

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	1 of 41

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

CONSTRUCTION PHASE

Health and Safety

Morgan Sindall business unit / region:	Yorkshire and North East				
Project name:	Leeds City Academy				
Project no.:	TBA				
Customer:	White Rose Academies Trust				
Location:	Leeds City Academy, Woodhouse Cliff, LS62LG				
Revision no.:		Date:	15.02.2024		

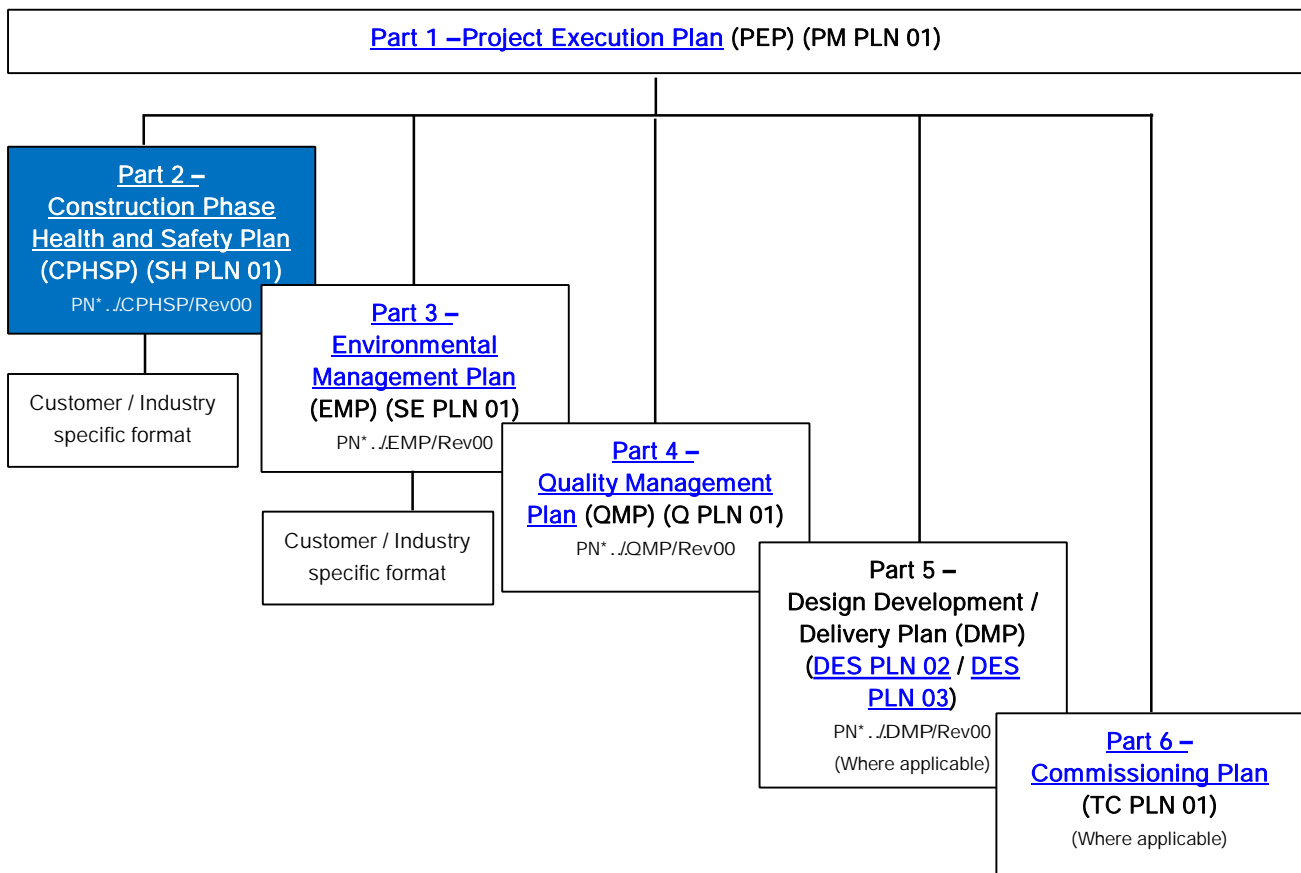
For full revision schedule see section one of Project Execution Plan (PEP) Part 1.

Construction Phase Health and Safety Plan (CPHSP) - overview

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

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

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



Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	2 of 41

Contents

1.	Introduction	4
1.1.	Pre-ambles –the following information is contained within PEP Part 1	4
1.2.	Purpose of this plan.....	4
1.3.	Authorisation	4
1.4.	Integrated Management System (IMS)	5
1.5.	Contract details	5
2.	Health and safety management	5
2.1.	Roles and responsibilities	5
2.2.	Risk assessments and method statement (RAMS)	5
2.3.	Site specific RAMS	5
3.	Safety and occupational health controls	5
3.1.	Accident and incident reporting (including learning event and near miss reporting)	6
3.2.	Certification of plant operators	6
3.3.	Confined spaces	6
3.4.	Control of Substances Hazardous to Health (COSHH) and Asbestos	6
3.5.	Demolition	7
3.6.	Electrical supplies and equipment	7
3.7.	Excavations and services	7
3.8.	Emergency arrangements	7
3.9.	Fire precautions	8
3.10.	Hand Arm Vibration Syndrome (HAVS)	8
3.11.	Health and safety rules.....	8
3.12.	Health surveillance	8
3.13.	Health and safety file	9
3.14.	Hot works	9
3.15.	Housekeeping	9
3.16.	Site induction	9
3.17.	Interfaces with visitors, the public and others	9
3.18.	Lifting operations	10
3.19.	Lone working	10
3.20.	Manual handling	10
3.21.	Material storage and distribution	10
3.22.	Mechanical plant	10
3.23.	Monitoring and inspection	11
3.24.	Noise	11
3.25.	Occupational health monitoring and surveillance	11
3.26.	Permits to work	11
3.27.	Personal Protective Equipment (PPE)	12
3.28.	Piling operations	12
3.29.	Pressurised systems	12
3.30.	Road works	12
3.31.	Safety training	12
3.32.	Scaffolding	12
3.33.	Site office safety	12
3.34.	Site security	12
3.35.	Smoking	13
3.36.	Statutory notices	13
3.37.	Steel erection	13
3.38.	Temporary works	13
3.39.	Traffic management	13
3.40.	Welfare and first aid	14
3.41.	Working at height	15
3.42.	Working near railways	16
3.43.	Working over or adjacent to water	16
3.44.	Work station (computer) assessments	16

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	3 of 41

Appendices

Appendix A	Project specific health and safety objectives and targets	17
Appendix B	Project risk assessment summary	18
Appendix C	SHE RAMS schedule / evaluation template	20
Appendix D	Construction programme	21
Appendix E	Construction Phase Pre-Start Fire Risk Assessment Checklist	222
Appendix F	Fire Risk Assessment	24
Appendix G	Emergency Preparedness	25
Appendix H	Traffic Management Plan (TMP)	310
Appendix I	Site service plan	38
Appendix J	Project safety and security site rules	410

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	4 of 41

Introduction

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

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

1.2. Purpose of this plan

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

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

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

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

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

- Appropriate legislation
- Corporate governance
- Morgan Sindall and/or Morgan Sindall Professional Services policies
- Customer requirements (to include stakeholders)
- Company processes and procedures (amend as necessary)
- Methodologies and programmes
- Organisational structures
- Supply chain requirements.

1.3. Authorisation

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

Legal and other requirements

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

Specific requirements as detailed in pre-construction information pack shall be incorporated into this plan.

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	5 of 41

1.4. Integrated Management System (IMS)

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

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

1.5. Contract details

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

2. Health and safety management

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

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

2.1. Roles and responsibilities

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

2.2. Risk assessments and method statement (RAMS)

No activity will be permitted without an approved RAMS.

The project management team shall produce risk assessments where significant risks are identified.

2.3. Site specific RAMS

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

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

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

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

Change control for systems of work

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

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

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

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

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

3. Safety and occupational health controls

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	6 of 41

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

In the event of an accident or incident occurring and depending on its nature, the process detailed in SH PRO 02 should be followed.

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

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

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

Reports

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

Asbestos

Prior to any work, maintenance or demolition on existing buildings, the project manager will check that a survey has been carried out to identify any Asbestos Containing Materials (ACM's). In accordance with the SH PRO 05.

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

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

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

3.2. Certification of plant operators

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

3.3. Confined spaces

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

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

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

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

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

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

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	7 of 41

3.5. Demolition

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

3.6. Electrical supplies and equipment

The design, installation, use and maintenance of electrical systems and equipment will be in accordance with company standards SH PRO 04.

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

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

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

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

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

3.7. Excavations and services

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

All excavations will be done following the relevant Morgan Sindall process standards and guidance. Service and cable avoidance will be carried out according to HSG47 and Morgan Sindall standards SH PRO 07 and SH6 STD 01. The precautionary principle will apply where there is uncertainty about buried services.

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

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

3.8. Emergency arrangements

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

The emergency co-ordinator will be responsible for:

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	8 of 41

3.9. Fire precautions

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

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

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

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

3.10. Hand Arm Vibration Syndrome (HAVS)

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

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

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

3.11. Health and safety rules

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

- Policies including substance abuse
- Access and egress
- Personal Protective Equipment (PPE)
- Mandatory instructions
- Site boundaries
- Training and competence
- Authorised persons
- Safe methods of work
- Traffic management
- Waste
- Visitors.

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

3.12. Health surveillance

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

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

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	9 of 41

3.13. Health and safety file

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

The contents of the health and safety file may include:

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

3.14. Hot works

Works that generate heat or sparks that could create risk of fire require issue of a hot works permit and the provision of fire extinguishers and emergency arrangements. SIMS online system to be used to control permits

3.15. Housekeeping

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

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

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

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

3.16. Site induction

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

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

This induction will be delivered to all Morgan Sindall employees, subcontractors and visitors on site.

Records of this induction will be maintained within the site safety file.

All visitors to site whether invited or not, must identify themselves to the project manager attending site prior to entering the worksite. The project manager must ensure that all such visitors are in possession of the relevant certification, site equipment (including PPE) and are fully inducted and briefed before accessing the work location.

3.17. Interfaces with visitors, the public and others

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

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

- Signage –warning, prohibitive, informative
- Hoarding –A timber hoarding c/w concrete ballast blocks will be erected around site where there is a vehicle and pedestrian interface
- Localised barriers –Heras style fencing will be installed where it is not possible to erect solid hoarding or used as a temporary protection as work proceeds.

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	10 of 41

- Pedestrian and vehicular entry will be controlled by our gateman and recorded using the via M Site system.
- A banksman will be in place to manage all deliveries into and out of site. All deliveries to site must be booked in and agreed with site management prior to arrival.
- Loading and un-loading to take place within the site boundary.

3.18. Lifting operations

All lifting operations will be planned and authorised in accordance with company processes, standards and guidance SH PRO 09. The Operations/Contracts manager must appoint a Responsible Person (Lifting) and record this appointment on the relevant appointment form.

Where applicable the contract manager will appoint a competent appointed person for cranes and a crane supervisor.

All lifting machinery, equipment and gear must be checked prior to use and on arrival to site. This will include the use of piling rigs.

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

3.19. Lone working

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

3.20. Manual handling

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

3.21. Material storage and distribution

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

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

3.22. Mechanical plant

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

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

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

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	11 of 41

3.23. Monitoring and inspection

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

Project Monitoring Schedule				
Type of monitoring	Frequency			
	Daily	Weekly	Monthly	Annual
Senior Management SHE tours			X (to be arranged by senior managers)	
SHE meetings			X	
Liaison / stakeholder meetings (i.e. with school)		(Every 2 weeks)		
Contractors (safety / co-ordination) meetings			X	
Project progress meetings			X	
SHE Cross regional audit				X
SHE Inspections –(SHE team)			X	
SHE Inspections –contractors (self-audit)			X	
SHE Inspections –client	TBC			
SHE Inspections –(site team)		X		
SHE Monthly return			X	
Safety committee (VOICE)			X	
Emergency procedure drills			X	
Safety awareness talks		X		
100% Safe toolbox talks / briefings			X	

3.24. Noise

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

Potential sources of noise on this project include:

- Plant / vehicle movement –deliveries
- Piling
- Groundworks / excavation
- Power floating of concrete floors
- Erecting structural steel
- Demolition and Strip out
- Installation of SFS framing / partitions
- External works / landscaping

3.25. Occupational health monitoring and surveillance

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

3.26. Permits to work

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

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

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	12 of 41

3.27. Personal Protective Equipment (PPE)

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

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

The issue of PPE will be recorded.

Other PPE required will be specified in activity RAMS, the use of activity specific PPE will be monitored by the relevant supervisor, ensuring its suitability in use, maintenance and fit.

3.28. Piling operations

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

3.29. Pressurised systems

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

3.30. Road works

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

3.31. Safety training

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

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

The project manager will ensure that BuildUK standards of competence for persons employed on Morgan Sindall projects are achieved, ie working towards 100% CSCS or equivalent.

3.32. Scaffolding

The project team will ensure that scaffold is erected in accordance with BS EN 12811, the CDM regulations 2015, National Access and Scaffolding Confederation (NASC) Guidance SG4:22, company standards and temporary works requirement.

3.33. Site office safety

A contract specific risk assessment for the site office and welfare facilities will be carried out. This will identify any specific hazards and controls to be adopted at that location. The PM STD 08 site establishment and welfare will be in accordance with the Morgan Sindall minimum standards document in the IMS.

3.34. Site security

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

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	13 of 41

The contract specific arrangements are:-

- Secure and lockable site accommodation
- Secure and lockable access and egress points within boundary fencing
- Secure and fire rated internal hoardings to work area
- Existing client and MSC CCTV coverage
- Signing in / out procedure controlled by MSC gateman

3.35. Smoking

Morgan Sindall does not allow smoking in any building or vehicle. Dedicated smoking areas on this project are not available as all Academy property is classed as a no smoking zone.

3.36. Statutory notices

Morgan Sindall will obtain the F10 notification from the client.

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

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

3.37. Steel erection

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

3.38. Temporary works

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

Details shall be listed in the appropriate method statements.

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

3.39. Traffic management

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

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

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	14 of 41

Visitors, public protection and interface with others

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

- Hoarding and signage in accordance with client / Morgan Sindall standard requirements
- Traffic management 'best practice'
- Security arrangements.
- CCTV cameras on site
- All deliveries to be booked in –no ad hoc deliveries
- All deliveries 'held' off site until called in by banksman
- Pedestrian walkways set up to give safe access to site welfare
- Banksman in place at the gatehouse
- Secure internal hoardings to the works area

3.40. Welfare and first aid

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

Welfare facility	Req'd	Type / comments			
Offices	Y				
Drying room	Y				
Lockers	Y				
Toilets –male	Y	Toilets		Sinks	Urinals
Toilets –female	Y	Toilets		Sinks	Sanitary disposal
Showers	N	(please refer to SH GUID1 Occupational Health Hazards and Risk Guidance and SH REG FRM19)			
Canteen unit	Y				
Hot water for washing hands	Y	(hot running water from day one)			
Drinking water supply	Y	(including cups)			
Meads of boiling water	Y				
Facilities for warming food	Y				
LEP cleaning station	Y	(Light Eye Protection - LEP)			
Hand care station	Y	(including sun screen)			
Other	TBA	To be reviewed as work proceeds			

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

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

Facility	Size / quantity	Facility	Size / quality
First aid boxes	2No 50 person kits	Eye washes	6No x 300ml
First aiders	2	Dowsing shower	0
Appointed persons	1	Stretcher	0
First aid room	0	Other - state	1No defib

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

First aiders	
Name	Certificate expiry date
Richard Bowmer	January 2027
Finlay Atack	

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	15 of 41

3.41. Working at height

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

Preventing falls of persons

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

Preventing dropped objects

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

Please detail below the project's strategy for preventing falls of persons and objects. The below table has been populated with some of the key work at height hazards, please develop this further specific to your project's requirements.

Example

Hazard	Arrangements
<i>Slab Edges</i>	<p><i>Full height containment will be used on the east and north elevations until the block and render façade has been completed. Local containment will remain in place where window openings are present.</i></p> <p><i>1600mm high edge protection will be installed on west and south elevations to permit the installation of SFS framing system, however any work within two metres of the edge protection will require tool tethers and exclusion zones will be in place at ground level at all times.</i></p> <p><i>The west elevation is also in close proximity to the projects boundary so containment nets will be used to prevent objects falling into public areas.</i></p>

Hazard	Arrangements
Roof work	Full perimeter scaffold and safety netting
Work to parapets	Scaffold handrail and safety netting
Façade work	N/A
Slab edges	1600mm high edge protection and external perimeter scaffold
Leading edge work	Safety netting and Youngman board and handrail
Scaffolding installation	Full exclusion zone to erection area whilst installing, and up to completion / hand over
Tower crane erection	N/A
Mast climbers/cradles	N/A
Protection of the public	Hoarding / fencing to the site perimeter within the academy boundary.
Steel Erection	Exclusion zone to all working areas and tool tethering to all equipment where possible
Other	

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	16 of 41

Selecting low-level access equipment

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

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

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

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

3.42. Working near railways

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

3.43. Working over or adjacent to water

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

3.44. Work station (computer) assessments

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	17 of 41

Appendix A Project specific health and safety objectives and targets

Objectives / targets	Control	Action / responsibility
Demonstrate strong leadership with regards to SHE	<p>Senior Managers Tours (Leadership Assessments) carried out on the project periodically</p> <p>Weekly project SHE Inspections</p> <p>Supply chain pre-start meetings at least 1 week in advance of start of contractor</p> <p>Weekly SHE meetings held with all supervisors onsite</p>	<p>Area Director/ SHE Manager</p> <p>Site Manager</p> <p>Project Manager</p> <p>Site Manager</p>
Communication of SHE expectations, arrangements, and performance	<p>Weekly SHE meetings held with all supervisors on site</p> <p>VOICE arrangements set up on site including: -Monthly VOICE meetings -Awareness posters and Information given during induction</p> <p>Positive intervention scheme active on site</p> <p>Open door policy adopted by all project management team</p>	<p>Site Manager</p> <p>Site Manager</p> <p>Site Manager</p> <p>All MSC project team</p>
Ensure a competent workforce	<p>Every member of the workforce to possess a valid and relevant CSCS for their particular trade</p> <p>Ensure supervisors on site have SSSTS or SMSTS training</p>	<p>PM and project quantity surveyor through supply chain management and procurement</p>
To meet the requirements of Morgan Sindall's environmental strategy	<p>Site waste management plan in place for the project that looks at minimisation of waste</p> <p>Environmental management plan in place for the project and updated as required in line with the project PEP</p> <p>Environmental nuisance to be minimised by effective management of noise and dust.</p> <p>Environmental Awareness Talks carried out as necessary on specific topics.</p>	<p>SHE Manager</p> <p>Project Manager</p> <p>Project Manager</p> <p>Site Manager</p>
Implement the Considerate Contractors Scheme and aim for a minimum of 42/50	<p>Register with the Considerate Constructors Scheme</p> <p>SHE Inspections and promotion to ensure compliance</p>	<p>Project Manager</p> <p>SHE Manager</p>
Project to promote occupational health through the workforce	<p>Quarterly health campaigns to be driven through the project.</p> <p>RAMS for each activity to include health issues, with suitable and sufficient control measures identified and carried out</p>	<p>Project Manager</p> <p>Site Manager</p>

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	18 of 41

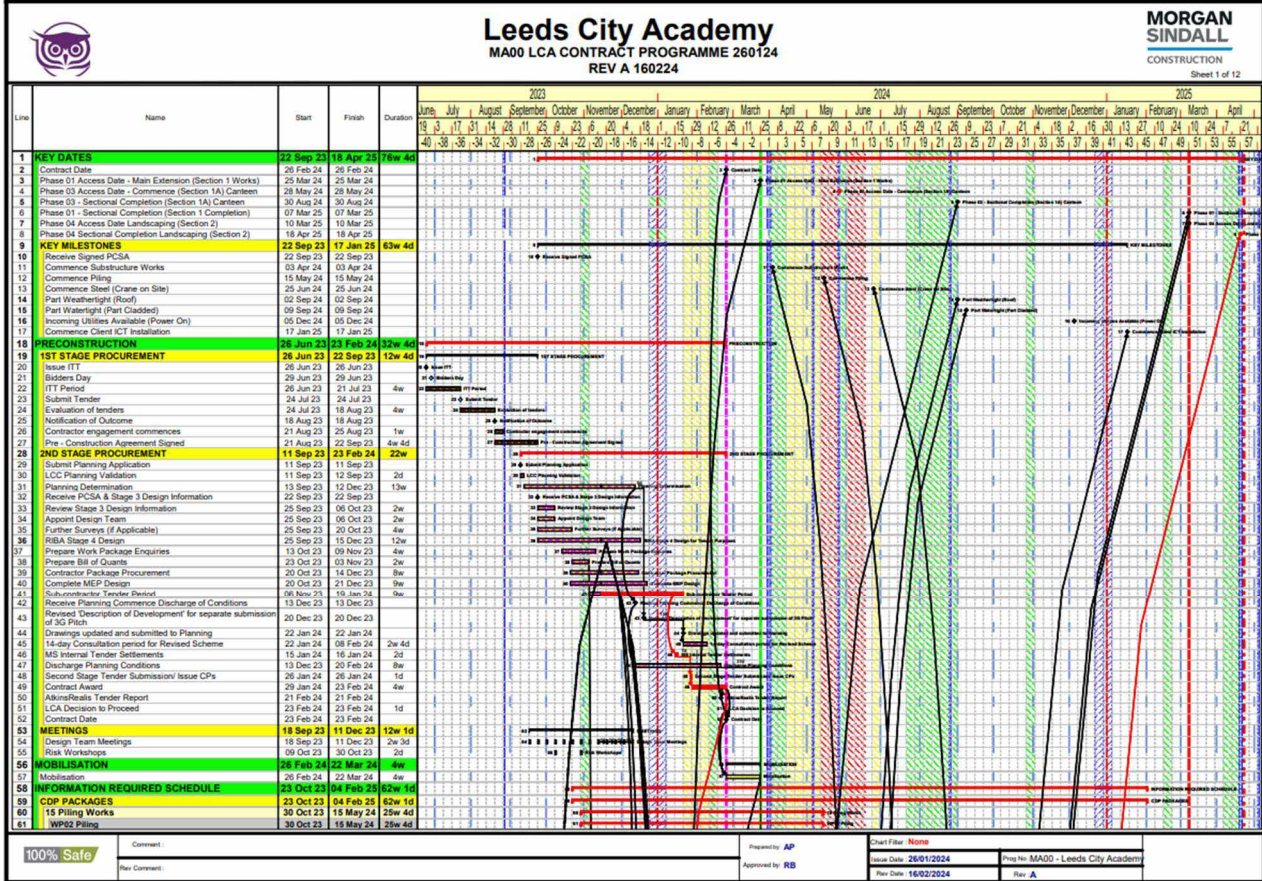
Appendix B Project risk assessment summary

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	21 of 41

Appendix D Construction programme

Insert construction programme here – currently under review



Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	22 of 41

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

Refer to Morgan Sindall Fire Safety Standard (SHE 8 STD 01) for guidance if required.

NOTE: High risk projects include; High Rise, Timber Frame, Occupied premises (*hospitals, schools, care home & re-cladding projects*)

Responsible Person:													
Type of project	High Rise		Timber frame		Refurb		Re-cladding		Steel Frame		RC Frame		Traditional
	Modular		Demolition										
Site Accommodation –Initial site set-up					Yes	No	N/A	Actions					Owner
Location of Oasis units (including contractor cabins) should be located no closer than 6m from any structure.													
Smoke Detection and break glass call point ordered for Oasis unit													
Foam & CO2 ordered for Oasis Unit													
Dry Powder extinguishers and spill kit ordered for refuelling area													
Fire Assembly Point identified (<i>update location as necessary in line with project</i>)													
Occupying permanent buildings? Arrangements made for checking: A) Emergency lighting B) Fire alarm system C) Fire doors D) Means of escape E) Compartmentation where required													
EV charging area requirements to include: A) Charging area located in the open B) Sufficient space for other vehicles manoeuvring safely C) Located 10m from any combustible/flammable storage areas D) Located 10m from any building under construction/refurbishment E) Charging bay signage requested F) Charging points protected from impact G) Emergency isolation switch provided, located away from the charging area													

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	23 of 41

Site Accommodation –Main set-up	Yes	No	N/A	Actions	Owner
Fire rated cabins requested for location 6 metres or closer from any structure. This includes contractor cabins.			1		
Fire rated cabins requested when closer than 20m for timber frame projects			1		
Site welfare inside building under construction/refurbishment compliant with section 13.9 JCOP requirements			1		
Two means of escape provided from each level of site accommodation	1				
Smoke detection ordered for A) offices B) Changing facilities C) Knowledge quad	1 1 1		1		
Heat detection ordered for kitchen areas	1				
Fire alarm system arranged to be linked to M-site	1				
Fire Alarm system required to be linked to an alarm receiving centre when no security presence is in place.	1				
Arrangements made for SMS notifications on fire alarm system	1				
Break glass call point arranged for each floor level	1				
Foam and CO2 extinguisher and stand arranged for each floor level	1				
Lith Ex extinguisher arranged for battery charging area	1				
Emergency lighting arranged internally and on access stairs	1				
On site security arranged & SIA approved contractor	1				
Portable appliance testing arranged	1				
No deep fat fryers to be used at all in site accommodation	1				
Construction Site					
Design fire safety information regarding combustible materials has been reviewed & omitted where possible.	1				
Timber frame off-site FRA has been undertaken at design stage and shared with construction team			1		
Temporary fire evacuation strategy and plans arranged & printed for fire points (A3 Size)	1				
Fire information box for fire brigade use requested				To be developed	
At least two means of escape are provided (<i>unless design dictates otherwise</i>)	1				
Sufficient fire detection arranged in line with temporary fire strategy	1				

Management System

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	24 of 41
Arrangements in place for temporary impairment of existing fire alarm or sprinkler systems in occupied buildings					To be reviewed and developed. The site does not have a sprinkler system
Alarm call points arranged in line with temporary evacuation strategy	Y				
Fire stands and boxes arranged as appropriate	Y				
Foam & CO2 extinguishers arranged for internal areas	Y				
Dry Powder arranged for refuelling areas	Y				
Emergency lighting considered and arranged accordingly	Y				
Adequate directional & exit signage arranged	Y				
Areas for the safe storage of combustibile materials identified on plan	Y				
Areas for the safe storage of flammable liquids and gases identified on plan	Y				
Areas for waste storage areas identified	Y				
Covered skips or flame-retardant covers arranged within 3m of any structure or boundary.	Y				
Provision for the safe/secure storage of combustibile cladding following removal on recladding projects			Y		
Have alternative methods been considered to avoid hot works during the project	Y				
List all known hot work requirements for the project & outline control measures					T
Is a thermographic camera likely to be required for the management of hot works	Y				
Temporary fire doors for stair cores have been accounted for	Y				
Temporary fire stopping arranged for high rise (<i>Minimum every 5 floors where practicable, 60 minutes fire resistance, integrity & insulation</i>)			Y		
Temporary/permanent fire stopping arranged for occupied areas located adjacent to construction area (<i>e.g. Hospitals, schools, commercial buildings</i>)	Y				
Wet risers planned to be commissioned at 50 metres (<i>to be available as dry riser at 11m</i>)			Y		
All dry risers planned to be commissioned at 11 metres			Y		
Access for fire appliances will be maintained. (<i>Must also consider requirements for occupied neighbouring buildings</i>)	Y				
Hydrant water supply is available	Y				
Smoking shelter(s) arranged with metal cigarette bin		Y			Smoking is not allowed on academy site

Management System

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	25 of 41

Fire rated sheeting arranged for public facing areas, & escape routes within 6 metres of any structure & scaffolding							
Management				Name		Position	
Fire Coordinator(s) <i>(At least two people required in most cases)</i>				Richard Bowmer		Project Manager	
				Finlay Atack		Site Manager	
Fire Marshalls				Richard Bowmer		Project Manager	
				Finlay Atack		Site Manager	
				TBA		Key Operative	
Fire Coordinator/Fire Marshall training completed or arranged				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Fire plan completed & attached:				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Form completed by:				Richard Bowmer			
Position:				Project Manager			
Date:				22.02.2024			
Date sent to UK Fire Safety Manager / SHE Manager:							

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	26 of 41

Appendix F – Project Fire Risk Assessment (FRA)

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	27 of 41

Appendix G – Emergency Preparedness

1.1. Action in the event of a fall from height

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

1.2 Confined space rescue

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

1.3 Action in the event of a service utility failure

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

1.4 Action in event of a water leak

On discovering a water leak:

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	28 of 41

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

1.5 Action in event of an explosion

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

1. The responsible person should contact the emergency services –dial 999 or local arrangement. Inform them of a major incident due to explosion within / outside the building
2. Sound the alarm and evacuate the building / area as quickly as possible
3. Be aware of additional explosions
4. Ensure all access is freely available to emergency rescue services eg digital door lock codes
5. Assess the need for any further action to make the area safe from damaged services
6. Management staff is to inform the local HSE office of major incidents SH PRO 02.

1.6 Action in event of a structural failure

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

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

1.7 Action in the event of a spill

Emergency spill response procedure is as follows:

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

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	29 of 41

Emergency contacts and telephone numbers

Project:	Leeds City Academy	
Address:	Bedford Field, Woodhouse Cliff, Leeds	Post code: LS6 2LG
Telephone no.:	██████████	Fax no.: ██████████
		GPS co-ordinates: ██████████
Name	Role	Contact number
Morgan Sindal		
Ben Hall	Regional Managing Director	██████████
Nick Franklin	Contracts / Project Director	██████████
Richard Bowmer	Project Manager	██████████
Finlay Attack	Site Manager	██████████
Jack Kirton	SHE Adviser	██████████
Jack Kirton / Malik Miller	Environment Manager	██████████
Client		
Enforcing authority		
HSE	Leeds 2nd Floor, 7 & 8 Wellington Place, Leeds, LS1 4AP	██████████
Environment Agency (EA)	National Customer Contact Centre PO Box 544 Rotherham S60 1BY	██████████
Leeds City Council	Civic Hall Leeds LS1 1UR	██████████
Emergency Services		
Fire and rescue service		999
Ambulance service		999
Hospital (A&E)		999
Police		999
Other		
Gas	British Gas	██████████
Electricity	National Grid	██████████
Water / sewerage	Yorkshire Water	██████████
Telecom	BT Openreach	██████████
Cable		
Other <i>(insert details as relevant)</i>		

Prompt: To find the nearest A&E go to <http://www.nhs.uk/Service-Search/Accident-and-emergency-services/LocationSearch/428> and consider printing off larger maps or directions to hospital and keep in an accessible place (e.g. next to first aid box in the event that someone has to drive to hospital).

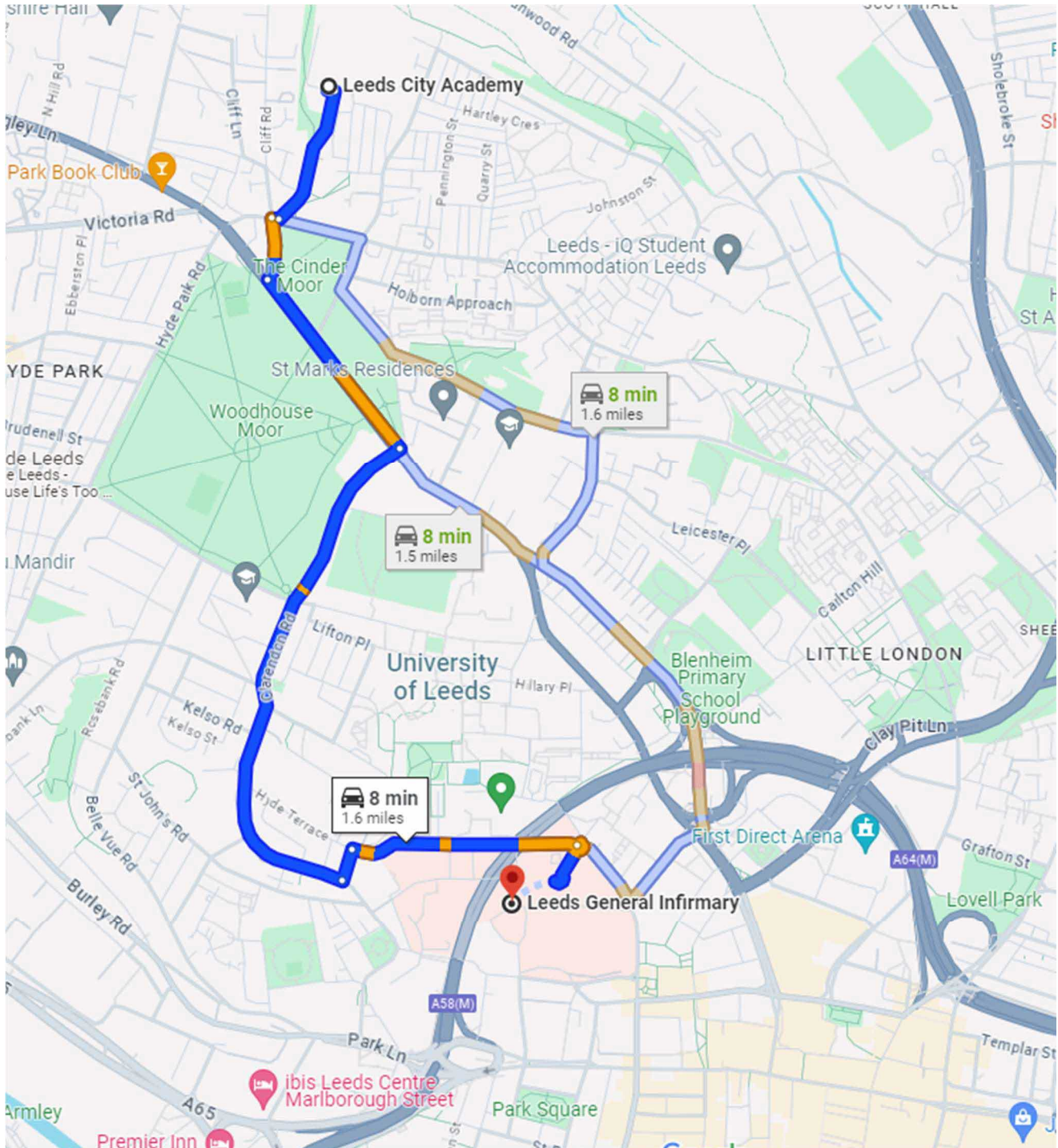
Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	30 of 41

Project team emergency procedure

SH PRO 02 Accident and incident investigation and reporting

The nearest hospital with an Accident and Emergency Department is :-

Leeds General Infirmary, LS1 3EX



Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	31 of 41

Appendix H Traffic Management Plan (TMP)

1. Introduction

This plan describes the access / egress arrangements for vehicles and pedestrians onto the Leeds City Academy construction site; the movement of vehicles in and around site and the off-loading and storage of materials.

The plan will be regularly reviewed and revised to allow for the development of the site and the environment. This will be done by the manager with the responsibility for logistics with assistance from the project manager and project safety advisor.

2. Site description

The work area is located within the grounds of an existing teaching academy.

The site itself is located approx. 2 miles North of the city centre.

The works consist of a two-storey extension to the teaching block, a ground floor canteen room extension, the formation of a new sub-station to upgrade the schools existing power supply and associated external works including new retaining walls, new parking spaces and EV charging points and mechanical, electrical and below ground drainage associated with the forementioned works. The site is within the grounds of the academy. Immediately adjacent to the working areas are facilities that will remain in use for the duration of the works ie teaching blocks, circulation routes and admin areas.

3. Safe workplaces

a. Pedestrians and vehicle separation

Q Are there 'pedestrian only' areas from which vehicles are completely excluded?

A Segregated pedestrian access will be established across site. Access onto site is controlled by our gateman, and walkways will be established within the site boundary to the welfare area.

Q Where are safe designated pedestrian routes to work locations?

A Refer to the traffic / logistics plan below

Q Will vehicle only areas, especially where space is limited or traffic is heavy be provided?

A Colour coded barriers / segregation will be established across site to define access rights

Q Where are safe vehicle routes around site?

A Refer to the traffic / logistics plan below

b. Loading / off loading and storage areas

Q How will vehicle movements, unnecessary deliveries and double-handling of materials be avoided on site?

A Deliveries are to be booked in and approved by Morgan Sindall management prior to them being despatched to site. Deliveries are to be staggered to avoid congestion on site or at the site entrance. MSC will establish a holding area off of site so that vehicles can wait prior to be called in to the site area. Just in Time deliveries are to be utilised wherever feasible and stored in the designated areas.

Q How will loading and unloading vehicles be controlled?

A Off-loading will be controlled by the dedicated Morgan Sindall Logistics Manager. Vehicles will be unloaded when parked in the materials storage area on the lower playground. All deliveries will be controlled by a banksman. Once off-loaded the sub-contractor will be responsible for distributing materials to the works area.

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	32 of 41

c. Public protection

Q What precautions will be taken to prevent vehicle operations endangering the public?

A Vehicles movements on site will be controlled by a banksman from the academy entrance gates, through the car park to the unloading area.

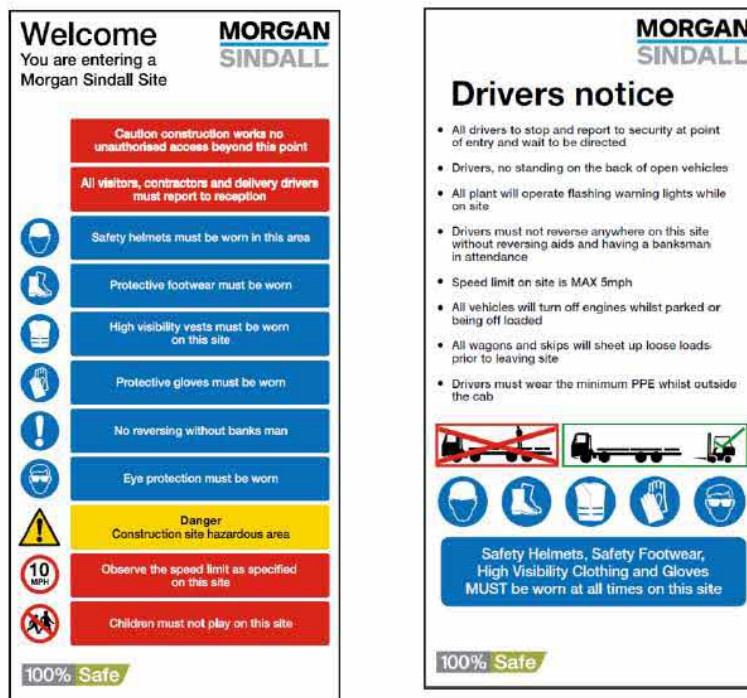
Q What areas have been identified as vulnerable to vehicle operations, eg schools, hospitals, occupied housing sites?

A The site area is within the confines of Leeds City Academy. Vehicle movements will be controlled in line with the traffic management and site logistics plans.

d. Information

Q What information will be provided to drivers and pedestrians prior to entering site?

A A delivery driver induction form / arrivals procedure will be developed and distributed to the supply chain. It is the responsibility of that contractor to ensure that the delivery company has read and understood the document prior to arrival. Suitable signage will be provided on the approach to site and at the site entrance (example shown below).



Q How will changes to site traffic routes be communicated to site workers and visiting drivers?

A Any changes will be communicated via changes to the site rules and tool box talks.

4. Safe vehicles

a. Vehicle selection

Q Are there any limitations on the site which might impact on vehicle and selection?

A Access onto and around site is limited. It is suggested that all deliveries are reviewed prior to arrival to understand the site constraints.

A Access onto site by articulated vehicles is extremely difficult. These deliveries must be carefully planned and coordinated.

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	33 of 41

b. Vehicle inspection and maintenance

Q What planned vehicle inspection and maintenance programme has been established?

A Daily visual inspections and weekly recorded inspections on all plant is required to be carried out by the supply chain.

A Any vehicle required to drive on the highway will be appropriately taxed, insured and tested.

Q How are vehicle faults / defects reported and closed out?

A Any faults / defects are to be raised immediately with the respective hire company and rectified prior to further use.

5. Safe driving and working practices

a. Reversing

Q What control measures are in place for reversing operations eg one way traffic routes, designated turning areas, reduce vehicle movements, visibility?

A Because of the restricted nature of the site setting up a one way system is not possible. Trained banksman / signallers will control vehicle movements from the academy entrance, along the access road and onto site.

b. Loads

Q How will loading / unloading of vehicles on level ground be achieved?

A The unloading and distribution of materials will be by the subcontractors as detailed within their RAMS. The site and storage area are level. Materials will be stored on the existing tarmac ready for distribution.

c. Drivers / operator

Q What competence levels and accreditation are required as a minimum standard for all drivers / operators and how will this be controlled?

A Drivers of all plant will hold a relevant IPAF, IPAF+ or CPCS card specific for the machine to be operated.

d. Signallers

Q What safe systems of work has been implemented to prevent signallers from being struck by vehicles?

A All personnel should be excluded from vehicle areas by physical barriers. Where this is not possible personnel should be suitably trained and understand how to bank vehicles in a safe manner. If risk assessment requires, two banksman / signallers will be used.

Q How will signallers be identified on site and communicate with drivers?

A Banksman / signaller will be identified by the using an orange Hi-Viz with signaller on the back. Communication will be via hand signals or radios may be used if required.

e. Safe working practices for specific vehicle

Q What safe working practices are required for specific vehicles?

A Cranes will be controlled by specific lifting plans.

A Telehandlers will be controlled by a lifting plan.

A Vehicle movements with Bankman / signaller

A MEWPS will work in specific areas and be segregated. Falling object procedures will also be in place for these works.

A Excavators will be controlled via permit to dig procedures.

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	34 of 41

Site layout plan

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

Phasing Plan



Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	35 of 41

6. Managing construction transport –duty holders

Q What duty holders have been appointed to assist in traffic management on and off site?

A Morgan Sindall management will be responsible for ensuring up-to-date information is provided to the supply chain who in turn will need to monitor compliance against the delivery requirements.

7. Risk assessment

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

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	36 of 41

Driver / operator rules

12 essential rules to safe use of vehicles

Zero tolerance –your licence to work

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	37 of 41

Hazard identification and control measures

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	38 of 41

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

Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	39 of 41

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

Site Logistics / Traffic Management



Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	40 of 41

Appendix I Site service plan

Existing services drawings are available within the pre construction information. A number of surveys have been carried out including a PAS 128 survey to establish the location of underground services. Prior to any works being carried out further investigations will be undertaken to prove / disprove the location of these services.

Part Copy of PAS 128 survey



Document Name	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN 01	PM PRO	Rev 7.1	SHE Director	January 2024	41 of 41

Appendix J Project safety and security site rules

Essential rules to maintain safe working

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

The wearing of shorts is not acceptable and a minimum of a short sleeved t-shirt is required beneath high visibility clothing
9. The use of task specific PPE is to be managed and monitored by the relevant supervisors, this includes ensuring selection, user training and ongoing fit. Users of PPE must cooperate with the requirements of their employers RAMS or MSC requirements.
10. Users of Respiratory Protection (RPE) must be clean shaven when using tradition RPE which relies on a face seal.
11. Understand the site fire strategy, the interface with adjoining operational areas and the impact your work may have on others
12. This is a No Smoking site. Smoking is not allowed on academy premises
13. The use or possession of drugs / alcohol on site is strictly prohibited
14. Only operate plant / tools if you are trained, competent and authorised to do so
15. Avoid site loading of structures caused by stacking materials against fencing, hoarding and temporary structures such as scaffolds and falsework systems
16. Eating and drinking is not permitted on site areas and must be restricted to the facility provided
17. The use of foul language and threatening behaviour will not be tolerated
18. Mobile phones should not be used whilst operating plant or machinery, and calls should only be taken / made when in a position of safety
19. The use of radios and personal music devices is not permitted.
20. All operatives / managers on site must have undertaken Asbestos Awareness training