



**University Academy Long
Sutton, Spalding**

**Construction Management
Plan (CMP)**

SRP1155-BNK-XX-XX-T-X-0210



Project Details	
Name	University Academy Long Sutton
Address	84 Little London, Long Sutton, Spalding, Lincs, PE12 9LF

Approval	Prepared By	Reviewed By	Approved By
Name	Dejan Stojavljevic	Paul Buxton	Name of Council through Planning Application.
Position	Project Manager	Pre-Construction Manager	
Date	11/01/2024	22/01/2024	

Issue	Date	Reason
P01	11/01/2024	First Issue—ITT
P02	22/01/2024	Amended revision from internal review
P03	28/02/2024	Minor amendments
P04	19/03/2024	Logistics plans updated to reflect path changes

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1. Objectives

1. Objectives

This Construction Management Plan (CMP) will seek to achieve the following objectives:

- Demonstrate that construction materials can be delivered, and waste removed, in a safe, efficient and environmentally-friendly way;
- Help cut congestion on local roads and ease pressure on the environment;
- Improve the reliability of deliveries to the site; and
- Reduce freight operators' fuel costs.
- Avoid the deposition of dust and construction material onto the public highway.
- Reduce the risk for people plant interface within working adjacent to a live school environment.

2. Introduction

2. Introduction

This document describes how Bowmer + Kirkland intend to manage the Construction Phase for University Academy Long Sutton (UALS) project to meet the requirements of the Local Planning Authority (LPA) & Department for Education (DfE), utilising best practice and to help cut congestion on local roads whilst easing pressure on the environment.

The development comprises of the proposed construction of a replacement 5FE Secondary School with existing sports facilities and with associated external works.

The project has been procured by the DfE Framework. Bowmer + Kirkland are engaged under this framework to deliver pre-construction and post contract delivery of services to the DfE.

This plan therefore relates specifically to the construction of the project by Bowmer + Kirkland. This plan will remain a live document and will be reviewed by Bowmer + Kirkland Construction Manager on a regular basis throughout the life of the project.

2.1 Site Information

The School site is well served generally by vehicles from the local road infrastructure, the nearest train station is Kings Lynn which is approx. 14.9 miles away to the to the South of the site.

The site boundary also includes the Peele Leisure Centre and a pre-school nursery known as Rainbow Nursery. These uses are to remain in their current form and will continue to be operational during the redevelopment of the school facilities.

The surrounding areas contain a mixture of other uses including residential development opposite the school to the west (and fronting onto the eastern side of Little London immediately north and south of the school frontage). Agricultural land is present to the east, with a fenced, commercial dog exercise facility adjoining the northern site boundary and a solar farm to the south. The open land between Little London and the solar farm has an extant planning permission for residential development.



Fig. 1 - Map showing location of site relative to the rest of the area (Google, 2022).

2. Introduction

2.2 Overview of Construction Processes

The project will be delivered through multiple pre-construction phases and multiple construction phases. It is proposed from September 2024 (dates correct at time of print & subject to change depending on latest programme), the construction process will occur over 4 phases. Activities over these phases are as follows:

Pre-Construction Activities

- Stage 2 development design
- Planning application process including public consultation
- Highways Consultation & Plan Development
- Development of Contractors Proposals
- Development of Construction Sub-Contractor Design to enable offsite manufacture
- A Dilapidation Survey of the surrounding footpaths and properties
- Condition & level survey of the existing drainage
- Site Investigation, Infiltration testing and gas monitoring
- Water board/EA approval for proposed drainage scheme
- Ecology Surveys
- Archaeology Surveys
- Arboriculturally Surveys
- Topographical and below ground surveys
- UXO Surveys
- Pre-commencement planning conditions to be discharged prior to commencing on site.
- Groundwater & materials sample testing
- Statutory authorities quotes for new supplies to be passed to B+K
- Building control application submitted
- B+K to issue the Construction Phase H&S Plan to the DfE for approval ahead of starting on site.
- F10 to be issued prior to site commencement.
- Early Procurement
- The new electricity sub station and associated supply will need to be ordered immediately upon Contract Award to be ready for supply switch over. This will require an early quotation.
- Works associated with highways to be agreed.
- Work associated with connection to Severn

Trent Water.

- Offsite Manufacture orders to be placed directly after contract award

Design

- The design will be developed to construction issue status in a structured manner in line with our Construction Programme and Procurement Schedule.
- Regular Design Team Meetings will be held from the outset with an Information Required Schedule quickly set up and constantly reviewed/updated.
- We will use a common data environment (CDE) for information storage, distribution and security requirements in line with the DfE's BIM L2 Delivery.
- A Design Manager will be involved with the scheme full time in order to manage & coordinate the design process.
- An M&E Manager will also be involved with the project at design, delivery and commissioning stages.

Construction Phase 1

- Establish compound and site offices, including security and entry/exit system.
- Erect hoarding, heras fencing & gates; erect all directional H&S signage as required
- Construction of temporary hard and informal social space.
- Tree Protection Zones Established in accordance with the agreed Arboricultural Report and Tree Management Plan.
- Establish new temporary car park and alternative bus route access strategy.

2. Introduction

Construction Phase 2 - Construct New 3 Storey teaching block.

- Begin Earthworks movements and retaining structures.
- Construct working platforms
- CFA Piling
- Piling caps
- Lay electric and gas for supply
- Install below slab drainage and pump to existing foul and surface
- Stone to formation level, poc ground beams, install membrane & pour concrete foundations.
- Temporary Ground Water Management Measures.
- Prepare area for Superstructure delivery.
- Erect Superstructure.
- Undertake envelope works with strategic logistics for surrounding earthworks.
- Curtain walling & window
- Install Wall Cladding Panels
- Air/fire sealing
- Lift installation
- Roof mounted plant
- Install stairs/steps & handrails
- Complete External doors
- Partitions & skimming
- M&E/ICT
- Ceilings & Bulkheads
- Joinery
- Toilets
- Acoustic Treatment
- Decoration
- Soft Floor Finishes
- New Fixed & Loose FF&E
- Testing & commissioning
- Complete drainagex
- Complete External works
- Complete landscaping surrounding phase.
- Air test
- Snagging
- Cleaning
- Functionality Testing
- Decant into New build teaching block.

Phase 3 - Existing Buildings Asbestos Removal & Demolition

- Relocate site compound
- Reinstatement to Phase 1&2 Compound area/haul road
- Establish Site Compound for demolition phase and secure hoarding / safety boundary
- Decant EFAD block into EFAB/EFAC block
- EFAD refurbishment works.
- Demolition of existing school EFAA and associated storage containers.

Phase 4 - Access Roads and Associated landscaping

- Reconfigure access roads to the main entrance of the school incorporating Bus drop off zone
- Muga construction
- External landscaping.
- Access for University Academy Trust to take possession of and remove EFAB/EFAC block
- Completion of new secure line fencing
- Decant site compound, hoardings
- Reinstatement to temp staff car parking area

Revert to Appendix A for the construction phasing plans to read in conjunction with the introduction.

2. Introduction

2.3 Existing Vehicle & Pedestrian Access

The existing (including Fire & Emergency) site vehicular, pedestrian & cycle access arrangement via Little London will remain in place throughout the construction phase. , Temporary access from Little London—Leisure centre access for visitors and inclusive access for staff will be provided.



Fig. 2 - Existing Entrance off Little London



Fig. 3 - Existing Entrance off Little London to Leisure centre

2. Introduction

2.4 Proposed Construction Vehicle Access Routes

The proposed dedicated construction access off Little London to the South will become a dedicated construction vehicle entrance off the main highway shared with the Peele Leisure Centre. All B+K deliveries will be timed to avoid typical school drop off & pick up times and escorted both into and off site by our Gateman. Deliveries are planned for day operations only to minimise the impact to the local community.

Routing is proposed to use main arterial routes to minimise the impact to local residents and residential roads for the shortest possible periods.

All pedestrian access routes will be segregated and maintained throughout construction with regular reviews with Highways, neighbours and local residence. A full-time gateman will be employed to make sure all pedestrian routes are inspected and maintained daily.

2.5 Site Hoarding Details & Pedestrian Routes

The site area and contractors' compound will be enclosed with 2.4m high secure fencing or as agreed with the DfE. This will be adapted as necessary. We will ensure that throughout the construction period all hoarding and fencing is maintained and kept clean.



Fig. 4 – Proposed Construction Traffic Route

3. Construction Details

3. Construction Details

3.1 Works Programme

The start date is dependent on planning permission being granted. At this stage it is anticipated that the main works will commence September 2024 with the new school completion by October 2026.

Early on in our works programme we will liaise directly with Council Highways to ensure all necessary traffic orders/section agreements are in place for the works outside our site boundary.

3.2 Number of Deliveries

Bowmer & Kirkland estimates total deliveries to average 10-14 per day throughout the project; this would be a combination of heavy and light vehicles. Details are shown indicatively in the table

Description	Approx. Quantity	Units	Approx. Nr Collections / Deliveries	Approx. Average Nr / week	Vehicle Type
Site Set up	8	Nr	4	4 visits in total	Hiab lorries/Van
Import of Engineered Fill Material	6000*tbc	M3	461	38 per week 8 per day 12w (Phase 7)	Haulage Lorry
Imported Material for Piling Mat	2000	M3	153	38 per week 8 per day 8w	Haulage Lorry
Reinforcement	15	Tonne	15	.25 per week	Articulated Lorry/ Flatbeds
Concrete	250	M3	24	3 per week	Concrete Mixer Truck
Superstructure Erection	335	Tonne	120	10 per week	2 Cranes, Articulated Lorry/Flatbeds
Pre cast concrete planks & stairs	950	Tonne	50	5 per week	Articulated Lorry/ Flatbeds
Brickslips	1200	M2	25	2 per week	Articulated Lorry/ Flatbeds
Skips	200	Nr	100	2 per week	Skip Wagons
Mechanical & Electrical	n/a	Nr	150	1 per week	Flat beds / Transit vans
Sundry Plant and Accessories	n/a	Nr	150	1 per week	Flat beds / Transit vans

Table 1 – Approx. Vehicle Movements during Construction Phase



Fig 5 – Proposed Phasing Plan (Initial Operations)

3. Construction Details

3.3 Co-ordination with other Contractors

B+K commits to identify and liaise with other contractors in the vicinity of the site (where works are progressing) and will co-ordinate deliveries and removals from the site in order to minimise impacts on the road network.

3.4 Hours of site operation

Normal working hours will be 7.30am – 6.00pm Monday to Friday and 7:30am – 1:00pm on Saturdays with working operations commencing at 08.00am. There will be no working on Sundays or Bank Holiday's.

3.5 Pre-start Inspection

A pre-start inspection of the site and the adjoining public highway is to be undertaken prior to the commencement of construction, this inspection will be undertaken with Highways and the results agreed and recorded. Any damaged caused by the contractor is to be repaired.

3.6 Wheel Wash Facilities

Wheel cleaning facilities will be provided in a designated area within the contractor's compound area, this will be in the form of a pressure washer operated by our gateman as and when required. A mechanical road sweeper will be used throughout, as required, to ensure the public highways local to the site are kept clean & free of debris.

3.7 Control of Noise, Dust & Vibration

Continual review of our sub-contractor method statements throughout every aspect of the construction sequence will ensure that adequate noise, dust and vibration dampening

is always used across the construction site. Methods and sequence will be reviewed alongside the School timetable to ensure specific restrictions are known and addressed in advance and in accordance with:

- BS5228:2009 Part 1 Noise
- BS5228:2009 Part 2 Vibration
- IAQM "Guidance on the assessment of dust from demolition and construction".

Full details for dust mitigation will be included within the Construction Environmental Management Plan (CEMP)

3.8 Type of Construction Vehicles

Bowmer + Kirkland's Sub-Contractor orders will direct the use of flat-bed (8 wheeler) lorries and articulated lorries and be registered with the Fleet Operator Recognition Scheme (FORS). Certain deliveries, heavy plant for earthworks and large consignments of steelworks, may require use of articulated lorries for which a specific Risk Assessment / Method Statement will be produced, vetted & approved.

In addition to the above there will be light vehicles delivering to site on a daily basis, the contractor will have a full-time gate man to ensure delivery vehicles are accepted onto the site with the minimum possible delay in order to avoid any impact on the local road network.

Expected Major Deliveries	Size	Expected Number of Deliveries (Approx.)	Notes (e.g. abnormal loads, multi point delivery)
Earthworks, Foundations & External Works	6/8 wheelers (6/8Ws) & concrete wagons (CWs)	25	Arctic's for Heavy Plant Delivery & Removal.
Superstructure & Precast Units	6/8Ws & CW's Erection Cranes	120	Arctic's for Heavy Plant Delivery & Removal & Large Steelwork Components.
Roofing	6/8Ws	8	
Internal Fit Out	6/8Ws	40	

Table 2 – Approx. Large Operations Delivery Vehicles

3. Construction Details

3.9 Loading and unloading arrangements

Vehicles will be received directly on to the site via the existing access off Little London with the assistance of the full-time gate man. No delivery vehicles will be parked off site or along the surrounding public highways. On occasion, some operator vans may be parked on or near the existing highways (excluding Little London) Sub-Contractors will be directed to park considerably, without blocking access and only for short durations. Under no circumstances will a backlog of vehicles be permitted on Little London, there is space for waiting on site which will be utilised.

3.10 Special measures to address site access and exit issues

When sub-contract and material orders are placed, clear instructions will be issued as a matter of course to ensure suppliers are fully aware of delivery restrictions in terms of size and type of vehicles to be used, articulated vehicles will only be permitted where absolutely necessary.

The presence of a full-time banksman will ensure vehicles are taken off the highway and onto site on arrival. There will be a system of booking deliveries in so as to avoid too many deliveries arriving at once. The contractor will reserve the right to turn vehicles away from site should there be any deviance from the agreed regime for deliveries.

3.11 Details of storage for plant and materials

Generally all plant and materials will be stored adjacent to the main site compound area. All plant will be immobilised when not in use. All fuels to be stored in bunded stores. All materials stacked in a safe efficient manner.



Fig 6 – Proposed Phasing Site Layout and Compound

4. Traffic Management

4. Traffic Management

As previously noted the existing access along from Little London will be used for site access to the main construction area.

The site entrance and exit will be designed to allow for easy access and egress of all types of construction vehicles including (16.5m long articulated vehicle).

All deliveries to our site will be timed to avoid busy periods at the start and end of the day (8:00am – 9:30am & 2:30pm – 3:45pm) during term times, avoiding additional pressure on surrounding vehicle routes at already busy traffic periods.

We will employ a 'just in time' delivery system for all operations, this will avoid any construction vehicles waiting on the surrounding public highways.

Vehicle loading and unloading will take place on site. By segregating loading and unloading activity from the public will reduce the risk of injury.

4.1 Effects on Wider strategic Road Network

The previous fig.4 illustrates the vehicle routing from the site to the wider road network and strategic road network, this routing along with the construction and delivery hours as set out above aims to avoid congestion of the network.

4.2 Effects on Pedestrians

No effect on members of the general public & pedestrian is envisaged, footways immediately adjacent to our site will be safely fenced off and way marked as appropriate. Any works that will involve closure of footways will be undertaken out of typical school hours, avoiding peak traffic times.

4.3 Effects on Buses

With the ability to turn construction vehicles on site, minimising construction vehicles use of the surrounding highways, it is envisaged existing bus routes and bus stops will not be affected with our operations and deliveries.

4.4 Effects on Cyclist

The site is not located adjacent to a cycle highway and it is anticipated there will be no effect on cyclists.

4.5 Effects on Capacity

Little London is not a major arterial route within Long Sutton, the project construction vehicle numbers is not expected to have any significant impact.

4.6 Effects on Pupils & Staff

Additional kissing gates have been introduced to minimise any impact to pupils and staff and to maintain people, deliveries and plant segregation throughout the schooling day.



5. Waste Minimisation

5. Waste Minimisation

Bowmer and Kirkland Group have a Waste Reduction Policy.

Waste Reduction

- All reasonable measures will be employed to reduce waste produced by construction operations, the following are the main controls:
- Packaging take back schemes will be used with major material suppliers (cladding, steel etc.)
- Good material storage facilities will be provide away from plant and vehicle movements.
- Off cuts will be stored to be considered for reuse before being placed in skips
- Detailed designs will consider the use of standard sizes of materials wherever practicable, thus reducing waste
- Water will be recycled and allowed to evaporate as far as possible

Waste Types

The project is currently subject to final design and specification so not all detailed waste types are known at this stage however the following is expected:

- Packaging (metal, cardboard, paper, timber and plastic)
- Empty CoSHH material containers (detail to be confirmed following final design)
- Timber
- Concrete wash water
- Plasterboard
- Material off cuts (metal, insulation, concrete, brick)
- Office waste (paper, ink cartridges, food and packaging, metal, glass)

Waste Storage and Segregation

All waste will be stored in appropriate containers (skips, 1100 litres bins or sealed metal containers for special waste) and sited on hard standing away from vehicle movements and drain gullies. Wherever practicable containers will be provided to segregate the following waste types:

- Co-mingled dry recyclable waste (paper, cardboard, plastics)
- Glass
- Metal
- Timber
- Plasterboard – Recovered for recycling
- Concrete wash water
- Hazardous Waste (containers with hazardous residues, aerosols, ink cartridges)
- Mixed residual waste (insulation, brick, concrete, containers with non-hazardous residues)

6. Monitoring, Compliance Reporting and Review

6. Monitoring, Compliance Reporting and Review

A programme of monitoring and review will be implemented to generate information by which the success of the Construction Management Plan (CMP) can be evaluated against the objectives of the Local Planning Authority.

Monitoring and review of construction activity to the site will be the responsibility of Bowmer + Kirkland.

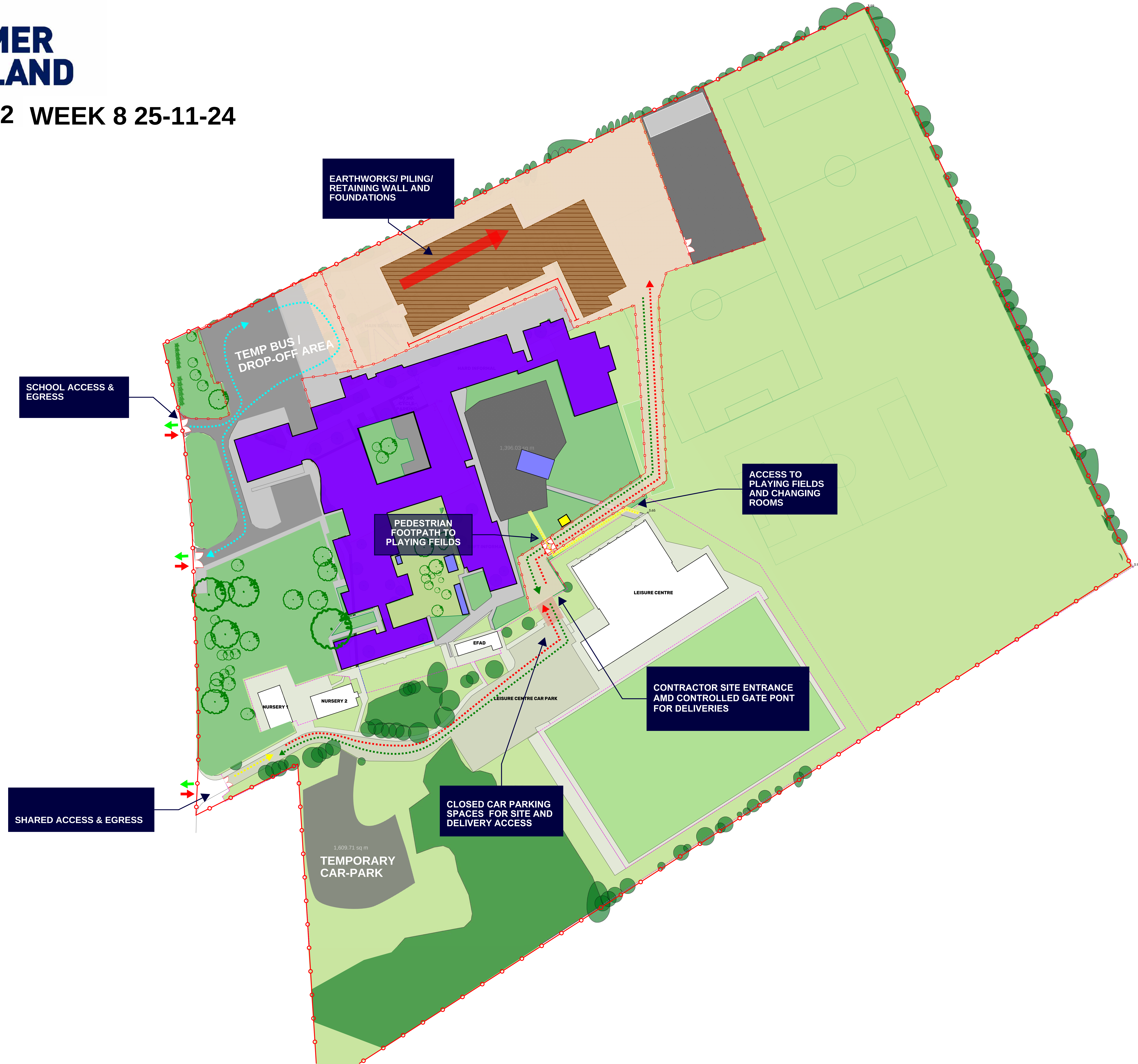
This process will provide Bowmer + Kirkland the opportunity for construction operations and procedures on the site to be reviewed and new management measures to be implemented (if necessary) to achieve the objectives and meet the requirements of the Local Planning Authority and statutory bodies.

Appendix A

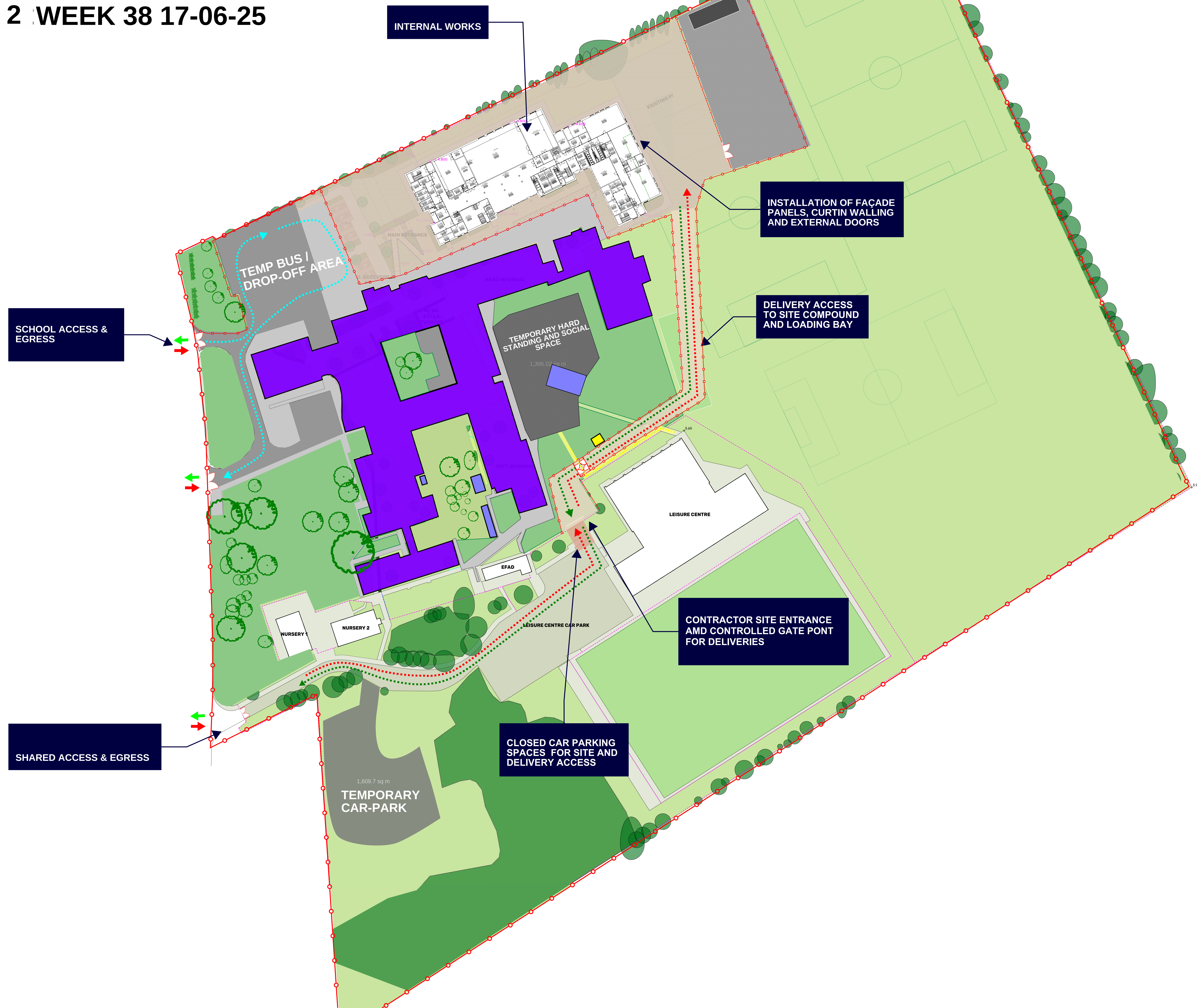
Phasing Plans

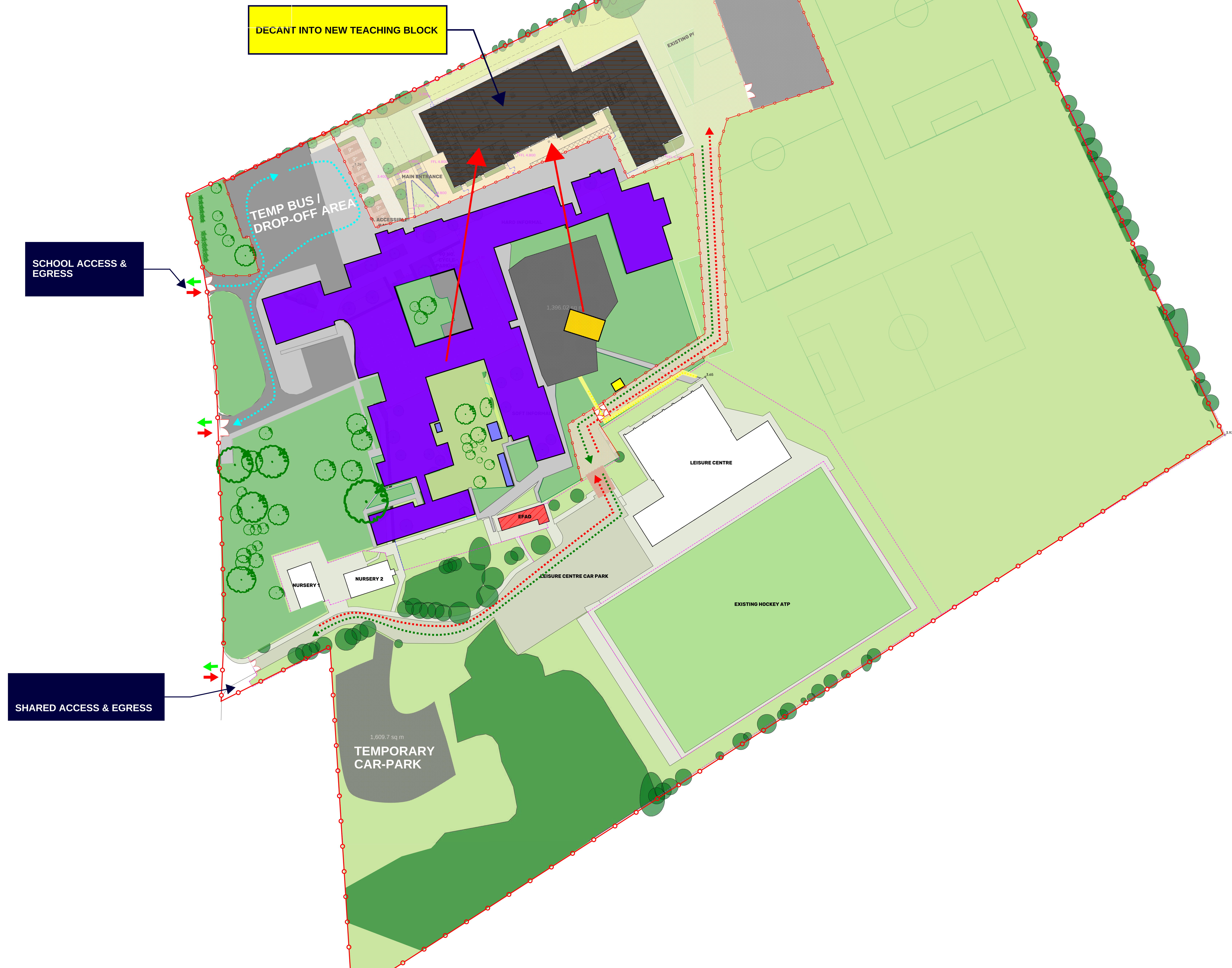


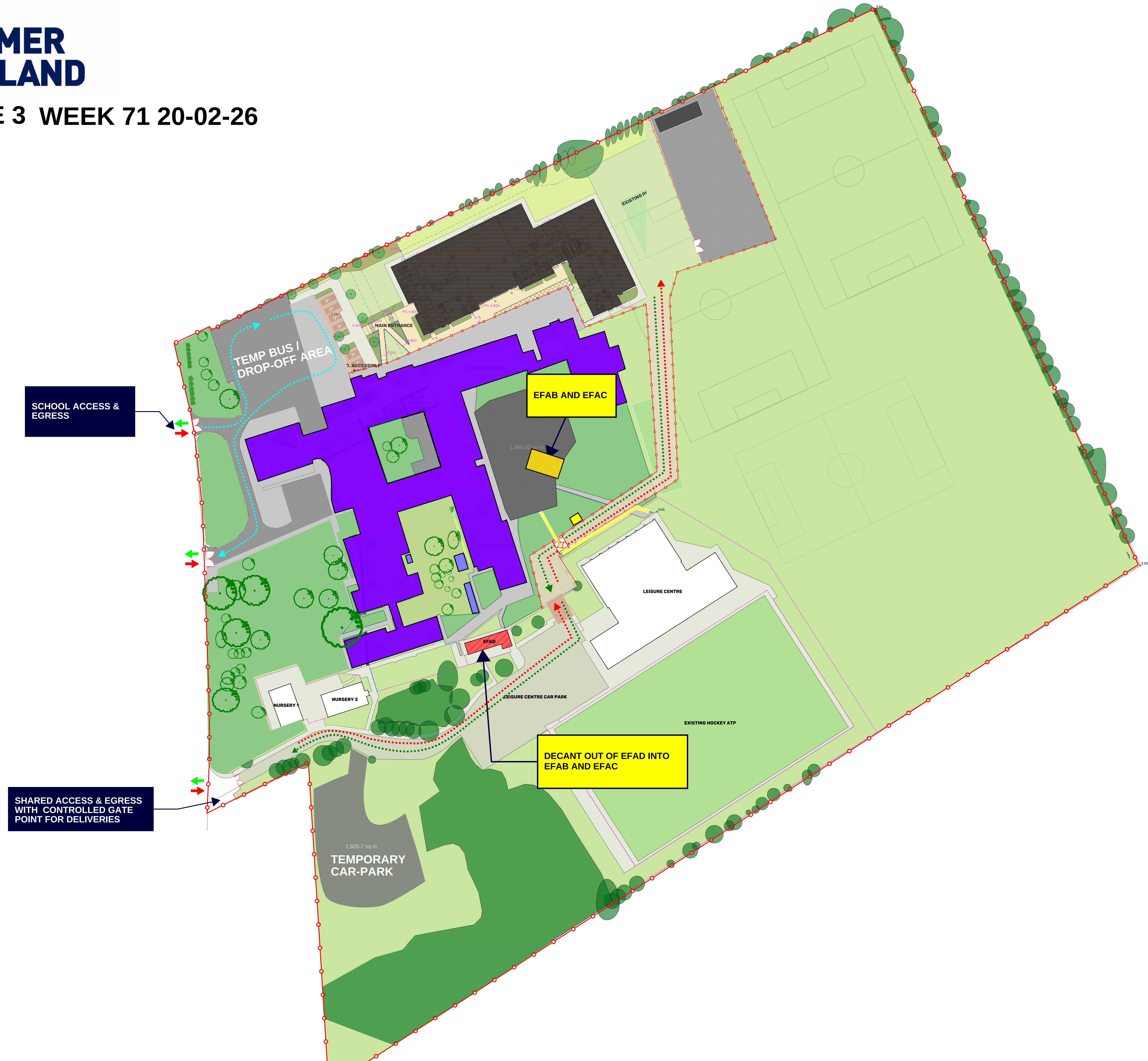


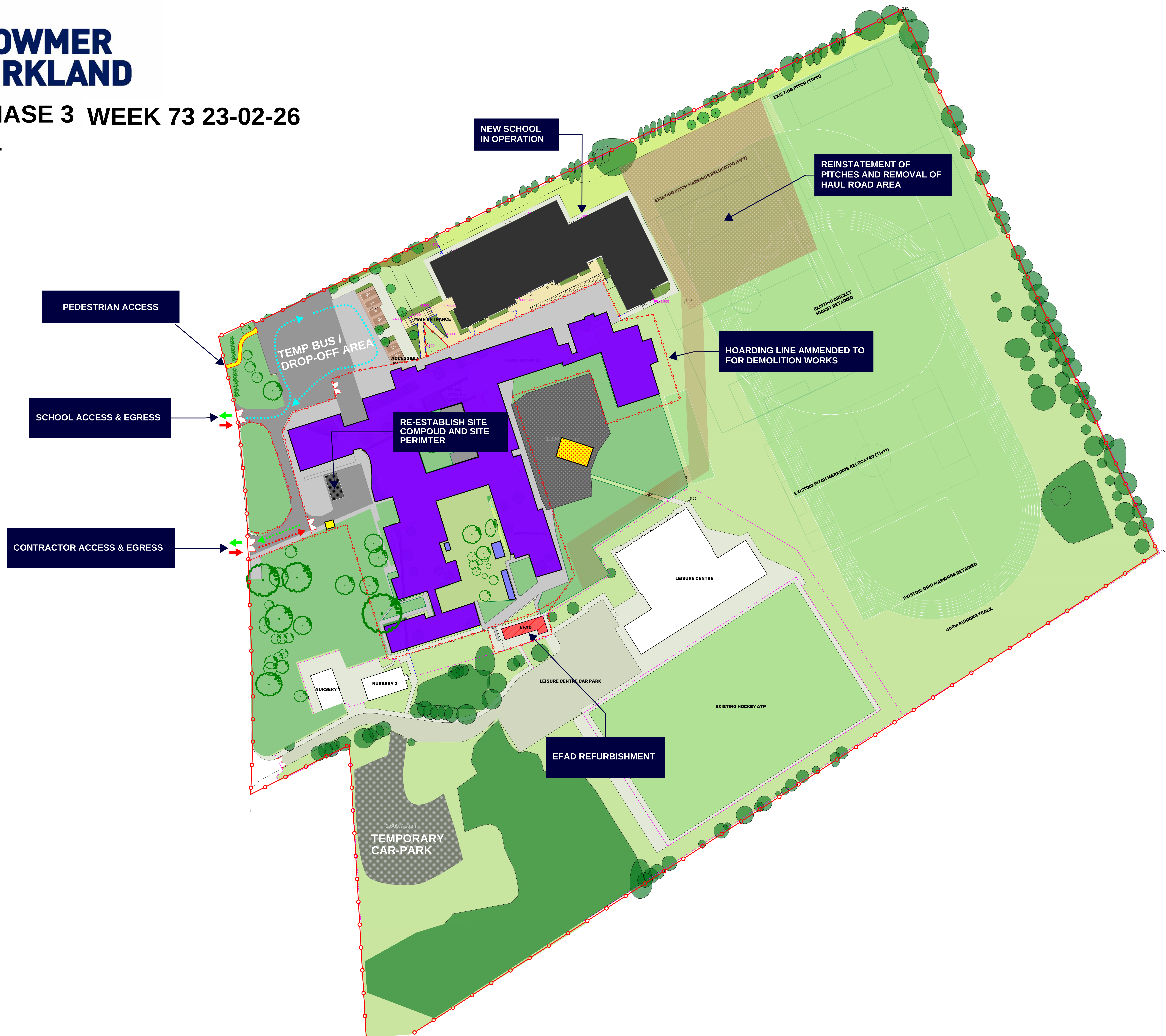






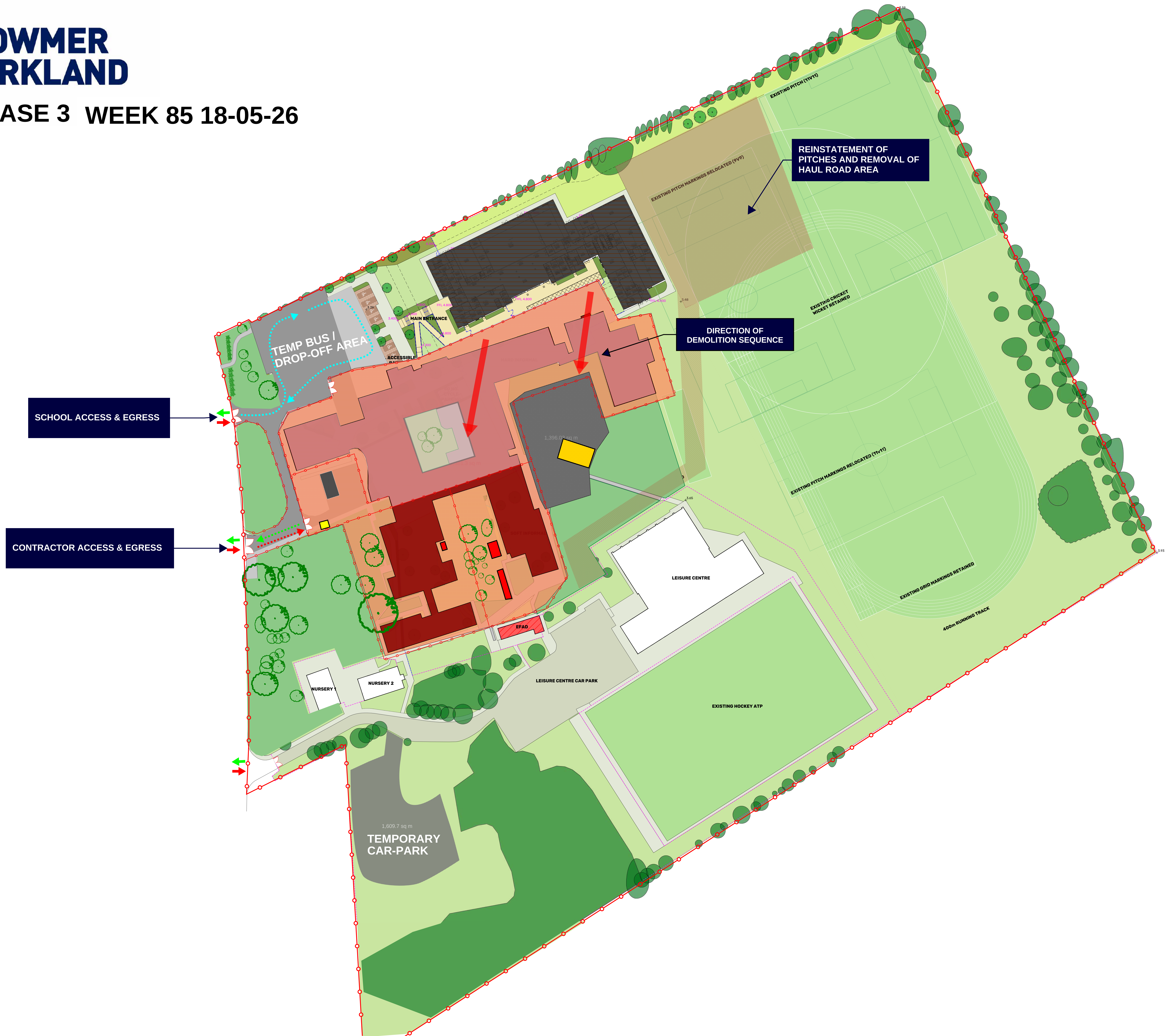












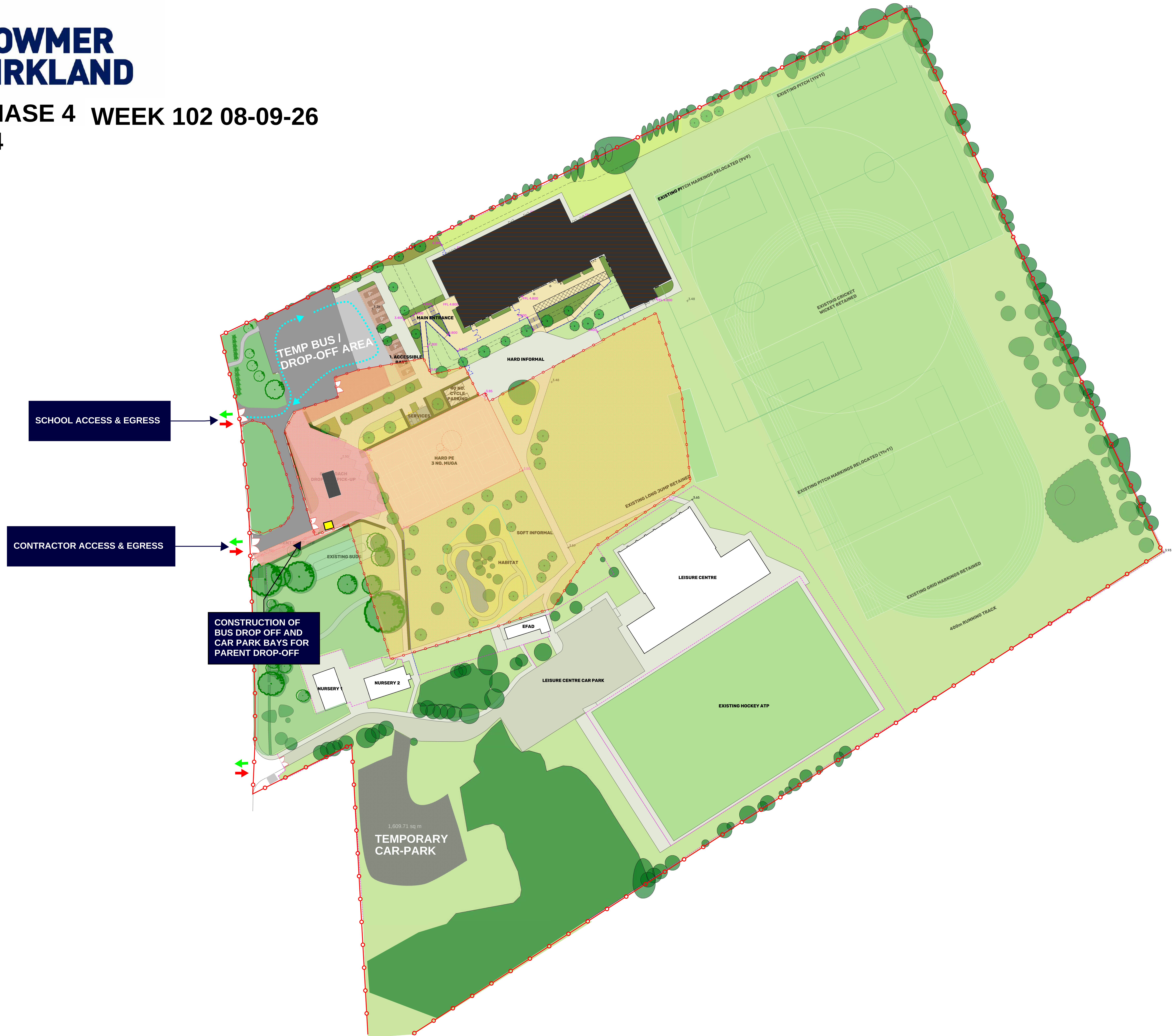
















LANDSCAPING TO
TEMPOARARY CAR-PARK

1,609.71 sq.m
TEMPORARY
CAR-PARK



Appendix B

Construction Phase Health & Safety Plan

Bowmer + Kirkland Ltd



HEALTH & SAFETY PLAN PROJECT: University Academy Long Sutton

Prepared by.....D.Stojsavljevic

Date 10/01/24

Reviewed by.....P.Buxton

Date...22/01/24.....

Manager.....

Date.....

Manager

Date.....

Manager.....

Date.....

HEALTH & SAFETY PLAN (CONSTRUCTION PHASE)

CONTENTS

Part 1 Description of Project

- Project description and programme details including any key dates.
- Details of Client, Principal Designer, Designers, Principal Contractor, and other Consultants.

Part 2 Arrangements for Controlling Significant Site Risks

- Project Risk Assessment

Part 3 Management of the Work

- Safety risks.
- Health risks.

Part 4 The Health & Safety File

- Layout and format.
- Arrangements for the collection and gathering of information.
- Storage of information.

SPF 114a - Appendix A

Pre-Start Health & Safety Review – To be completed at least 4 weeks prior to mobilisation.

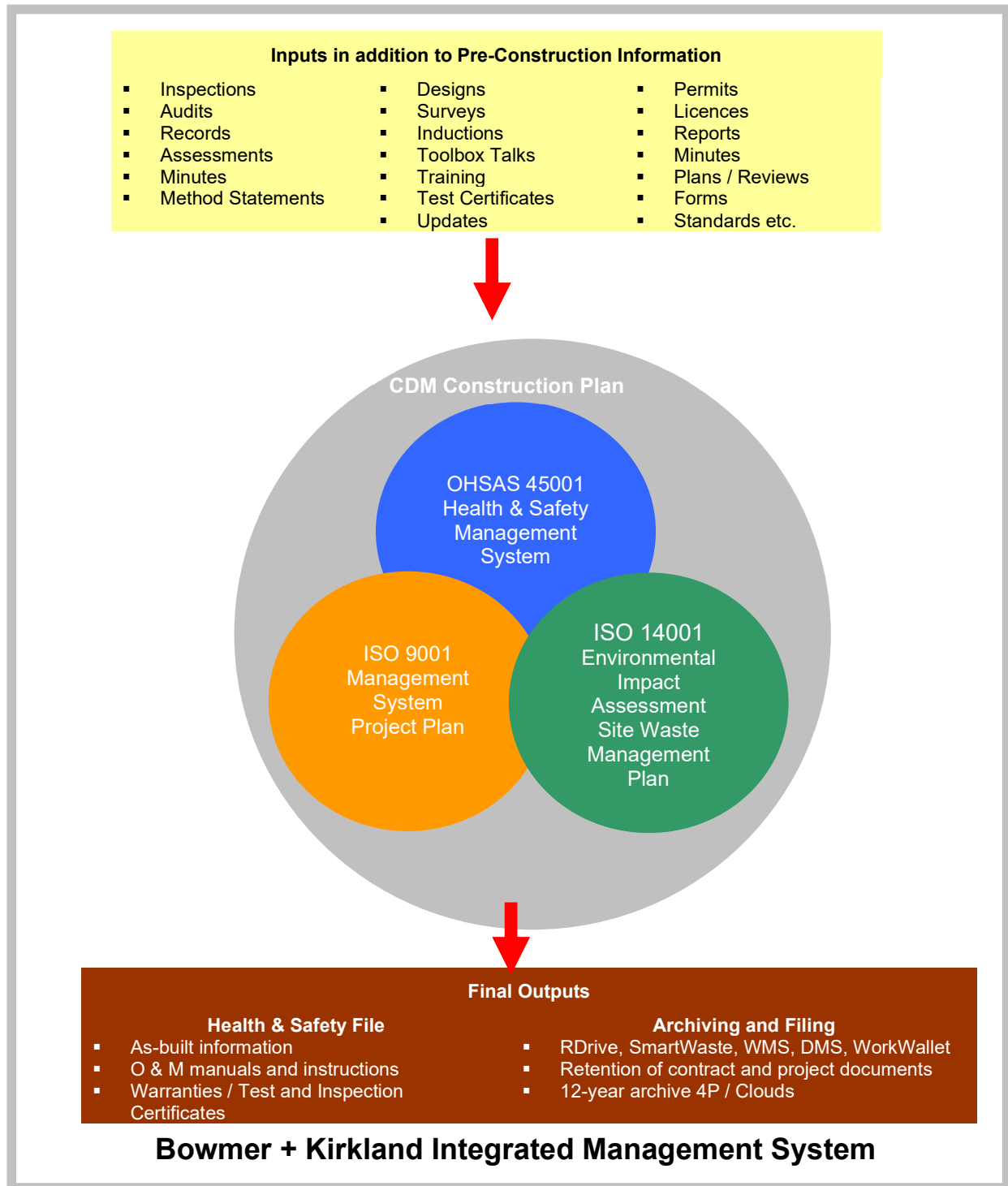
Appendix B – Provisions of Welfare

Introduction

This template [SPF 114](#) includes a summary of significant risks relating to the project.

This requirement for a Construction Plan applies to all Bowmer + Kirkland projects, when appointed as Principal Contractor under the Construction (Design & Management) Regulations.

For the purposes of the CDM Regulation the Construction Plan will be developed and updated through the Bowmer + Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures:



Part 1 Description of Project and Management Arrangements	
Project No.:	65800
Project Name:	University Academy Long Sutton
Full Site Address:	84 Little London, Long Sutton Spalding, Lincs, PE12 9LF
Location of Project:	Spalding, Lincolnshire
Scope of Works:	Construction of a new three storey teaching block with associated sports pitches. Demolition of the existing school structure.
Client Contact:	Mott Macdonald
Site /Store/Premises Manager:	UALS Site Team
Client H & S Contact:	Mott Macdonald

CDM Notification Requirements:		
▪ Notifiable CDM?	If no use SPF 128 Small Works Plan or RAMS for micro works	Y/ N
▪ Initial Notification Date:	<u>01.04.2024</u>	
▪ Construction F10 submitted?	Yes	
▪ Health & Safety File requirements	Yes	
▪ HSE Office:	Osprey House Hedgerows Business Park Colchester Road Springfield Chelmsford Essex CM2 5PF	
▪ Principal Designer:	Bowmer and Kirkland Ltd High Edge Court Heage Belper Derbyshire <u>DE56 2BW</u>	
▪ Client CDM Advisor:	Mott Macdonald	
▪ Pre-Construction Information PD	Bowmer and Kirkland Ltd High Edge Court Heage Belper Derbyshire <u>DE56 2BW</u>	
▪ Construction Phase PD	Bowmer and Kirkland Ltd High Edge Court Heage Belper Derbyshire <u>DE56 2BW</u>	

Programme Requirements:	
▪ Construction Start Date	30th September 2024 – Enabling works
▪ Enabling Works Date(s):	05/09/24 – Mobilisation
▪ Handover Date(s):	06th October 2026
▪ Completion Date	06th October 2026
▪ Client Walk Round / Inspection	TBC

▪ Duration (working days):	103 weeks
▪ Contractor Working Hours:	08:00 – 18:00 as per planning requirements
▪ Premises to Continue Trade?	No
▪ Client / Bowmer + Kirkland PTW required?	Yes – Hot works / Permit to Dig / permit for roof access / crane lifts
▪ Other concurrent Projects / works on site:	N/a
▪ Handover / 'soft landings' Dates:	06th October 2026
▪ Defects Period:	12 months
▪	
▪	

Programme Detail / Dates:

No of Phases:	4		
Phase Dates	Phase 1: 30/09/24 – 11/11/24 Phase 2: 28/10/24 – 23/02/26 Phase 3: 13/01/26 – 07/07/26 Phase 4: 26/05/26 – 06/10/26		
Operational Hours Mon-Thurs:	<u>08:00-18:00 as per planning requirements</u>	Operational Hours Weekends:	08:00 – 13:00
Client / Occupier Shutdown / days closed:	Sunday		

Considerate Constructors (valid 12 months):

Site registration number 1	TBC
Site registration number 2	

Waste (refer to SmartWaste) Note: Wales and Scotland refer to Paul Smith			
Is Hazardous Waste Registration Required? <i>(required if >500kg produce in 12-month period)</i>	YES / NO	Site registration number (Valid 12 Months)	

First Aiders	
▪ Dejan Stojavljevic ▪ Neil Richards ▪ ▪	▪ ▪ ▪ ▪
Mental Health First Aiders	
▪ Dejan Stojavljevic ▪ Neil Richards ▪ ▪	▪ ▪
Fire Marshalls	
▪ Dejan Stojavljevic ▪ Neil Richards ▪	▪ ▪

Updates and Revisions	
Date	Details of Changes Made
10/01/24	Revision A
22/01/24	Revision B – Amendments following on from Internal review

Part 2 Management of the Work

Management Structure and Responsibilities

The works will be controlled by a full time Site Project Team who is fully experienced in all aspects of the works to be undertaken.

Health & Safety monitoring will be carried out by R G Wilbrey (Consultants) Ltd, Bowmer + Kirkland's independent Health & Safety Managers, who will normally inspect and audit the site at least once every two weeks.

All operatives and plant operatives employed at the site will be fully trained and should hold a current CSCS / CPCS card or accepted equivalent relevant to their trade or machine.

Health & safety goals for the project are aligned with the Group OHSAS 45001 Health & Safety Management System and Roles and Responsibilities are recorded and allocated via form [MPF 9.1](#)

Project Directory

Role	Name	Phone / E-mail
Director:	Gary Bradley	07767207656
Contracts Manager:	Darren Stoker	07827357022
Senior Project Manager:	Dejan Stojavljevic	07592880063
Project Manager	Dejan Stojavljevic	07592880063
Site Manager:	Dragos Dumitarche Rob Townley Linsley Horne Neil Ricahrds	07385318575 07903074131 07712254640 07824418144
Night Manager:	N/A	
B + K Safety Manager:	David Riley	07788367749
Safety Consultant:	RG Wilbrey	01902420920

Key Responsibilities - Site Management

Role	Name	Deputy
First Aid:	Dejan Stojavljevic	Neil Richards

Mental Health First Aider:	Dejan Stojasavljevic	
Fire Permit Issuer (FPA – Tesco):		
Fire Co-ordinator:	Dejan Stojasavljevic	
Traffic Management Co-ordinator	Dejan Stojasavljevic	
Inductions:	Site team – various	
Temporary Works Coordinator:	Dejan Stojasavljevic	
Client Reports	Darren Stoker	
Accident/Incident/Official Visit Reports	RG Willbury	
Handover / Inspections	Various BK team	
Are Daily Handover Sheets Required?	Y / N	
Other B + K Staff / Agency (security / labourer / cleaner etc. - include risk assessment in Section 9)		

Outside Agencies:	Address / Phone/ E-mail
HSE:	Health And Safety Executive (HSE) · Phone 151 Buckingham Palace Rd, Victoria, London Sw1W 9Sz 0300 003 1747
Environmental Health:	0800 80 70 60
Environment Agency:	0800 80 70 60
Police:	999
Fire:	999
Hospital	999
Gas Emergency:	National Grid Emergency Service on 0800 111 999
Electricity Emergency:	Telephone: 0800 316 3105 Facebook: ukpowernetworks Twitter: @UKPowerNetworks Website: ukpowernetworks.co.uk

Development of the Plan

The Plan will be developed through compliance with Bowmer + Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures. These will generate plans, actions, checks, and reviews and associated records – see summary of relevant documents below:

Document Title	Reference
Pre-Let Meeting	MPF 3.3
Commercial Status Chart	MPF 3.11 
Code of Conduct for Suppliers	
Requirements for Suppliers	
Contractor Assessment 	MPF 3.18 
Designer / Consultant Assessment	MPF 4.1 
Design Change Notice	MPF 4.6
Design Plan	MPF 4.8
Principal Designer CDM Design Risk Schedule or equivalent	MPF 4.9
Main Designer CDM Design Risk Schedule (if used)	MPF 4.10
Project Plan	MPF 2.2 / MPF 5.0
Project Directory	MPF 5.2 
Contractors Report	MPF 5.13
Project Meetings Schedule	MPF 5.16
Standard Meeting Minutes	MPF 5.17

Internal Project Review	MPF 5.26
Risk Register	MPF 5.27
Filing List - Contractor	MPF 5.31
Site Commencement Checklist	MPF 5.4
Filing List – Project	MPF 5.7
Inspection and Test Plan	MPF 5.8 
Water Management Plan	MPF 5.37
Environmental Impact Assessment	MPF 6.3
CEMP – Construction Environmental Management Plan	SmartWaste
Permits, Consents, Permissions	
Construction Logistics Plan	
Health and Safety Filing List and Responsibilities	MPF 9.1
Method Statement Evaluation Record	SPF 106
CDM Health & Safety Plan	SPF 114 / 128
Pre-Start Meeting	SPF 114a
Fire Risk Assessment	SPF 115
Traffic Management Plan	SPF 116
Small Contractor Competence Assessment Record	SPF 124
Direct Contractor Evaluation Record	SPF 125
Lifting Plans and Reviews	SPF 132 / 511
Induction Records	WMS
Delivery Records	DMS
QA Inspection Records	
Management Inspections	
Site Inspection Activity	
Permit to Work	
Authority to Proceed	
Behaviour / Discipline – Red / Yellow / Green Cards	
Event Reports – Accidents, Incidents, Official Visits, Concerns	
Consultation / Feedback	

Minimum risk control standards are defined in the Health & Safety Management System – Safety Procedures as guidance.

The Procedures Manual sets out arrangements for:

- Regular liaison between parties on site
- Consultation with the workforce
- Selection and control of contractors
- Site security
- Site induction
- On-site training
- Welfare facilities and first aid
- Reporting and investigation of accidents and incidents including near misses
- Production and approval of risk assessments and written systems of work
- Site Rules
- Drug and Alcohol policy
- Fire and Emergency Procedures

Elements of design are considered and can be communicated electronically:

- The exchange of design information between the Client, Designers, Principal Designer and Contractors on site.
- Handling design changes during the project.
- The exchange of health & safety information between contractors.

Site Induction and Orientation

B+K Induction and Registration is on the Workforce Management System (Biosite / M-Site), which record personal information in a secure GDPR compliant system and hosts an annual B+K Safety Induction and supporting materials. A site-specific orientation and registration on biometric access will take place on each site.

At site mobilisation, site should use the App associated with the relevant WMS.

All managers and workers are required to use that system on the site.

Any interim induction or site familiarisation should be reviewed with your Health and Safety Manager and tailored to the specific site works and risks, including any Client rules and requirements.

Worker Consultation and Engagement

Bowmer + Kirkland wish to create an industry where everyone is valued, all views are listened to and a safe and healthy working environment is the norm and not the exception.

'Our health and safety pledge':

Bowmer + Kirkland Ltd understands their responsibilities and wants to make this site as safe as possible for everyone working or visiting here.

We are a family firm with family values.

- The Project Manager has got the full backing of the Company's Directors to exclude anyone from this site who does not comply with the company's safety rules.
- *Nothing* we do is so important that we cannot take the time to do it safely.
- You are not asked or expected to work unsafely.
- The safety of employees, colleagues, and the public in the areas we work in is paramount.
- Help everyone you work with to work safely and prevent unsafe working practices.
- Never knowingly walk past an unsafe act or condition on the site.
- Don't interfere with anything provided for safety and don't abuse welfare facilities.
- Use your common sense, be aware of your actions and your surroundings.
- If in doubt, stop and ASK.

The people who can have the biggest effect on safety, are those working on site.

Think safe. Be safe. Stay safe. NO EXCUSES

Bowmer + Kirkland is committed to effective worker consultation on health & safety issues. The following principles are adopted by Bowmer + Kirkland.

1. On every project where Bowmer + Kirkland is the Principal Contractor any worker has the right to stop working if he or she is or feels to be at risk.
2. No punitive action will be taken against any worker who raises a valid health & safety issue.
3. Every person on a construction site will speak to people in a manner in which they would like to be spoken to themselves.
4. Aggressive and confrontational language aimed at a worker who has raised a health & safety issue is unacceptable.
5. A mechanism will exist for all workers on a project to make their views on health & safety known.
6. All workers on site will be informed of the consultation mechanisms.

B+K are committed to CSR - Corporate and Social Responsibility and the Considerate Constructors Scheme.

B+K engage with a variety of stakeholders including our clients, their workforce, customers, students, patients and even inmates, trade bodies, industry bodies, Government, Regulators and Accreditation bodies, as well as the neighbours and wider communities present before, during and after delivery of our Projects.

Client satisfaction is our mantra and to achieve this we must operate in a responsible manner, minimising disruption and negative impacts during construction and leaving a wider legacy from our completed projects of lasting quality, enhancement, and improvement.

Site Rules

Please take care of your own safety and health.
Read and observe all method statements / risk assessments relating to your work.
Attend any required daily activity briefing or task briefings

YOU MUST:

- ✓ Have been inducted - Sign in / sign out (use biometric scanners where provided)
- ✓ Use pedestrian routes and entrances
- ✓ Wear the correct PPE with the correct branding including Hi-vis
- ✓ Suitable gloves for the task – cut resistant where required e.g. cladding / roofing
- ✓ Safety helmets with your name clearly displayed
- ✓ Safety footwear with midsole penetration protection (markings SB-P, S1-P, S3, or S5) – **Boots labelled S2 and S4 do not have penetration protection and are not allowed.**
- ✓ Other PPE required e.g. eye protection, ear defenders, respiratory protection, etc.
- ✓ Keep your place of work and storage areas in a tidy state and clear of rubbish
- ✓ Keep access routes clear of obstructions
- ✓ Observe all site rules and hazard and safety warning signs, notices, and barriers
- ✓ Place all waste/debris only in designated containers or areas including drinks containers
- ✓ Comply with the conditions of all Permits to Work
- ✓ Obtain a 'Permit' ATP for use of ladders or stepladders
- ✓ Only use non-surf mobile platforms
- ✓ Use hop-up platforms a minimum of 600mm x 600mm
- ✓ Report all injuries and dangerous occurrences to your supervisor / site management
- ✓ Store materials and tools only where indicated
- ✓ Restrict vehicle movements to routes, areas and speeds designated.
- ✓ Remove keys or isolate power to unattended plant
- ✓ Work safely – and if you can't - STOP

YOU MUST NOT

- Enter site through dedicated vehicle entrances
- Operate mechanical / mobile plant unless you are trained and authorised to do so
- Travel on mobile plant unless you are the operator
- Throw or drop down any items from a height
- Alter scaffolding, crash decks, scaffolding towers or perimeter fences or remove barriers erected for the protection of openings and edges without authorisation
- 'Surf' access towers or podium steps
- Use damaged tools or access equipment or operate tools or machines with the guards removed
- Use mobile phones while driving / operating plant or in areas where mobile phone use is unsafe or prohibited
- Use 240v electrical tools
- Use 110v halogen or pendant lighting, extension reels (coils)
- Change abrasive/cutting wheels unless you are trained and authorised to do so
- Leave your work or work area in an unsafe or unstable condition
- Store sheet materials on edge / unrestrained (maximum of 5 sheets plasterboard on edge, unrestrained, during boarding)
- Make connections to services without authorisation
- Enter confined spaces and excavations without proper authority
- Enter exclusion zones or the work areas of others without permission or authority
- Carry out excavations, work on roofs, hot work, or work on electrical installations without proper authority or precautions
- Smoke except in designated areas – No Smoking within 25m of any site entrance.
- Eat in areas other than the welfare / canteen provided
- Enter site under the influence of alcohol or drugs – we carry out random tests
- Put yourself or others at risk by working unsafely

If in doubt STOP – ask?

Daily Activity Briefing - MANDATORY

Daily Activity Briefings create an opportunity for subcontractor Supervisors and B+K Managers to discuss the health & safety aspects of a task and a project and allows workers to contribute to their day-to-day method of working, via their trade Supervisors. Significant issues are brought to the attention of the workforce via Supervisors who should cascade the information to their workers.

This is the main mechanism for consultation and coordination of the site activities where different trades and subcontractors may interact.

A daily Activity Briefing Board should be completed and recorded by photograph on  Health and Safety App.

Emergency Arrangements

Health & Safety Procedure [SP 6.1](#) sets out arrangements for emergency response to situations including actual or potential (near miss): fire, pollution, accident, property damage or other incident.

For construction sites we complete a [SPF 115 Fire](#) Risk Assessment for the construction area and site accommodation to assess risks of fire and fire loading. A Fire & Emergency Plan will be developed including Emergency Escape Plans for the site accommodation and construction areas. This is supported by regular, recorded check on security measures, fire and emergency equipment and procedures.

Bowmer + Kirkland has developed full emergency and fire procedures to comply with Fire Prevention on Construction Sites (*Joint Code of Practice on the Protection from Fire of Construction Site & Buildings Undergoing Renovation*) – current edition.

For refurbishment and extension Projects and any Project on a live environment, the Project Manager will be required to complete [SPF 115 Appendix 1](#) to assess the effects of work on the fire integrity and emergency arrangements for staff, customers, visitors, etc.

High risk projects will have an independent assessment and construction fire strategy review.

Standard Hot Works are covered by a Permit to Work in operation from 8am – 3pm Monday – Friday. Higher risk hot works and hot works at other times are subject to a more onerous PTW.

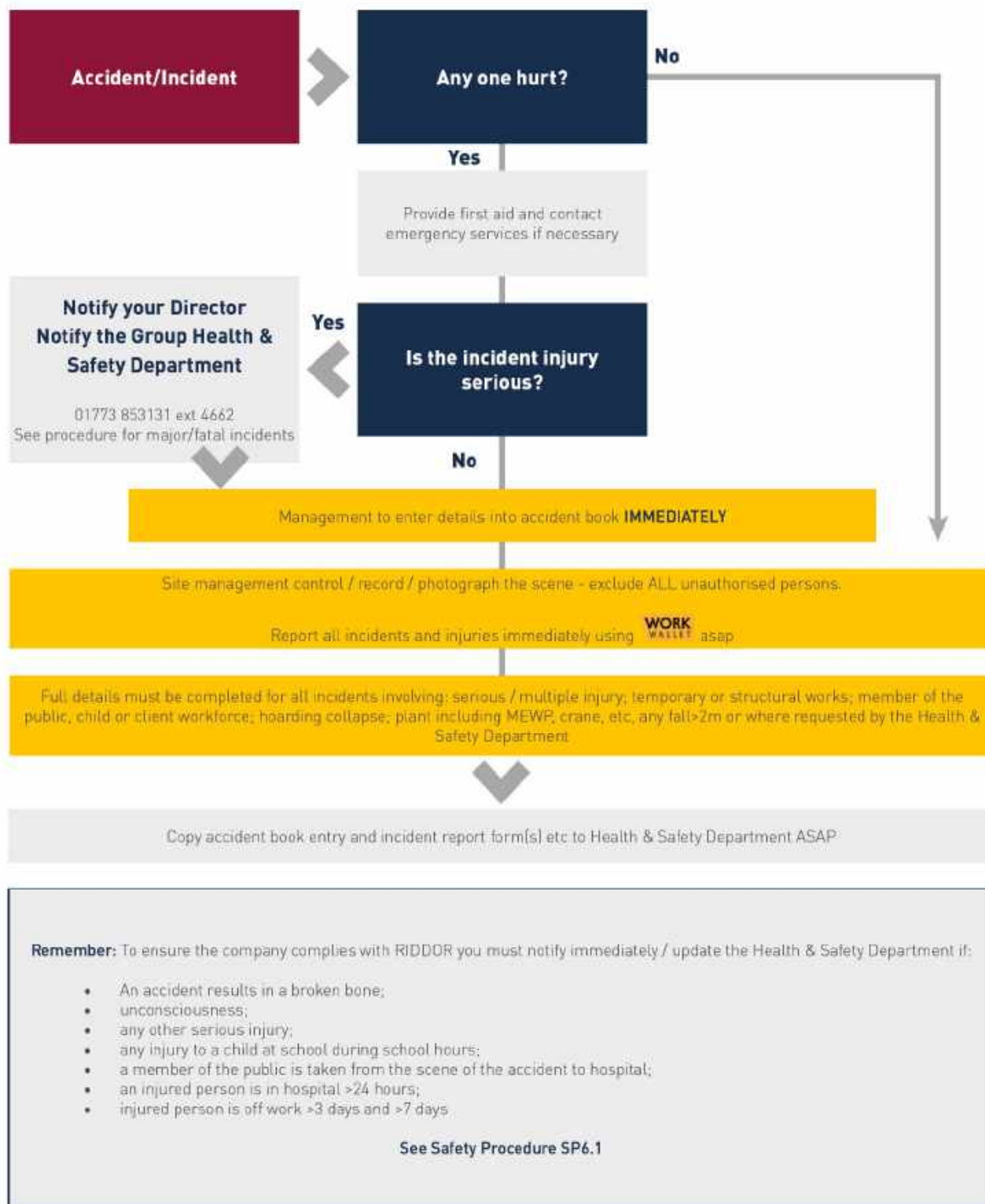
The information is reviewed at an early stage by a Group Health & Safety Manager who has attended the FPA Fire Risk Assessment training.

The Fire & Emergency Action Plan is formally reviewed at least once every month at the internal Project Review Meeting.

The image shows three safety posters. The first poster, 'In the event of an emergency', lists instructions for reporting accidents, finding first aid kits and defibrillators, calling 999, and identifying the nearest hospital. The second poster, 'Fire action', provides steps for raising the alarm, calling the fire brigade, tackling the fire, evacuating, and reporting to the assembly point. The third poster, '+BOWMER KIRKLAND', contains project-specific details like name, address, and contact information for working hours.

IF THE SITE MANAGER IS UNAVAILABLE THEN CONTACT:		
Project Manager:	Dejan Stojisavljevic	07952880063
Operations Manager:	Darren Stoker	07827357022
Regional Director:	Gary Bradley	07767207656

Accident and Incident Procedure



Action in the event of a fatal/major incident

Site Management will control incident scene and if safe to do so:

- Contact Emergency Services
- Take steps to prevent escalation of incident including further injury or environmental or property damage and separation from client / public
- Stop the work activity; e-mail subcontractor(s) involved to confirm this;
- Secure the area with fencing or hazard tape; Display signs to prohibit unauthorised access.
- Ensure all personnel are accounted
- Exclude **ALL** unauthorised persons – Do not allow spectators / unauthorised photography
- Assist and co-operate with emergency services
- Provide equipment / assistance for rescue / recovery / making safe including environmental protection
- Hire specialist expertise / equipment if necessary / instructed
- Ensure scene is controlled / recorded – take photographs – complete form SPF 702
- Record any witnesses and where they were working – if possible take statements SPF 703
- Where there is any suspicion of any person being impaired by drugs / alcohol – they are to remain on site until a post incident test has been completed. If they leave site a test will be required prior to their return.

Do not speak to the media – refer all enquiries to Sarah Millington at Bowmer and Kirkland Group.

**Site Management immediately contact:
Business Unit Director
AND
Mark Blundy
Group Director Health & Safety
07825 527121**

Health, Safety & Wellbeing Managers

Michael Brandwood	07901 517472
John Cregan	07747 444433
David Reilly	07788 367749
Glenn Crawley	07443 255310
Rebecca Williams	07721 244484
Georgie Cook	07795 931897
Dom Tuck	07721 493103

Director will:

- Notify H&S Dept / M Cruttenden
- Liaise with Client / Insurance Department
- Attend scene
- Coordinate information for any press statement

Group Director of Health & Safety will:

- Attend / contact Safety Advisor to attend scene
- Coordinate any specialist technical / legal / environmental advice / counselling
- Attend scene / allocate Safety Advisor
- Lead / coordinate / close out investigation
- Report / Notify to HSE / EA (or NRW/SEPA)
- Liaise with Insurance Department
- Advise - forensic support / disaster recovery / Drone
- Liaise with Business Development re media interest

B+K

Emergency Contacts - Bowmer and Kirkland Group

Group Health & Safety Department	01773 853131 ext 4662
Matthew Cruttenden, Director	07979 537635
Mark Blundy, Director of Health & Safety	07825 527121
Dave Shooter, Group Crane Manager	07824 413103
Craig Head, Group Quality Assurance Manager	07920 546633
Paul Smith, Environmental & IMS Manager	07917 424592
Phil Mason, Insurance	01773 857509 / 07825 242657
Sarah Millington, PR/Media	01773 857514 / 07786 337363
R G Willbrey, Darrol Palmer	07802 179887 / 01902 420920
RG Willbrey, Dave Woodward	07973 228935
Site Services - Power, Lighting, Accommodation, Barriers etc	
Ian Haigh	07831 199907
Darren Mosley	07733 124261
Leanne Hackney	07831 530544

Risks identified through the planning and construction phases should be recorded in the Project Risk Register [MPF 5.27](#) and subject to regular review and update.

Part 2 Arrangements for Controlling Significant Site Risks

(Site Establishment / existing information):

This section requires a review of the site prior to works commencing, the pre-construction information including design risks, supplied by the PD, and requirements to establish the site and then make an assessment of risk (**without controls**) as High / Medium / Low / N/A.

Standard risk controls are detailed in the Bowmer + Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.

Client Requirements – phasing, working hours, programme

HIGH

MEDIUM

LOW

N/A

Comments

Works are to be constructed in line with the CP drawings and specification within the contract.

Public Protection / Surrounding activities

HIGH

MEDIUM

LOW

N/A

Comments

Project located in close proximity to adjacent homeowners and local businesses. Secure hoardings and access points will be erected to segregate the works and interaction with the school.
A gateman / banksman will be present at all vehicle movements to and from site.

Site Security – CCTV / Manned Guards See SP 9.15 for Guidance

Site Security Risk

VERY
HIGH

HIGH

MEDIUM

LOW

Is the site occupied / live?

Y / N /
N/A

Motion Sensor Lighting

Y / N / N/A

Is there a history of arson / theft?

Y / **N** /
N/A

Permanent lighting during darkness

Y / N / N/A

Education project? (ALL High Risk)

Y / N /
N/A

Permanent CCTV

Y / N / N/A

Is the Project using timber frame construction?

Y / **N** /
N/A

Biometric (Face Recognition) access to PPE / Build Area

Mandatory

Monitored motion activated CCTV

Mandatory

Visiting / Reactive Guarding

Y / N / N/A

Hoarding / Fencing

Y / N /
N/A

Out of Hours Guard

Y / N / N/A

Full 2.4m Hoarding

Y / N /
N/A

24/7 Guard

Y / N / N/A

Security Risk

Boundary /
Perimeter

Motion
Sensor
lighting

Perman
ent
Lighting
hours of
darkness

Turnstile
Access
Control to
the build
area

CC
TV

Monitored
motion-activated
CCTV
surveillance
systems

Guard
out of
hours

Guard
24/7
NOT
GATEMAN

Medium

Hoarding /
Fencing

Y

N

Y

-

Y

N

N

High	Hoarding / Fencing	Y	R	Y	R	Y	Y	N
Very High	2.4 site Hoarding	Y	Y	Y	Y	Y	Y	Y

School projects are assessed as minimum 'high-risk' the site boundary should be the permanent security fence installed early where possible, otherwise a solid hoarding to the front of the site and between the build area and any occupied school buildings.

Heras is permissible but the build area should be segregated from the grounds with supplementary fencing covered by motion detection / monitored CCTV.

Comments	Secure Hoarding and demarcation from the existing school is to be lit and well sign posted.
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Vehicle and Pedestrian Management including deliveries	HIGH	MEDIUM	LOW	N/A
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Comments	Shared public access – Delivery schedules will be implemented outside of school peak hours – am & pm. Pedestrian management via banksman and security guards as per logistics plan.
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Fire / Emergency including diversions	VERY HIGH	HIGH	MEDIUM	LOW
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Is the site occupied / live?	Y / N / N/A	Finished Building FRA completed?*	Y / N / N/A
Information on Client requirements?	Y / N / N/A	Diversions / Signs / Lighting required?	Y / N / N/A
Existing fire risk assessment? *	Y / N / N/A	FPA training required?	Y / N / N/A
Is there fire engineering protection?	Y / N / N/A	Are the public affected by works?	Y / N / N/A
Will works disturb any fire breaks?	Y / N / N/A	Any vulnerable groups?	Y / N / N/A
Any high-risk process / activity?	Y / N / N/A	Existing fire / escape plan obtained?	Y / N / N/A
Is there a history of arson / theft?	Y / N / N/A	Is a full Fire RA required?	Y / N / N/A
Hot Work PTW?	Y / N / N/A	Can a protected cutting area be provided?	Y / N / N/A

**Complete [SPF 115](#) in all cases and review with your Safety Manager*

Comments	
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**If no refer to Client/ PD / Architect for action*

Site Accommodation including Welfare Facilities / offices etc.	HIGH	MEDIUM	LOW	N/A
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Existing Toilets?	Y / N	Existing Canteen	Y / N
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Comments	New Site set up to be arranged.				
Services – underground / overhead		HIGH	MEDIUM	LOW	N/A
Comments	Alteration to existing supplies including a new substation to be energised. Full permit to work to be in operation.				
Highways / Roads – S278 / S36 Works		HIGH	MEDIUM	LOW	N/A
Comments	Ensure briefings with the school are in place as well ensuring where practicable 278 works are undertaken outside of school term time.				

Surrounding property / land use (Schools, hospitals, shops etc.)		HIGH	MEDIUM	LOW	N/A
Comments	Close proximity to adjacent neighbours.				
Landlord / party wall issues		HIGH	MEDIUM	LOW	N/A
Comments					
Planning or other restrictions e.g. TPO, BAPA etc.		HIGH	MEDIUM	LOW	N/A
Comments	There are trees that require tree protection. Tree protection to be as per the Arboriculturallymethod statement.				
Lighting and temporary lighting		HIGH	MEDIUM	LOW	N/A
Comments	Site temporary lighting to be in place to achieve 1 lux emergency lighting.				
Fencing and hoarding		HIGH	MEDIUM	LOW	N/A
Comments	Hoarding lines to be erected to delineate people plant interface. Extreme care and site co-ordination for the temporary works of the hoarding lines to be undertaken.				

Structural Surveys and Dilapidations (inc. Wells, Tunnels or Underground Structures)		HIGH	MEDIUM	LOW	N/A
Comments	Structural survey of the existying building through R&D and pre demo audit.				
Asbestos		HIGH	MEDIUM	LOW	N/A
Asbestos Survey available?	Y / N	Asbestos Identified?			Y / N
Further / additional survey required?*	Y / N	Is the working area affected?			Y / N
Specialist Removals or treatment required?	Y / N	Highlighted on Risk Board / Induction?			Y / N
* If further survey required who is responsible?	B + K / Client / Principal Designer / Managing Agent				
Comments	Upon occupation of the existing building R&D surveys to be undertaken.				

Other Hazardous Materials e.g. fragile rooflights		HIGH	MEDIUM	LOW	N/A
Comments	No roof access is to take place without permission and appropriate safe system of work being in place.				
Environmental – water, flora, fauna		HIGH	MEDIUM	LOW	N/A
Refer to Environmental Impact Assessment (MPF 6.3)					
Comments	Monitoring to be implemented throughout the whole construction period				
Client Approval / Permit to Work Requirements e.g. roof access		HIGH	MEDIUM	LOW	N/A
Comments	We will operate a permit to work on the roof, live services excavations along with permission to proceed with step ladders etc.				
Other		HIGH	MEDIUM	LOW	N/A
Comments					

Part 3 Management of the Work

Significant Construction Process Risks - Safety risks / Health risks

This section requires a review of the site works including the trades, methods of construction and operations to enable the project to be constructed and then make an assessment of risk (without controls) as High / Medium / Low / n/a. Standard risk controls are detailed in the Bowmer + Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.

Phasing / Programme / Handover		HIGH	MEDIUM	LOW	N/A
Comments	The programme has been put together allowing time to carry out the works required in each phase to meet the handover with the required quality and expectation of the client. This is based on schemes recently delivered that are of a similar nature.				
Design – Significant Residual Risks e.g. retained structures / services		HIGH	MEDIUM	LOW	N/A
Comments	Building the site up 1m for the FFL – ensuring protection and temporary works are factored in.				
Planning Conditions / Licences / Permits / Consents		HIGH	MEDIUM	LOW	N/A
Comments	Easements and 278 works.				
Construction Materials, Methodology and Sequence		HIGH	MEDIUM	LOW	N/A
Comments	The Site will be secured with a perimeter 2.4m high fence. Segregated access for vehicles and pedestrians will be provided. A Gateman will be provided at vehicle gates. Biometric turnstile system will be used to control pedestrian access to the work face. CCTV will be provided initially. This will be supplemented later by manned security.				
Site Investigations / Tests		HIGH	MEDIUM	LOW	N/A
Comments	Dark ground surveys				
Ground Remediation		HIGH	MEDIUM	LOW	N/A
Comments	Further investigation to be undertaken prior to commencement.				
Roads / Drainage / Foundations		HIGH	MEDIUM	LOW	N/A
Comments	The road access to site is via a residential road with small businesses present also.				

	A dilapidation survey will be commissioned prior to commencement. Existing drainage being decommissioned is to be found and capped to prevent run off from site entering the water course. New drains are to be constructed in line with Consultant Engineer design and plans. Foundations and drainage are to be designed by the Consultant Engineer with reference to existing infrastructure and survey information.				
Services / Utilities		HIGH	MEDIUM	LOW	N/A
Comments	There are live services present on site. These will require a combination of diversion and disconnection. New services will also have to be installed. On site set up services are to be identified in each phase and their exact location highlighted such that no damage is caused during site operations. A permit to work near or on services will be required from the site manager.				
Fire Strategy		HIGH	MEDIUM	LOW	N/A
Comments	Fire strategy to be developed inline with the schools evacuation procedure and policy, ensuring there is not a cross over between construction and public. In addition 2 way control for fire-alarms to be introduced so that both parties are aware should one alarm go off.				
Water Management Plan		HIGH	MEDIUM	LOW	N/A
Comments	Dewatering strategy to be in place prior to any excavations being undertaken.				
Work at Height e.g. Perimeter Climbing Shield		HIGH	MEDIUM	LOW	N/A
Comments	Working at height will be required at roof level and internally within the halls and atrium. These works are to be risk assessed and an appropriate method statement in place to ensure a safe sequence of works. At roof level there will be a need to have the edge protection connected to the uppermost structural member. This will allow the roof and elevational treatments to be installed. The roof edge protection will then be removed by MEWP access and the roof capping installed from MEWP. The elevational treatments will be installed from a perimeter scaffold and/or MEWP.				

Work at Height: Riser Protection – Use of GRP Grid?		HIGH	MEDIUM	LOW	N/A
Comments	Working at height will be required at roof level and internally within the halls and atrium. These works are to be risk assessed and an appropriate method statement in place to ensure a safe sequence of works. At roof level there will be a need to have the edge protection connected to the uppermost structural member. This will allow the roof and elevational treatments to be installed. The roof edge protection will then be removed by MEWP access and the roof capping installed from MEWP. The elevational treatments will be installed from a perimeter scaffold and/or MEWP.				
Fall of Materials / Falling Objects		HIGH	MEDIUM	LOW	N/A
Comments	As above where there is a risk of falling objects the scaffolds either standing or mobile is to have kick boards fitted. This also applies to the edge protection at roof and floor level. Service voids within the floor slabs will be covered by either underslung scaffold deck or joisted and boarded flooring installed. No person will be allowed to walk under any lifting zone due to the possibility of falling objects.				
Scaffolding		HIGH	MEDIUM	LOW	N/A
Will a scaffolding design be required?		Y / N / N/A			
Comments	A scaffold design will be required to accommodate loading bays for masonry works. This is to be provided by the subcontractor.				
Fragile Materials		HIGH	MEDIUM	LOW	N/A
Comments	No access to any of these roofs is allowed until a full review of the roof and a safe method of works has been capture in a written method statements and risk assessments. A permit to access the roof may then be given if the site manager deems this safe to do so.				
Plant and Vehicle Movements		HIGH	MEDIUM	LOW	N/A
Comments	There will be plant and vehicle movement within the site. Pedestrians and vehicles will be segregated at all times by rigid barriers. Warning signage will be provided.				

	Safe crossing points between the compound and work areas are to be set up as part of the traffic management plan and continuously monitored by the site managers.
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Footpath / Road / Car Park Works		HIGH	MEDIUM	LOW	N/A
Comments	There is a hard standing carpark where the site offices are to be established. Suitable foot paths are to be installed to allow clean, safe access to the work face and existing buildings. Car park works will be carried out in various phases. These will be fenced off whilst the under construction to ensure segregation between foot traffic and plant movements.				
Manual Handling		HIGH	MEDIUM	LOW	N/A
Comments	Manual handling is to be undertaken in line with the current HSE guidance. All operatives are to have manual handling training and a method statement will detail a safe system of work (inc manual handling aids) where appropriate.				
Cranes / Mechanical lifting		HIGH	MEDIUM	LOW	N/A
Comments	There will be a requirement for cranes to be used on this project for the following operations: 1 Structural frame erection 2 SIPS Panel Installation 3 Roof Installation 4 Plant installation All craneage works require a working platform design. This will need to be suitably sized to accommodate all required crane sizes and configurations. Please take note this platform may need to be over designed to take the point loads of the MEWPS. This needs to be included when requesting the design from the temporary works design engineer.				
Tower Crane / Crawler Crane / Hoist / MCWP*		HIGH	MEDIUM	LOW	N/A
Comments					
* Refer to Dave Shooter Group Crane Manager					
Materials (COSHH / special hazards)		HIGH	MEDIUM	LOW	N/A
Comments	COSHH data sheets for all materials should be issued with the relevant RAMS and should be vetted along with the method statement to ensure all products that are being used on site are covered.				

	Specific skips may be required to accommodate some material disposal e.g. plasterboard, paint tins etc.				
Power / Lighting		HIGH	MEDIUM	LOW	N/A
Comments	Temporary lighting and power will be supplied from generators and a temporary builders supply. This will be metered for the site use, protected from damage and removed upon completion of the works.				
Temporary Works / Design – includes planned / considered TW		HIGH	MEDIUM	LOW	N/A
Comments	A working platform and hoarding design will be needed on this site. A suitable mat for MEWPS will also be required along with the floor and roof edge protection. The lift shaft will also require tested lifting eyes prior to the lift installation.				
Item requiring Temporary Works design?		✓	Item requiring Temporary Works design?		✓
Hoarding / Fencing	✓	Anchor Points	✓		
Excavation / Ground support	✓	Falsework / Formwork	✓		
Piling Mat	✓	Floor loadings	✓		
Plant Platform – crane, MEWP, etc.	✓	Edge Protection	✓		
Structural Support – new build / existing	✓	Other?			

Specific Competence Requirements - Specialist Training		HIGH	MEDIUM	LOW	N/A
Comments	All site teams to have the relevant training qualifications for the reflective areas of works being undertaken.				
Item requiring Specific Competence?		✓	Item requiring Specific Competence?		✓
Temporary Works Co-ordinator	✓				
Electricity – Authorised Person	✓				
Electricity – Competent Person	✓				
Crane Coordinator	✓				
FPA Fire Training	✓				
SPA PFA Petroleum Card					
Gas Safe Domestic Gas	✓				
Temporary Works Inspection	✓				
Scaffolding Inspection	✓				
Dust / Fume		HIGH	MEDIUM	LOW	N/A
Comments					

Diving / Works Under Water		HIGH	MEDIUM	LOW	N/A
Comments					
Work On, Over or within 10 m of Water		HIGH	MEDIUM	LOW	N/A
Comments					
Noise		HIGH	MEDIUM	LOW	N/A
Comments	Noise monitoring will be set up around the site to ensure we keep control of the noise generated bythe construction activities. B+K form SPF 234 will be completed as part of our procedures and kept on file at site. A location plan of monitoring station locations will be displayed in the site office.				
Specialist Plant / Scaffolding / Access Equipment		HIGH	MEDIUM	LOW	N/A
Comments	Scaffold and edge protection will be required on this site at each of the upper floor levels, roof and lift shaft. These will require a design and weekly checks to ensure they are safe to use whilst works progress.				
Specialist Trades		HIGH	MEDIUM	LOW	N/A
Comments	The trades being used on this site are of a general nature: Below ground drainage Frame erection Façade Wrap SIPS Ground floor slab construction and associated drainage Pre-fabricated structural upper floor construction Proprietary roof covering Internal partitions M+E installation Finishing trades and furniture Most of the trades being appointed on this scheme have worked on other schemes such as this one				
Building Services		HIGH	MEDIUM	LOW	N/A
Comments	There are existing services on the site that need to be traced, plotted and disconnected. Further GPRS to be undertaken upon possession of the site.				

Inspection Test Commissioning – 3 rd Party QA – Fire / Façade		HIGH	MEDIUM	LOW N/A
Comments	Reflective of the ITP for the project; there will be 3 rd party accreditation for the following; - Fire - Façade - Steel installation - Roof - Door installation - Internal drylining.			
Fire Protection		HIGH	MEDIUM	LOW N/A
Comments	There will be a co-ordinated detailed design for the fire protection on the scheme. With follow on 3 rd party inspections			
Ongoing Maintenance Issues		HIGH	MEDIUM	LOW N/A
Comments				
Waste		HIGH	MEDIUM	LOW N/A
Comments	B+K Site Waste Management Plan is to be enforced with all sub-contractors signing up to the plan. Segregation skips will be placed on site to ensure segregation of general waste, timber, metal and plasterboard. Further segregation may be implemented as necessary.			
Commissioning / Testing / Handover		HIGH	MEDIUM	LOW N/A
Comments	There will be time allowed in the Programme to commission and demonstrate the services and building to the client and end user prior to PC.			
Other		HIGH	MEDIUM	LOW N/A

Comments	The site information is now to be held on 4P and is to be uploaded from site /office with access given to the wider team by the Document Controller.
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Health & Safety Procedures / Forms / Systems Index			
 Cloud Based Health and Safety App.			
Management Inspections:		Authority to Proceed:	
Site Management Safety Inspection		Confined Space	
Project leader Safety Tour		Electrical Work - Limitation of Access	
Director safety Tour		Use of Leaning Ladders / Stepladders	
B+K H&S Advisor Inspection		Lorry Loader	
R G Wilbrey Inspection		Excavations / Ground Penetration	
RG Wilbrey Development Visit		Tree Protection - Works within Root Protection Area	
Sub-contractor Safety Tour		Truck Mounted Concrete Pump	
Site Inspection Activity:		Wet Works	
Site Activity Log (site diary) includes progress photographs and Good Order tour		Roof Access	
Daily Activity Briefing		Behaviour / Discipline:	
Toolbox Talk Register / Briefing Register		Red Card – Serious Non-compliance – Immediate Exclusion	
Welfare Inspection Record		Yellow Card – Non-compliance – Record of Warning	
Site Hoarding and Fencing Inspection Record		Green Card – Positive Behaviour / Good Compliance	
Environmental Protection Inspection Record		Event Reports:	
Fire Equipment Inspection Record		Incident / Accident Report – Injuries, Near-miss, Dangerous Occurrence, Ill Health, etc.	
Permit to Work:		Official Visit – HSE, EHO, etc.	
Hot Works – Standard / High Risk		Consultation / Feedback:	
Excavation / Ground Penetration Near ‘Live’ Services		Concern Report – QR Code link to Workforce / Public	
General Permit to Work			
Critical Tasks – Covid Relaxation of Social Distancing Requirements			
Inspection TAG system			
Ladder / Stepladder / Podium Daily Inspection SPF 316 is withdrawn and replaced with TAG Inspection system			
 Cloud-based GDPR secure Workforce Management System			
Workforce Registration (identity and competence), B+K induction, Supervisor Induction and Demographic anonymised data. Time and Attendance Recording.			
Section	Procedure	Section	Procedure
0.0	Safety Procedures Overview	8.9	Smoking e-Cigarettes
0.1	Contents and link to Quality Management System	8.10	Mental Health & Wellbeing
1.0	Training and Competence	9.0	Site Arrangements
1.1	Training and Competence	9.1	First Aid
1.2	Toolbox Talks	9.2	Welfare
1.3	Apprentices Interns, Placements, etc.	9.3	Catering/Food Preparation
1.4	Supervision	9.4	Traffic Management
2.0	Consultation and Communication	9.5	Public Protection
2.1	Worker Consultation and Site Feedback	9.6	Visitors
2.2	Company Safety Induction	9.7	Good Order
2.3	Site Induction Process and Orientation Process	9.8	Site Establishment
2.4	Non-English-Speaking Workers	9.9	Electricity
2.5	Red/Yellow/Green Card	9.10	Gas Installations
2.6	Agency Worker Induction	9.11	Services
3.0	Risk Assessment/Method Statements/Permits	9.12	Storage of Hazardous Substances Fuel and Oil
3.1	Risk Assessment	9.13	Mortar Silos
3.2	Method Statements	9.14	Health & Safety Standard Notice Boards
3.3	Authority to Proceed & Permit to Work Procedures	9.15	Security, Hoarding, Fencing and Barriers
3.4	Hot Works Permit to Work Procedure	9.16	Safety Signs
3.5	Temporary Works	9.17	ADR Carriage of Dangerous Substances
4.0	Construction Design Management	9.18	Lighting
4.1	CDM Overview	9.19	Site Logistics
4.2	CDM Contractor & Designer Assessments	10.0	Environmental Protection
4.3	CDM Pre-Construction Information	10.1	Archaeology
4.4	CDM Health & Safety Plan	10.2	Ecology and Wildlife
4.5	CDM Health & Safety File	10.3	Invasive Species
4.6	CDM Principal Designer	10.4	Water Pollution Prevention
5.0	Monitoring Audit and Review	10.5	Vibration
5.1	Health & Safety Inspections	10.7	Packaging Waste
5.2	Health & Safety Monitoring and Audits	10.8	Waste Management (England and Wales)
5.3	Outside Agencies and Official Visits	10.9	Waste Management (Scotland)
5.4	Considerate Constructors Scheme	10.10	Weather Conditions
5.5	Health & Safety Reporting	10.11	Working on or Near Water
6.0	Accidents and Incidents	10.12	Trees and Hedgerows
6.1	Accidents and Incidents – Escalation Procedure	10.13	Environmental Dust
7.0	Fire and Emergency	11.0	Health Risk Management
7.1	Emergency Procedures	11.1	Asbestos
7.2	Fire – General Fire Precautions	11.2	Confined Spaces
7.3	Fire - Site Offices and Temporary Accommodation Units	11.3	CoSHH
7.4	Fire – Timber Structures	11.4	Dermatitis
7.5	Fire – Refurbishment & Works in Occupied Premises	11.5	Dust
7.6	Fire – Process Fire Controls	11.6	Hand Arm Vibration Syndrome HAVS
8.0	Personal Health & Safety	11.7	Occupational Health
8.1	Display Screen Equipment Assessments	11.8	Lead
8.2	Driving	11.9	Legionella
8.3	Drugs and Alcohol	11.10	Muscular Skeletal Disorders
8.4	Lone Working	11.11	Noise
8.5	Personal Electronics Phones Etc	11.13	Sharps
8.6	New or Expectant Mothers	11.14	Smoke, Fumes and Odours
8.7	Office / Premises Safety	11.15	UV Exposure
8.8	PPE	11.16	Zoonoses

Section	Procedure	Section	Procedure
12.0	Lifting Equipment and Operations	14.12	WaH Equipment – Waste Chutes
12.1	Lifting Equipment	14.13	WaH Equipment – Personal Fall Protection
12.2	Lift Trucks and Telehandlers	14.14	WaH Equipment – Rope Access
12.3	Lifting Operations	14.15	WaH Equipment – Horizontal Mansafe Systems
12.4	Lifting Operations – Lorry Loader	14.16	WaH Equipment – Stilts
12.5	Lifting Operations – Tower Crane A-F	14.17	WaH Equipment – Stairs, Landings, Thresholds and Ramps
12.6	Lifting Operations – Crawler Cranes	14.18	WaH Equipment – Edge Protection
12.7	Lifting Operations – Hoists	14.19	WaH Equipment – Risers, Lift Shafts & Openings
12.8	Lifting Operations – Self Erect Tower Cranes	14.20	WaH – Falls from Vehicles
12.9	Lifting Operations – Compact Cranes	14.21	WaH – Temporary Accommodation Units
13.0	Plant and Equipment	14.22	WaH – Fragile Materials
13.1	Work Equipment	14.23	WaH – Pitched Roofs / Slating & Tiling
13.2	Mobile Plant	14.24	WaH Plant – Suspended Access Units – BMU-Cradles
13.3	Excavator Safety	14.25	WaH – Tool Tethers
13.4	Site Dumpers	15.0	Specific Risks
13.5	Compressors & Pneumatic Tools	15.1	Demolition
13.6	Deliveries and Tipping of Loads	15.2	Refurbishment
13.7	Road Sweepers & Wheel wash Equipment	15.3	Ground Remediation and Stabilisation
13.8	Proprietary Shoring Equipment	15.4	Excavation Works
13.9	Mobile Crushers	15.5	Concrete Works
13.10	Non-road Mobile Machinery	15.6	Piling, Drilling and Pile Caps
14.0	Work at Height	15.7	Road Works
14.1	Work at Height	15.8	Paving Kerbs
14.2	WaH Safe Systems of Work	15.9	Welding
14.3	WaH Plant – MEWPS	15.10	Structural Erection
14.4	WaH Plant – Mast Climbing Work Platforms	15.11	Structural Metal Decking
14.5	WaH Equipment – Ladders and Stepladders	15.12	Precast Concrete
14.6	WaH Equipment – Low Level Access	15.13	UXO – Unexploded Ordnance
14.7	WaH Equipment – Low Level Working Platforms	15.14	Network Rail Requirements
14.8	WaH Equipment – Mobile Access Towers	15.15	Plasterboard
14.9	WaH Equipment – Safety Nets / Fall Arrest Equipment	15.16	EMF - Electromagnetic Frequency
14.10	WaH Equipment – Scaffolding	15.17	Fixings and Fixing Systems
14.11	WaH Equipment – Loading Platforms	15.18	Water Management

Section No	Safety Procedures Forms - Index	Section No	Safety Procedures Forms - Index
SPF 100	Planning Forms / Templates	SPF 318	Mobile Plant Checks Daily Inspection Record
SPF 101	Project Safety Notification/Safety Pack Request	SPF 323	Mast Climbing Work Platform Daily / Weekly Inspection Record
SPF 106	Method Statement Evaluation Record	SPF 326	Day / Night Shift Handover
SPF 109	Tower Crane/SETC Project Lift Plan & Method Statement	SPF 333	Tower Crane – Daily Climbing Record
SPF 110	Tower Crane/SETC Authorisation by Plant Manager	SPF 334	Radio Checks - Daily Record
SPF 114	Health & Safety (CDM) Plan Template	SPF 337	Delivery Vehicle Log
SPF 115	Fire Risk Assessment	SPF 400	Permit to Work / Authority to Proceed Forms
SPF 117	Risk Assessment Template	SPF 420	ATP - Temporary Works .XLS spread sheet
SPF 118	Method Statement	SPF 422	ATP - Tower Crane Erection + Appendix TC Erection Tracker
SPF 119	Method Statement Amendment Record	SPF 429	ATP MCWP erection
SPF 120	CoSHH Assessment	SPF 430	ATP Hoist erection / SPF 430a continuation sheet
SPF 124	Small Contractor Competence Assessment Record	SPF 500	Weekly Forms
SPF 125	Direct Contractor Evaluation Record	SPF 501	Harness & Lanyard Inspection Record .XLS spread sheet
SPF 126	HEC Contractor Authorisation	SPF 502	Lifting Equipment & Accessories Inspection Record
SPF 127	FM Contractor Competence Evaluation Record	SPF 503	Scaffolding/Temporary Works Equipment Inspection Record
SPF 128	Small Works Health & Safety (CDM) Plan Template	SPF 503a	Project Manager's Weekly Scaffolding Inspection Record
SPF 132	Lifting Plan Evaluation Record	SPF 504	Excavation/Earthworks Inspection Record
SPF 133	Tower Crane Enquiry	SPF 505	Work Equipment Inspection Record
SPF 134	Hoist Enquiry	SPF 507	Fixed Premises Weekly / Monthly Fire Inspection Record
SPF 137	Design Brief - Temporary Works .XLS spread sheet	SPF 508	Site Management Weekly Safety Report .XLS spread sheet
SPF 138	Tower Crane -SETC Information Request	SPF 510	Workforce Safety Questionnaire
SPF 200	Project Commencement Forms	SPF 511	Lifting Plan Review Record
SPF 201	Site Safety Orientation Record	SPF 600	Management Report Forms
SPF 202	Site Safety Orientation Register	SPF 602	Management Monthly Safety Report . XLS spread sheet
SPF 206	Plant Authorisation Register .XLS spread sheet	SPF 604	DSE User Assessment Record & Eye Test Request
SPF 207	Lifting Equipment & Accessory Authorisation Register.XLS	SPF 605	Contractor Health & Safety Inspection Register
SPF 208	Portable Appliance Test Register	SPF 607	Procedures Feedback Form
SPF 210	Telehandler Risk Assessment/Authorisation	SPF 610	Weekly Vehicle Inspection Record
SPF 211	RTFL Risk Assessment/Authorisation	SPF 611	Waste Transfer Note
SPF 212	Counterbalance FLT Risk Assessment/Authorisation	SPF 613	Sub-contractor Safety Tour
SPF 213	Site Attendance Register	SPF 615	Fixed Premises - Offices Monthly Inspection Record
SPF 214	Site Visitor Attendance Register	SPF 700	Investigation Forms
SPF 216	Site Safety 5 Minute Induction / Orientation	SPF 702	Incident Investigation Report
SPF 218	Agency Manager Orientation Record	SPF 703	Witness Statement
SPF 221	MCWP Inspection Tracker	SPF 704	Witness Statement – continuation
SPF 222	Temporary Works Register .XLS spread sheet	SPF 800	H&S Department Forms NOT FOR SITE USE
SPF 300	Daily Forms	SPF 803	Health & Safety Incident Summary Report
SPF 303	MEWP Daily/Weekly Inspection Record	SPF 804	Investigation Report
SPF 304	Safety Net Inspection Record	SPF 805	Health & Safety Management Briefing
SPF 305	Telehandler/Forklift/RTFLT Daily/Weekly Inspection Record	SPF 806	Safety Alert Template
SPF 307	Self-Erect Tower Crane Daily Inspection	SPF 807	Best Practice Note
SPF 308	Lifting Schedule	SPF 809	FRA Review PAS 79.1 20 Annex D
SPF 311	Hire and Manage Lifting Plan	SPF 810	Management of Tower Cranes Audit
SPF 312	Load Plan	SPF 811	Monthly Summary
SPF 313	Personal Protective Equipment Issue Register	SPF 813	Workshop Fixed Premises Audit Premises Report
SPF 314	Personal Protective Equipment Inspection Record	SPF 814	Fixed Premises Audit Report
SPF 315	Hand Arm Vibration Exposure Record		

Appendix B – Provisions of Welfare:

- Welfare facilities shall contain:
 - Canteen area containing microwave, kettle, seating and tables
 - Toilets will be provided for males and females.
 - Drinking water will be provided by mains supply
 - Smoking facilities will be provided on site. External, separate to canteen and not in line with the school.
 - Drying room and lockers will be provided.
 - Office accommodation will be provided for Supervisor, Managers and visitors.
- Welfare Facilities Layout:

