH AS	SESSMEN	IT		
Assessment No:	011	Name of Substance or Ma	aterial:	Gas Oil	- (Diesel Fuel)	
Supplied By:		Total UK Ltd.				
To be used for:		Fuel for Site based Plant	and Equipmer	nt in closed	systems	
Solid or Liquid:	Solid	Liquid 🗸	Material Sat	fety Data Sh	Yes	No
What is the Health	Hazard ?	A B		E S	5 N	
How much is being	used ?					
How dusty is the Pr	roduct ?	Low M	edium	High	N/A	
How Volatile is the	Product ?					
Is the Product a kn suspected Carcinog	own or Ien?	Yes No				
Control Approach re	equired:	General Ventilatio	n		Engineering Control	
		Containment		\checkmark	Special	
Control Measures:		Care should be ta to avoid contact v	ken when filli vith skin and	ing items of spillages.	plant and equipment	
Will the Product be chemicals or Substa	mixed with other ances?	No but avoid cont	act with Chlo	orates		
Personal Protective Required:	Equipment	Wear impervious goggles if there is	gloves and ov a risk of spla	veralls where ashing	e regular contact is lil	kely,wear
Storage:		In bunded fuel bo	wser.			
Skin Contact:		Repeated exposur contact with skin,	re may cause wash with w	skin drynes: arm soapy v	s or cracking. If it con vater and dry thoroug	mes into ghly.
Task specific contro	ol Guidance Note:	None				
Special Training Re	quired:	None				
Safety Recommend	ations:					
		Emergency Acti	on Required	l If:		
Extinguish naked flam product flow. Prevent product directly or ab	l age nes, position fire figh flow from entering sorb in suitable mat	ting equipment. Try to stop drains or waterways. Reclaim erial and dispose of as below	For Large fi	re use - Foam mall fire use -	Fire n/Water Fog - Never use Foam/Dry Powder/CO ²	e Water Jet For Sand/Earth
Waste Disposal Rec	quirements:	Gas Oil should be dispose	ed of to a lice	nsed waste	Contractor.	
Name of Assessor:	K.Brown		Date o	f Assessme	ent:	Julv 2020
Checked By:	L. Warwick		Review	v Date:		July 2021

SEL ENVIRONMENTAL COSHH ASSESSMENT

Assessment No:	012	Name of Substance or Ma	iterial:	Gasoline (Unlea	aded Petrol)	
Supplied By:		Shell UK Oil Products Ltd.	- 0151 350 45	595		
To be used for:		Fuel for spark ignition en	gines.			
Solid or Liquid:	Solid	Liquid []	Material Safe	ety Data Sheet:	Yes N ☑	o]
What is the Health	Hazard ?			E S	None	
How much is being	used ?				N/A	
How dusty is the Pr	oduct ?		edium edium	High High	N/A	
How Volatile is the	Product ?					
Is the Product a known suspected Carcinog	own or en?	Yes No				
Control Approach re	equired:	General Ventilatio	n [Engine Special	ering Control	
Control Measures: Will the Product be	mixed with	Care should be ta to avoid contact v No sources of ign	ل ken when fillin vith skin and s ition within vac	g items of plant ar pillages. cinity.	nd equipment	
Personal Protective	Equipment Req	uired: Wear impervi wear goggles	ous gloves and if there is a ris	l overalls where re sk of splashing	gular contact is lik	ely,
Task specific contro	l Guidance Note	e: None				
Special Training Re	quired:	No				
Safety Recommend	ations:					
Cnill	age	Emergency Acti	on Required	If:	ire	
Beware that vapours possible sources of ig clothing may be a fire liquid with sand, earth	can travel conside nition. Ventilate an hazard, soak with or other suitable	erable distances. Remove all rea thoroughly. Contaminated h water before removing. Absorb e material.	For small fires DO NOT USE	s use Foam, CO2 or E WATER JET.	Dry powder.	
Waste Disposal Rec	juirements:	Following absorbtion, swe for disposal in accorda Do not dispose into an	ep up and ren nce with loca interceptor.	nove to a suitable, Il regulations.	clearly marked co	ntainer
Name of Assessor	K Brown		Date of	Assessment		1uly 2020
Checked By:	L. Warwich	k	Review	Date:		July 2021



Appendix E Construction Drawings & Specifications

End of Document

