

**CONSTRUCTION
PHASE PLAN**

AIS-ACC-CPP-20181217



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1. APPENDIX LISTING

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2. CONSTRUCTION PHASE PLAN INTRODUCTION

NB: Pre-Construction Information (PCI) was only received the day before the project. The CDM Regulations 2015 stipulate clearly that in these circumstances the CLIENT has full responsibility for producing this document; however this will be drafted ourselves without prejudice. The caveat is that although it will be as accurate as possible, it is written in the understanding that certain leeway will be given to errors made and these communicated to us ASAP to be able to rectify.

[REDACTED] have worked on similar projects & believe this experience provides us with a high level of competency & understanding to the benefit of health, safety, welfare & environmental objectives to ensure a safe project & compliance with Statutory obligations. With the assistance of external Health & Safety advice we believe we can deliver a project that is well managed & incident to all those affected. As a Company we have adequate the resources to carry out this project to a high standard.

This plan is developed by [REDACTED] as Principal Contractor as required The CDM Regulations 2015. The plan will be compliant with Health & Safety Regulations, Acts and Code of Practice that are relevant to the project.

The Principal Contractor, as far as is reasonably practicable will take all reasonable steps to ensure the project is carried out with minimal risks to the health, safety & welfare of all personnel, whether employed on the works, visitors to the site, or members of the public. The P.C. will also ensure that the project does not provide an annoyance or inconvenience to neighbouring areas.

The plan will identify risks to health & safety arising from the construction work & will include suitable & sufficient measures to address such risks by targeting effort where it can do most good to ensure the project is managed & monitored in a way which enables it to be carried out so far as is reasonably practicable without risk.

There will be systematic works, with good communication been undertaken with all parties to the project to keep them fully informed of 'work in progress,' & to identify any issues that may affect the health & safety.

As appropriate throughout the project the Principal Contractor will update, review, revise & refine the Construction Phase Plan so that it continues to be sufficient to ensure the project continues to be is planned, managed & monitored in a way which enables it to be carried out so far as is reasonably practicable without risk to health or safety.

All those involved in the construction phase have a Statutory duty to comply with this plan & provide the Principal Contractors with any information needed to keep the plan up-to-date. Anyone requiring advice on how to comply should contact the Principal Contractor.

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3. PROJECT DESCRIPTION	
3.1 Site Address Details	
3.2 Nature of project	<ul style="list-style-type: none"> • Refurbishment to Public Rooms, Circulation Corridors and Toilet Re-decoration, etc • Works carried out to the public rooms, circulation corridors and public toilets are as follows:- • Re-decoration • Renewing floor coverings. • Renewing light fittings. • Various plaster and joinery repairs. • Repairs to ceilings. • Supply of joinery items. • New flooring, mirrors and taps, etc, to toilets. • Over tile toilet walls
3.3 Site locations	
3.4 General Access & Egress	<ul style="list-style-type: none"> • Internal access to the various site areas will be via rear entrance and staircase. • The Principal Contractor is advised that construction areas are to be restricted to those areas identified on contract documentation. Special permission will be required to access areas outside the denoted boundaries. • Emergency escape routes should be maintained or adequate alternative routes should be provided.
3.5 Ground conditions	<ul style="list-style-type: none"> • Exterior -Solid ground • Internal areas • No contaminated land • Due to the nature of works there are no issues expected.
3.6 Adjacent land uses – for example schools, railway lines or busy roads	<ul style="list-style-type: none"> • The Hotel is located off New Street and the surrounding land comprises adopted highways and residential / commercial properties.
3.7 Existing Structure	<ul style="list-style-type: none"> • The existing structure is a Listed Building and of traditional brick/ stone construction with tiled and flat roofs. • The main structural components comprise a series of steel beams and columns with structural concrete / timber floors and partitions. Loading is carried down to the basement.

<p>3.8 On site hazards arising from Client activities</p>	<p>The designers and principal contractor are required to take appropriate measures to eliminate hazards and reduce risks created by the works and the surrounding environment. Explanation of the proposed measures is to be included with the form of a detailed site- specific method statements submitted before that element of the work commences.</p> <p>The safety hazards on the project include: -</p> <ul style="list-style-type: none"> • Interface with hotel guests and office staff • Fire • Manual handling of materials to site areas • Potential Asbestos survey and removal • Manual handling of construction materials
<p>3.9 Materials & operations requiring particular precautions</p>	<ul style="list-style-type: none"> • Manual handling operations • Working in restricted areas • Working in occupied buildings around hotel guests • Working at heights • Asbestos – SURVEY YET TO BE PROVIDED FOR INSPECTION • Use of adhesives & solvents • Working with live electrics • Dust inhalation • Hot works • Noise
<p>3.10 Existing services</p>	<ul style="list-style-type: none"> • Liaison with Client for all records • Electricity & water supplies will be available on site free of charge. • Serviced by existing services • 240 domestic voltage electricity • Mains services • All services classed as live unless otherwise stated • No overhead services affecting work
<p>3.11 Site transport</p>	<ul style="list-style-type: none"> • Delivery routes and times are to be agreed with the other site occupants to ensure the safety of staff, customers, and visitors. • Notices must be clearly displayed showing pedestrian routes.
<p>3.12 Client Activities</p>	<ul style="list-style-type: none"> • Throughout the period of works the site demise will encroach onto presently occupied areas of the hotel. • A means of escape must be continually maintained by the contractor, his employees, agents, and sub-contractors etc. for all personnel, and persons affected by the internal refurbishment works. • The Principal Contractor is advised that the works will be undertaken within a live trading hotel with the busiest period's morning and evenings for guests leaving and registering with hotel reception areas and bars. • Food storage is likely to attract rodents. Contractors should be aware of health hazards created by rats; pigeons etc. and only consume food within designated welfare facilities.

4. CLIENT 'S SPECIFIC INFORMATION/REQUIREMENTS

4.1 Planning & managing of construction work including health & safety goals for the project

- In respect of Health and safety, the overall objectives of health and safety on this project are to ensure that, as far as is reasonably practicable, no serious or life threatening accidents occur to any person employed on, or visiting the site or affected by the site e.g. the general public, minor accidents are reduced to a minimum and that lost working days caused through accident or ill-health are significantly reduced from the construction industry “norm”.
- In respect of the Construction Phase Plan, the objective of this part of the Construction Phase Plan is to ensure that the Principal Contractor addresses all of the hazards and risks identified in the pre-construction stage so as to ensure, as far as is practicable, the health, safety and welfare of all those employed on or visiting the construction site.
- All risk assessments must pay due cognisance to risks.
- PPE must not become the remedy of first choice.
- **The safety of Staff and Visitors is paramount.**
- In addition all members of the PC’s team will need to have a full site induction preferably before the site start, or first thing on day 1 of the project.
- Mobile phone conversation & use of radio by workforce is prohibited.
- The Principal Contractors’ operatives must wear PPE including HiViz wear at all times.
- Regular liaison with the Hotel Management is required on a daily basis regarding signing in and out of the Hotel site; this to be conducted at the site office in the PC’s compound.
- Works areas to be screened off with appropriate signage.

4.2 Working Hours & Restrictions

- Working Hours – agreed with the hotel hours to be 8 am – 5 pm Mon – Fri.
- No Weekend/Evening/Bank Holiday Working
- Any ‘Noisy’ type works from 8:00am – 5:00pm weekdays
- A&C Contracts Ltd shall limit all construction activities to within the boundaries of the site, as agreed, and not be found in any other part of the Hotel, unless with prior permission. A&C Contracts Ltd shall note that under no circumstances, shall any visitor, consultant, employee, sub-contractor, delivery, etc, access the construction works without first signing ‘in’.
- A hot works permit system is in operation by the Hotel and must be completed prior to commencement.

4.3 Site Rules

Site rules are primarily to be developed by [REDACTED] Ltd taking into account the Hotel's specific requirements. Particular areas which need to be developed are to include:-

- Site security to prevent ease of access / trespass to internal areas.
- Working within and adjacent to public / staff areas.
- Emergency evacuation procedures.
- Working area, comprising rooms / corridor to be isolated from the general public, guests and staff. This to comprise either hoardings or temporary doors, etc, BUT ALL FIRE ESCAPE ROUTES TO BE KEPT CLEAR.

See [Appendix One](#), [Appendix Two](#) and [Appendix Three](#) for more information.

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4.2 Communication & liaison between Client & others & other

- Designers (including principal contractor when appointed in design and build capacity, and any trade contractor design supplement works) are to ensure that any design changes, which may affect health and safety, are immediately notified to the Principal Designer and that any associated hazard identification or risk assessments are provided or updated.
- This information will be reviewed during periodic meetings at which CDM matters are to be addressed; including application of hierarchy of risk principals so that design proposals can be assessed throughout the design process to consider elements such as:
 - 1. How the design can be built and erected safely?
 2. Where work at height cannot be avoided, design in edge protection or other features that expedite safe access and erection and/or anchorage points, etc. for nets or harnesses; and early installation of permanent access.
 3. Designing to simplify safe construction.
 4. Designing to minimise health risks.
 5. Designing to simplify future maintenance and cleaning work.
 6. Demolition hazards for inclusion in the health and safety file.
- The principal contractor will ensure that prior to the award of any trade packages that an appropriate consideration is given to competence and resources.
- Additionally, where there is contractor design supplement due consideration again needs to be given to the hierarchy of risk principals identified above, and compliance with Workplace Regulations in terms of on-going maintenance and operation once construction is complete. Again the forum for this is the periodic meeting.
- The principal contractor must make arrangements for discussing health and safety matters with people on site and for holding regular review meetings to ensure communication, the passing of information and securing of cooperation, of all members of the project team whose health and safety may be affected.
- The principal contractor is to immediately inform the client's representative and the Principal Designer of any reportable incident prescribed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- The principal contractor will be required to attend regular progress meetings throughout the period of the works.
- The principal contractor will liaise closely with the other site occupants to ensure construction activities are carried out safely and without risk to others, i.e. traffic/pedestrian routes, heavy plant movement, deliveries.

4.3 Site Security

- [REDACTED] Ltd must have a site induction / fire evacuation procedure explained by the Hotel prior to commencement and this must be disseminated down to all relevant contractors / sub-contractors / visitors.
- The agreed muster point in New Street to the rear of the hotel to be noted by all operatives on site.
- Signing 'in' and 'out' at the start and close of each day must be adhered to.
- It must be noted that delivery / visitors / access to the site must only be via the designated access point and not any other entrance.
- Any operatives found outside of the site area without permission from the Hotel will be requested to leave immediately.
- The site area must be secure enough to prevent access by unauthorised personnel.
- [REDACTED] Ltd must remember that their operatives and contractors are operating in a Hotel environment and there must no element of confusion as to where is out of bounds to guests or staff.

4.4 Welfare provisions

- The Principal Contractor must make arrangements in accordance with the CDM Regulations 2015 that are to be in place on Day One, and confirm these to the Client, in order that they comply with their duty under the CDM Regulations
- Welfare facilities are to be provided for the entire workforce. This facility must be separate from the works area and must provide suitable and sufficient sanitary conveniences that are adequately ventilated and lit, suitable and sufficient washing facilities with hot and cold water, soap and means of drying.
- An adequate supply of potable drinking water and drinking vessels are to be provided and appropriately signed.

Ltd will maintain the following, provided facilities on site:

- Toilets and washing facilities; including soaps, hand-cleansers, sanitisers and towels.
- This will be located for the first part of the project in the welfare rooms provided on the first floor
- Facilities for making warm drinks and consuming food and drinks.
- Facilities for storing clothing etc.
- The Canteen will be located for the first part of the project in the welfare rooms provided on the first floor
- The washing facilities will consist of sinks or bowls of sufficient size, together with running hot and cold or warm water, soap and towels.
- Any contractor may use these facilities providing they are used sensibly and kept in a clean and orderly condition. Site operatives must only use the facilities provided. The consuming of food in the actual working site is prohibited.
- Any contractor found to be abusing the facilities will be prohibited from using them, and they will be expected to provide their own welfare facilities at their own cost.
- These facilities are not for the use of any employees of the hotel.
- Smoking is not permitted on site. A smoking area will be provided and to be kept clean outside of the building away from all types of fuel (materials, chemicals, etc.)
- Consumption of food and drink is not permitted on site unless in the designated area.

4.5 Site hoarding arrangements

- The Contractor shall be responsible for the erection of temporary protective solid ply fencing along the site boundaries prior to his entry on site. The fencing should be regularly maintained during construction work and removed by the developer on completion of construction. The fence should be at least 2.4 metres high.
- The Contractor shall provide adequate warning signage, notices, hoardings, barriers, and illumination if applicable. Signage and physical barriers are to be erected to prevent unauthorised access to the works areas.
- All staff, operatives, visitors, and the general public must be adequately protected from the Construction Works at all times

<p>4.6 Site transport arrangements or vehicle movement restrictions</p>	<ul style="list-style-type: none"> • Delivery routes and times are to be agreed with the other site occupants and agreed with Hotel Management to ensure the safety of staff, customers, and visitors. • Notices must be clearly displayed showing pedestrian routes. • Access is restricted to the areas being worked on and no any other parts of the Hotel. • Loading out/removal of debris must not hinder Hotel operations, nor any access / egress routes. • [REDACTED] must leave fire exits unhindered at all times
<p>4.7 Fire precautions</p>	<ul style="list-style-type: none"> • As required by the 'Fire Prevention on Construction Sites: Joint Code of Practice on the Protection from Fire of Construction Sites' the principal contractor shall appoint a competent person who will be responsible for assessing the degree of fire risk and for creating and regularly updating the Site Fire Safety Plan as construction proceeds or significant design changes occur. • On large projects the principal contractor or site fire safety co-ordinator should appoint, where appropriate, a Fire Marshal and Deputy Fire Marshal to assist in the implementation of the Site Fire Safety Plan. • Contractors are to comply with the Fire Safety Code of Practice for Project Works and Contractors. The Code of Practice focuses on the management of "hot works" and the potential for this work to cause fire incidents and false alarms. • Works are to comply with the standards identified in HSG168 - Fire Safety in Construction Work

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<p>4.8 Emergency procedures means of escape</p>	<ul style="list-style-type: none"> • The principal contractor must develop, implement, and maintain an emergency response plan covering both health and safety and environmental issues surrounding these works. • The principal contractor should identify emergency procedures and contact numbers for the nearest Hospital (with accident and emergency facilities, utilities and services) and display this information clearly on site, and identify clearly within their construction phase health and safety plan. • All operatives involved with the construction works are to be competent to carry out the duties required in a safe and controlled manner with the relevant proven skill and competency so as to avoid incident, both present and future. • [REDACTED], the Hotel and [REDACTED] are to be notified immediately of any accidents/injuries. • [REDACTED] Ltd must keep an accident record book on site at all times. • [REDACTED] Ltd must provide their own first aid boxes located at strategic points, so as to be readily accessible. These must be properly maintained, clearly marked and be on the charge of a responsible, trained First Aid person. The responsible person must be identified to the Hotel at the project induction, training records to be provided on request. • In the event of an accident, the individual must inform his supervisor as soon as practicable. The Hotel should be made aware of the accident immediately.
<p>4.9 Smoking</p>	<ul style="list-style-type: none"> • No smoking site • Smoking areas need to be out of the work and Welfare areas; includes electronic cigarettes
<p>4.10 Restricted Areas</p>	<ul style="list-style-type: none"> • All as per plans and advised by hotel on site.
<p>4.11</p>	<ul style="list-style-type: none"> • INTENTIONALLY LEFT BLANK

<p>4.12. Restrictions on deliveries or waste collection or storage</p>	<ul style="list-style-type: none"> • Deliveries planned, supervised, controlled • Must not block car park exit/main road • No burning on site permitted • All materials & equipment stored to prevent slip, trips, falls, or causing of obstructions • Equipment will be adequately secured when not in use and at the end of the working day in designated storage • Materials will either be stored in vans outside or up in working area which will be screened off from staff access • Materials will be transported via fire escape staircase adjacent to working area which leads direct out on to main car park • If space restrictions necessitate any part of skips being kept closer than 4m from buildings, then the skips should be enclosed metal skips with lids. Open skips that are covered at the end of the day with tarpaulin or other materials are not acceptable. • Ideally externally located skips should be located at least 8 metres away from buildings. Contractor's skips should be located in compounds protected by hoarding or areas fencing. • The Site Manager will control the removal of waste and this must be, in turn, controlled within the skips / lorries being used
<p>4.13 Health & Environment Management</p>	<p>_____ Ltd have a duty to be aware of the potential risks of their construction activities and manage them to prevent pollution. In order to prevent pollution and reduce any adverse affect of operations on the environment, all works must be carried out in accordance with Macdonald's requirements:-</p> <ul style="list-style-type: none"> • The Hotel and their surroundings may be environmentally sensitive – avoid damage, disturbance and pollution. • Be aware of the environmental risks of the project i.e. noise and dust. • Keep the site tidy and clean at all times. • Ensure the movement of plant and vehicles are on authorised routes only. • Schedule deliveries out of peak periods. • Drive with consideration to the surroundings and obey site speed limits. Reduce speed if necessary to reduce dust lift off and to avoid creating unnecessary dust clouds. • Keep vehicles and plant well maintained and regularly serviced. Never allow hazardous materials e.g. oil, concrete, cement, or chemicals to enter watercourses, drains etc. • Reduce noisy activities as far as is reasonably practicable. Where possible use mufflers, silencers and screens to minimise noise outputs.

<p>4.14 Storage of hazardous substances</p>	<ul style="list-style-type: none"> • The use of hazardous materials should be eliminated at the design stage by [REDACTED] Ltd, wherever possible, however, where this is not practicable, they must carry out suitable COSHH assessments for any hazardous materials to be used during construction phase. • [REDACTED] Ltd is to provide evidence of specific awareness training in relation to identifying Hazardous Materials. • [REDACTED] Ltd must nominate a direct employee who will be responsible for managing the Method Statements relating to the management of Hazardous Materials discovered during the construction phase of the project.
<p>4.15 Location of existing records & plans</p>	<ul style="list-style-type: none"> • Liaison with Client for all records. • No operatives are to be put at risk. • No specific information supplied in PCI.
<p>4.16 Health hazards - asbestos</p>	<ul style="list-style-type: none"> • The Principal Contractor is required to satisfy himself that no ACM materials are present within those surfaces which are to be disturbed during the refurbishment. • Should any materials containing asbestos be found during the works, the principal contractor must be notified immediately and the area must not be disturbed until the material has been investigated. • Works executed in relation to asbestos based materials should be sufficient to comply with Health & Safety Executive Guidance Notes and current regulations. • Current Asbestos Information is available from the site maintenance manager and client but as of yet has NOT been made available to A&C.
<p>4.17 Hazardous materials in existing structure</p>	<ul style="list-style-type: none"> • Fluorescent tubes contain mercury, cadmium, and lead, all recognised as very toxic metals. They can be very harmful to health, even in small quantities that can hardly be measured. • High exposure to refrigerant gas by inhalation may produce anaesthetic effects. Very high exposure may cause abnormal heart rhythm and prove suddenly fatal. Liquid splashes or spray may cause freeze burns to skin and eyes. • None other specifically identified by Client nor is contained in the PCI
<p>4.18 Materials requiring particular precautions</p>	<ul style="list-style-type: none"> • Details of significant hazardous materials and substances specified as part of the design that cannot be avoided or designed out are set out below. It is assumed that the contractor will be aware of the precautionary information that suppliers of materials are required by law to provide. • No significant hazardous materials and substances have been specified as part of the design or provide details where there have been. • It is assumed that the contractor will be aware of the precautionary information that suppliers of materials are required by law to provide.
<p>4.19 Pollution control & waste management</p>	<ul style="list-style-type: none"> • Controlled & monitored. • Special waste to have relevant waste transfer notes. • Tile cutting as dust free as possible, or done off-site. • Use of glues, area to be vented. • Waste will need to be removed as it is accrued. • Water Pollution must be avoided. • Open fires to burn waste are forbidden in the project area.

<p>4.20 Significant design assumptions & suggested work methods, sequences or other control measures that may affect design designs</p>	<ul style="list-style-type: none"> • Generally commonplace hazards which should be controlled by good management and good site practices are not listed. • The design team have not identified any design assumptions or control measures that would not normally be obvious to a competent contractor.
<p>4.21 Arrangements for co-ordination of on-going design work & handling design changes</p>	<ul style="list-style-type: none"> • Reference is made to the above section 'Communication and liaison' noting that as part of on-going design development regular meetings are to be held to ensure communication, the passing of information, and the securing of co-operation of all members of the project team whose health and safety may be affected. • Designers (including those of any temporary works) are to ensure that any design changes, which may affect health and safety, are immediately notified in writing to the Principal Designer and that supporting hazard identification and risk assessments etc. are provided. • The principal contractor is to ensure that any unforeseen eventualities regarding health and safety are immediately notified in writing to the Principal Contractor and the design team..
<p>4.22 Information on significant risks identified during design</p>	<ul style="list-style-type: none"> • Details of any significant risks identified during the design that cannot be avoided or designed out are as set out below. • Only those hazards that are not likely to be obvious to a competent contractor, that are unusual or that are likely to be difficult to manage effectively are included. • The design team have not identified any design assumptions or control measures that would not normally be obvious to a competent contractor.

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4.23 The Health & Safety File

- Clients, designers, P.C. , other Contractors & Principal Designer all have legal duties regarding the H&S file
- Principal Designer must prepare, review, amend or add to the file as the project progresses & give it to the Client at the end of the project
- Clients, designers, principal contractor & other contractors must supply information necessary for compiling or updating the file
- Clients must keep the file to assist with future construction work
- Everyone providing information should make sure that it is accurate and provided promptly

CONTENTS OF HEALTH & SAFETY FILE TO INCLUDE:

- [REDACTED] must ensure that the PD prepares a Health & Safety File for the project. Its purpose is to ensure that, at the end of the project, the client has information that anyone carrying out subsequent construction work on the building will need to know about in order to be able to plan and carry out the work safely and without risks to Health.
- [REDACTED] are to provide [REDACTED] with appropriate information for him to prepare the Health & Safety file to comply with Regulation 12(5).
- All documentation is to be provided in paper (2 sets) and electronic format. All drawings to be in hard copy (2 sets) printed at 1:100 in PDF format for printing by any party.
- The Health & Safety File shall include:- A brief description of the work carried out;
 - a) Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc.);
 - b) Key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
 - c) Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc.);
 - d) Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc.);
 - e) Health and safety information about equipment provided for cleaning or maintaining the structure;
 - f) The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;
 - g) Information and as-built drawings of the structure, its plant and equipment for example, the means of safe access.
- For the avoidance of doubt, any additional items listed in the Preliminaries document that are not listed here should also be included in the Health and Safety File

5. PRINCIPLE HEALTH & SAFETY GOALS OF PROJECT

<p>5.1 Health & Safety Aims</p>	<ul style="list-style-type: none"> • [redacted] aim is for an accident free work site and never to compromise safety. • ‘All workers have a right to go home after work’ should be [redacted] and their contractors’ motto. • The Health & Safety of operatives and visitors is of primary importance and [redacted] aim is to achieve ZERO HARM for all activities associated with the project.
<p>5.2 Project Priorities</p>	<p>These are firmly laid down as:</p> <ul style="list-style-type: none"> • Safety is and must be seen to be first priority at all times. This is to be considered in the context of the project and in commissioning. • Housekeeping is essential for safe working. All work areas will be maintained in a clean and tidy manner and free from hazards. • Provision will be made at the planning / tender stage to cover all safety and housekeeping requirements for the job (but see caveat covered in Section 2). • 3. Ensuring effective execution of and meeting the project objectives. • All intended designs, contracts and site activities must be assessed against these main criteria and in the order indicated.
<p>5.3 MHSW (Management of Health and Safety at Work) Regulations 1999</p>	<ul style="list-style-type: none"> • These regulations require work to be properly planned, controlled, organised, monitored and reviewed. • To do this, hazards involved with work must be assessed and depending on the likelihood of any harm arising, adequate precautions taken. • Risk Assessment is, therefore, central to planning for Health and Safety. • For every contract, the Principal Contractor is required to produce a Contractors Safety • Method Statement – This will be drafted following on from this CPP. • The Safety Method Statement will clearly identify the operation to be carried out, the hazards which may arise, the appropriate procedures which will be followed, and the precautions to be taken to prevent an accident. • The Principal Contractor must effectively communicate the contents of the Safety Method Statement to his workforce prior to allowing work to commence and also have in place arrangements for monitoring to ensure that this Statement is followed.

5.4 Health & Safety Management and the Workforce

- This should set out the arrangements for Health and Safety management within [redacted] Ltd's organisation and should be relevant to the nature and scale of the work.
- The document should set out how the company will discharge their duties under CDM 2015 and provide a clear indication of how these arrangements are communicated to the workforce.
- All workers should be provided with a suitable site-specific induction to inform them of the arrangements for Health, Safety and Welfare on the site.
- Site rules should be explained, along with procedures to be followed in the event of any worker finding themselves in a position of serious and imminent danger. (Refer to the Management of Health and Safety at Work Regulations 1999)

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6. REVISION OF CONSTRUCTION PHASE PLAN

All reviews, updates & amendments are to be undertaken by:

- Russell George - AIS (Health & Safety Advisor)

6.1 Time scale of review

- Not exceeding 1 month.

6.2 Reviews topics

- Planning restrictions.
- Specific phased completions.
- Design changes
- Risk management procedure changes
- Changes to personnel appointments & responsibilities.
- Updates to emergency arrangements.
- Traffic management changes
- Environmental aspects & impacts.

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7. PROJECT DESIGN CHANGES

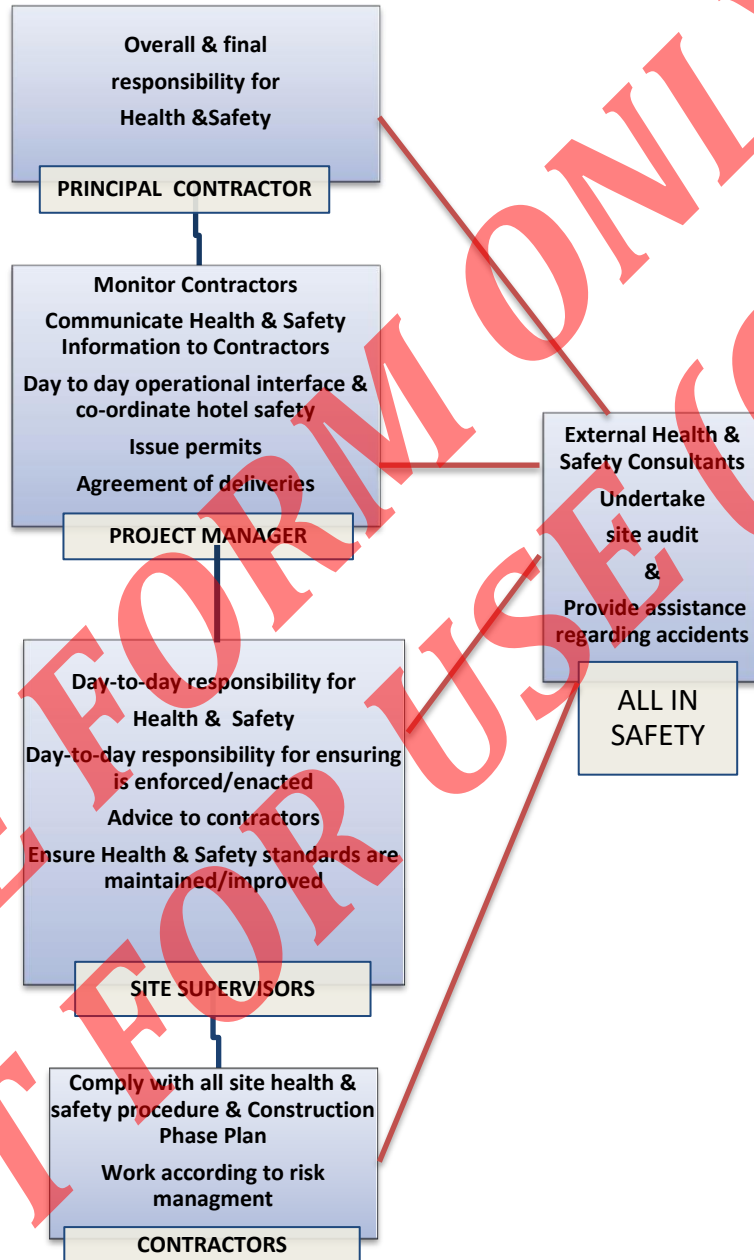
7.1 Arrangements for co-ordination of on-going design work & handling design changes

- If a problem arises which questions or requires a change or review of the existing design the P.C. will notify the Principal Designer either verbally or in writing dependent upon the significance of the design changes in relation to health & safety. The Client will consider the impact of the design change & accept or reject the change accordingly
- If work is to be designed by the PC or Contractor a design risk assessment must be undertaken. As part of the consideration a design risk assessment (or list of residual risks) of the design should be forwarded to the Principal Designer for information
- Any changes in design will be notified to all interested parties who will be advised of these changes with revised drawings &/or information being issued
- The Construction Phase Plan will be amended accordingly
- For urgent design changes the P.C. will contact the CDM Coordinator before proceeding via e-mail. If immediate emergency action required, as soon as practicable after the event

7.2 Drawing included as part of specifications of works

- Where drawings are included as part of the specification of works, where there is conflict between the information provided in the project written specifications & the drawings, the project written specifications will take precedence over the drawings provided

8. MANAGEMENT STRUCTURE



9. PROJECT F10 DETAILS	
9.1 Notification of project	<ul style="list-style-type: none"> An F10 Notification of Project Form has been issued to the HSE dated 13.12.18 and a copy is enclosed under Appendix Seven
9.2 Acknowledgment of F10 & re-issuing where necessary	<ul style="list-style-type: none"> TBA
9.3 Displaying F10	<ul style="list-style-type: none"> To be displayed on site

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10. PROJECT PROGRAMME	
10.1 No. of People & Contractors on site	TBC
10.3 Project possession date	17/12/2018
10.4 Project completion date	02/08/2019
10.4.1 Project Phasing Dates	<ul style="list-style-type: none"> Phase I – Meeting Rooms (Dickens, Doyle, Verne and Wallace) 17.12.18 – 18.01.19 – 4 weeks. Phase I – Old Dining Room 02.01.19 – 18.01.19 – 3 weeks. Phase II – Meeting Rooms (Drummond, Balmoral, Russell and Fraser) 21.01.19 – 15.02.19 – 4 weeks. Phase II & III – Meeting Room Corridors – Works to be done along with Meeting Rooms. Phase III – Meeting Rooms (Opal, Topaz, Sapphire, Emerald and Diamond) 18.02.19 – 15.03.19 – 4 weeks. Phase IV – (Horton Suite A, B & C, Horton Lobby, Horton Bar and Toilets) 08.07.19 – 02.08.19 – 4 weeks.
SEE APPENDIX NINE	

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11. KEY PARTICIPANTS INVOLVED IN THE PROJECT

Position & Name	Address	Contact Details
Client		
Hotel Maintenance Manager		
Architect		
Principal Designer		
Client Representative		
Project Manager		
Mechanical, Electrical & Public Health Engineer		
Structural Engineer		

Principal Contractor	
Site Supervisor	
Health & Safety Advisor	
SUBCONTRACTORS	
Electrical Engineer Contractor	
Tiling Contractor	
Plumbing & Heating Contractor	
French Polisher Contractor	
Cleaning Contractor	

Ceiling Fixers and Partitioners	
Air Conditioning Contractor	
Other contractors	
CLIENT DIRECT – Foil Wrap Installers	
CLIENT DIRECT	
CLIENT DIRECT	

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12. KEY PARTICIPANTS ROLES & RESPONSIBILITIES

PARTICIPANT	ROLES & RESPONSIBILITIES
Client	<ul style="list-style-type: none"> • Abide by all Health & Safety applicable Legislation, Code of Practice & Guidance Documents • Appoint competent Principal Designer, Designers & Building Contractors • Provision of the Pre-Construction Health & Safety Information • Retention of Health & Safety File on completion of project • Provision of asbestos survey & compliance with The Control of Asbestos at Work Regulations 2012
Principal Designer	<ul style="list-style-type: none"> • Submitting of F10 • Co-ordination of safe design & working practices • Preparation & revision of the Health & Safety File • Provision of Pre-Construction Information
Project Manager (P.M.)	<ul style="list-style-type: none"> • Ensure health & safety is communicated to Contractors throughout the project • Monitor compliance with health & safety for the project • Report any project complaints to the S.S/P.C • Issuing of permits (or designated person)

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12. KEY PARTICIPANTS ROLES & RESPONSIBILITIES

PARTICIPANT	ROLES & RESPONSIBILITIES
Principal Contractor (P.C.)	<ul style="list-style-type: none"> • Overall responsibility for health & safety matters on site • Abide by all Health & Safety applicable Legislation, Code of Practice & Guidance Documents, British Standards • Provide adequate welfare facilities in compliance with CDM Regulations 2015 • Provide a programme of works prior to the project start & continue to ensure co-ordinated works throughout. Provide suitable & sufficient site paperwork. <i>Refer to Section 21</i> • Ensure deliveries are planned & co-ordinated • Ensure health & safety is effectively communicated to all relevant parties & adequate supervision is provided • Provide any written emergency procedures for A&C employees as applicable (Emergency procedures for low risk work can be verbal provided understood by all parties to works) • Undertake a fire risk assessment or ensure a suitable risk assessment is in place & site procedures are developed with the Client in the event of a fire • Refer to asbestos surveys prior to the project start. Ensure any asbestos removal works have been executed complying with The Control of Asbestos at Work Regulations 2012. Inform client/Principal Designer immediately if presence of unidentified asbestos found on site • Attend any relevant meetings • Notify Client of any areas of concerns relating to: H.S.W.E matters that cannot be solved, Report R.I.D.D.O.R. accidents, incidents, dangerous occurrences, near misses as applicable to enforcing body • Report any accidents, near misses or dangerous occurrences to the PD immediately • Comply with any HSE visits/intervention • Provide adequate first aid & emergency arrangements • Collect information from Contractors for inclusion in the Health & Safety File throughout project. Health & Safety File handover to CDM on completion of project (Refer to <i>Appendix 5</i>) • Ensure any Waste Transfer Notes or Special Waste Transfer Notes are retained from waste contractor • Control pollution to the highest standard
Health & Safety Advisor	<ul style="list-style-type: none"> • Assist the Principal Contractors & Site Supervisors to ensure CDM Regulations 2015 & other relevant legislation are adhered to • Development & review of Construction Phase Plan • Attend meetings as detailed • Undertake site audits (In conjunction with the P.C. where reasonably practicable) & provide a report on completion • Undertaking accident/incident investigations & reporting

12. KEY PARTICIPANTS ROLES & RESPONSIBILITIES

PARTICIPANT	ROLES & RESPONSIBILITIES
Contractors	<ul style="list-style-type: none"> • Read Company Health & Safety Policy provided & Construction Phase Plan & acknowledge receipt of it & comply with the safe working practices detailed in the plan • Provide any written emergency procedures for A&C employees as applicable. (Emergency procedures for low risk work can be verbal provided understood by all parties to works) • Provide suitable & sufficient site paperwork • Work in accordance with scheduled works & plan, manage & carry out works so it is out without risk to himself or others • Liaise with Site Supervisor regarding asbestos register prior to works • Refer to S.S. on any H.S.W.E., hazardous conditions on site • Ensure health & safety is communicated to all relevant persons • Ensure work site security & safety at all times • Follow any instructions given including any instructions to cease works • Comply with any HSE visits/intervention • Inform the S.S. of any accidents, incidents, dangerous occurrences, near misses caused. Report any R.I.D.D.O.R. applicable incidents/accidents as applicable to the HSE • Provide required information for inclusion into the Client Health & Safety File throughout the project. Refer to <i>Appendix 5</i> • Adhere to site rules • Investigate any disciplinary action by P.C.
Site Supervisor (S.S.)	<ul style="list-style-type: none"> • Read & adhere to the Construction Phase Plan & acknowledge receipt of it • Ensure Client's business is not disrupted • Agree timeslots for large deliveries • Agree any power outages prior to them occurring
S.S. pre- work procedures	<ul style="list-style-type: none"> • Provide site specific inductions to all persons attending site • Ensure any unidentified site hazards are communicated to all & appropriate action is taken prior offloading of materials/equipment etc. & works starting • Refer to Asbestos Register prior to works commencing & assess work areas • Identify to Contractors asbestos register prior to works commencing • Set up site office • Refer to P.C. H&S folder & ensure relevant site paperwork is completed as applicable • Ensure all Operatives/Contractors aware of information on site notice board. • Refer to noise & vibration assessment sheet prior to works

12. KEY PARTICIPANTS ROLES & RESPONSIBILITIES

PARTICIPANT	ROLES & RESPONSIBILITIES
S.S. Site Procedures	<ul style="list-style-type: none"> • Ensure on-going competence of all direct employees/contractors engaged • Work according to programme of works • Ensure work site/equipment/materials security at all times • Ensure hazardous substances are stored securely, handled correctly, disposed of in the correct manner • Issue RAMS to operatives & sign off • Ensure all Sub-Contractors RAMS, COSHH & other relevant paperwork issued & signed off • Provide any briefing & safety talks • Undertake daily site inspections & control day to day supervision of site activities, working practices & wearing of P.P.E. • Undertake relevant inspections. Refer to site paperwork
S.S. Ongoing	<ul style="list-style-type: none"> • Attend any meetings detailed in plan & ensure continued H&S communication to all throughout the project • Notify P.C. of any complaints or areas of concerns relating to: H.S.W.E matters that cannot be solved, any accidents, incidents dangerous occurrences or near misses, HSE visits on site immediately. Disciplinary breaches to be reported A.S.A.P. or where of sufficient seriousness report immediately • Ensure fire precautions & first aid arrangements remain in place & are understood by all personnel involved in project • Monitor & review adequacy site of Fire/F.A. procedures • Replenish F.A. kit • Undertake roll call in emergency situation • Ensure emergency services & equipment can access/egress all locations & work areas. Refer to on site fire procedures • Record accidents & incidents & ensure confidentiality of documentation. Report any Isolate any accident/incident areas as necessary. Undertake any initial accident site investigation. & taking of witness statements, photographs • Ensure welfare provisions are maintained throughout the project • Request waste Transfer Notes & any Special Waste Transfer Notes from Contractors from waste collection contractor as appropriate & file in P.C. health & Safety Folder • Assist H&S advisor during site visits & sign off site inspections as appropriate • Ensure pollution control to the highest standard. No burning of waste on site or it's environments

12. KEY PARTICIPANTS ROLES & RESPONSIBILITIES

PARTICIPANT	ROLES & RESPONSIBILITIES
S.S. Liaison with Contractors	<ul style="list-style-type: none"> • Immediate project or health & safety concerns • Programme/changes • Design changes • Informal site meetings • Revised RAMS • Liaise with H&S advisor for project & during site inspection
S.S. Liaison with Client	<ul style="list-style-type: none"> • Any hazardous conditions or Immediate project or health & safety concerns

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13. ORDER OF WORKS

AREA	SCOPE OF WORKS
2nd Floor Meeting Rooms (Doyle, Wallace, Dickens Verve, Old Dining) 5 No. Meeting Rooms	<ul style="list-style-type: none"> • Strip out rooms • Lift carpets and dispose • Strip paper above and below dado • Decoration to freeze • Decoration below dado • Strip paper to existiing ceiling • Make good ceiling, as required • Deocration to ceilings • Decoration to coving • Decoration to woodwork • Lining paper from ground to picture rail • Polishing to existitng woodwork • Cleaning of Chandeliers - Old Dining Room only • Cleaning of wall lights - Old Dining Room only • Install client supply pendant lights • Install client supply wall lights • Supply and install new electric face plats • Electrical works for new AV Kit • Builders works for electrical works • Joinery repairs, as necessary • Plastering repairs, as necessary • Block up doors between adjoining meeting rooms • Provision of new AV kit (TV/drop down screen as necessary) • Install new carpet • New lighting to all rooms except Old Dining Room • New console and credenza units to all meeting rooms • Supply and install new artwork to all meeting rooms • Supply and install new blinds and dress curtains to all rooms • Supply new meeting room tables

13. ORDER OF WORKS

AREA	SCOPE OF WORKS
<p>Conference Area Meeting Rooms (Diamond, Emerald, Sapphire, Topaz, Opal, Russell, Fraser, Balmoral, Drummond) 9 no. Meeting Rooms</p>	<ul style="list-style-type: none"> • Strip out rooms • Lift carpets and dispose • Strip paper above and below dado • Decoration to bulkhead • Decoration below dado • New ceiling tiles • Decoration to coving • Decoration to woodwork • Lining paper from ground to picture rail • Fabric paper between dado and picture rail • New Double door (1 meeting room) • New Single door (1 meeting room) • New LED lighting to replace current downlighters • Install client supply pendant lights • Install client supply wall lights • Supply and install new electric face plats • Electrical works for new AV Kit • Builders works for electrical works • Joinery repairs, as necessary • Plastering repairs, as necessary • Take out timber wall units at door end of Diamond Room • Extra over baording and painting to above Diamond Room • Provision of new AV kit (TV/drop down screen as necessary) • Install new carpet • New lighting to all rooms • New console and credenza units to all meeting rooms • Supply and install new artwork to all meeting rooms • Supply and install new blinds and dress curtains to all rooms • Supply new meeting room tables

13. ORDER OF WORKS	
AREA	SCOPE OF WORKS
Horton Suite Bar Area	<ul style="list-style-type: none"> • Decoration to walls • New ceiling tiles • Cleaning ceiling grid • Decoration to woodwork • Wallpaper to upper walls • Decoration to wall panels • Vinyl/Amtico flooring to front of bar • Remove existing drink shelves and make good • Wall lights and chandeliers to be cleaned • Electrical works • Remedial works to fireplace - to open up • Install new carpet • Supply of new posuer tables and bar stools
C&B Circulation Corridors, Stairs, etc	<ul style="list-style-type: none"> • Decoration to walls • Deocration to corridor ceiling • Decoration to staircase • Decoration to staircase ceiling • Polishing works to toilet area including • Polishing to doors • Polishing to staircase • Polishing to Horton Suite Breakout area • Polishing to dorrs inc laminate to Horton Suite • Stripping out works • Wall light to be cleaned • Removal of existing chunky barriers in front of windows and replace with thinner metal • Install new carpet • Install new artwork
Men's Toilets	<ul style="list-style-type: none"> • Install new Amtico flooring • Overtile to walls • Polish existing corrian sink tops • Install new taps and sink wastes • Install new mirrors
Ladies Toilets	<ul style="list-style-type: none"> • Install new Amtico flooring • Overtile to walls • Polish existing corrian sink tops • Install new taps and sink wastes • Install new mirrors
S.S. Liaison with Client	<ul style="list-style-type: none"> • Any hazardous conditions or Immediate project or health & safety concerns

14. SELECTION & CONTROL OF CONTRACTORS

14.1 Competent Contractor selection process	<p>All sub contractors to complete a CDM specific competency questionnaire to identify health & safety compliances, sufficient resources to undertake the works & ensure insurance protection.</p> <p>Once compliance is determined, Contractor's are added to an approved list.</p> <p>The HSE public register of enforcement notices will also be checked.</p> <p>██████████ have arrangements in place for appointing / monitoring competent contractors / consultants and demonstrate how they ensure that contractors will also have arrangements for appointing competent sub-contractors or consultants.</p>
14.2 P.C's policy for use of non-English speaking Contractors	<p>Whilst we do not wish to discriminate against any workers, we do not have sufficient ability in languages to communicate directly with any worker who is not English speaking, or to read & understand any documentation that is not in English, Contractors are required to have:</p> <ul style="list-style-type: none"> Fully translated risk assessment/RAMS, site rules or competent means of translating information throughout the project Training records fully translated & checked as applicable in the U.K. & evidence to P.C. prior to the project commencing.
14.3 Procedure for sub-standard Contractor performance	<p>The performance of the Contractors employed on the project will be closely monitored & any act that is sub-standard to the maintenance of a safe project may result in immediate corrective/disciplinary action as necessary to be taken.</p> <p>Contractors are reminded of their duties to co-operate under the CDM Regulations 2015, The Management of Health and Safety at Work Regulations 1999 & all other relevant Statutory provisions applicable to the project.</p>

15. PROJECT TRAINING REQUIREMENTS

All contractors will be required to provide proof of training & competence before they are permitted to work on site. All contractors/operatives are to be in possession of their skill cards or copies of training certificates to be retained on site

Site Supervisor – [redacted] (Gold Card CSCS) and also backed up by [redacted] currently not SSSTS qualified but is deemed competent by the Principal Contractor.

15.1 Operative training requirements

CSCS Cards	<input checked="" type="checkbox"/>	Site Supervisor	<input type="checkbox"/>	IPAF/ PASMA	<input checked="" type="checkbox"/>	Working at Heights Awareness	<input checked="" type="checkbox"/>
Asbestos Awareness	<input checked="" type="checkbox"/>	Asbestos - Licensed	<input type="checkbox"/>	Manual Handling Awareness	<input checked="" type="checkbox"/>	C.O.S.H.H. Awareness	<input checked="" type="checkbox"/>
Noise & Vibration	<input type="checkbox"/>	Banks man	<input checked="" type="checkbox"/>	Signallers	<input type="checkbox"/>	Slingers	<input type="checkbox"/>
Plant, e.g. CPCS	<input type="checkbox"/>	FLT	<input type="checkbox"/>	Confined Spaces	<input type="checkbox"/>	Excavations	<input type="checkbox"/>
Street workers	<input type="checkbox"/>	Gas Safe	<input type="checkbox"/>	NICIEC	<input checked="" type="checkbox"/>	Scaffold	<input type="checkbox"/>
Demolition Appropriate CCDO	<input type="checkbox"/>						

15.2 Site induction information

All personnel will receive a site induction on arrival at site & before commencing works. Records of contractors & visitors inductions will be retained on site.

15.3 Site induction topics covered

- Site management team.
- Key project hazards
- Work hours, access, egress & out of bounds areas
- Delivery arrangements
- Welfare arrangements
- Permits issue
- Emergency procedures/equipment/escape routes/assembly point/drill procedures
- Arrangements for raising health & safety concerns
- Site waste procedures & locations
- Designated smoking areas
- The site rules/disciplinary procedure

16. COMMUNICATION BETWEEN PARTIES TO THE PROJECT

CONTACT & COMPLAINTS METHODS FOR PROJECT

16.1 Project contact methods	<ul style="list-style-type: none"> • Key contacts detailed in site office • Face to face as appropriate • Work/mobile phones • Formal communication via e-mail &/or site meetings. • Site meeting/communication will be & recorded. Records will be retained on site.
16.3 P.C.'s	<ul style="list-style-type: none"> • All communication for Client via the Assistant Club Secretary. • Inform CDM of developments in works regarding any matters affecting the: <ul style="list-style-type: none"> ➤ Client's business operations. ➤ Design changes ➤ Schedule changes ➤ RIDDOR reporting ➤ Reporting of HSE/safety/building control officer to site
16.3 P.C. & S.S.	<ul style="list-style-type: none"> • Daily contact to discuss project progression & raise health safety concerns. • Deliveries • Design changes. • Schedule changes. • Breaches of health & safety, significant findings or hazardous conditions as soon as possible. • Accidents/incidents, near misses or dangerous occurrences immediately. • Site inspections findings.
16.4 Liaison with contractors/operatives throughout project	<ul style="list-style-type: none"> • Health & safety aspects of the project. • S.S. will be available for immediate project or health & safety concerns • Opportunity to liaise with H&S advisor for project during site inspection. • Risk management • Design changes • Schedule changes • Site Induction
16.5 Site complaints procedures	<ul style="list-style-type: none"> • All complaints on the project to be directed to the S.S. who will notify the P.C.

17. SUPERVISION & MONITORING OF HEALTH & SAFETY

LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health & Safety at Work Act 1974 ➤ CDM Regulations 2007 ➤ The Management of Health & Safety at Work Regulations 1999 ➤ HSG 151 	
The P.C. must establish a benchmark standard for the monitoring of health & safety management during the project		
SUPERVISION & MONITORING	RESPONSIBLE PERSON	PROCEDURES
17.1 Co-ordination & supervision throughout project for	P.C./S.S.	<ul style="list-style-type: none"> • Planned & scheduled works programme. • If there is a co-ordination problem with other contractors refer to the S.S as soon as possible • S.S. to liaise with P.C. on daily basis
17.2 Supervision & monitoring of project	S.S	<ul style="list-style-type: none"> • Daily site inspections throughout the project to ensure the site, work equipment & work is progressing in a safe manner without risk
17.3 Management monitoring & review of project health & safety	P.C./P.M / CDM/ /H&S	<ul style="list-style-type: none"> • Project meetings to review the safety performance of the project, & any specific situations with on-going works which are a safety priority. All meeting recorded & records retained .
17.4 External auditing of the project health & safety	H&S/P.C.	<ul style="list-style-type: none"> • Random site inspections at the request of the P.C. & findings recorded. Reported & e-mailed within 24 hours to discuss any findings • If the adviser is concerned about any immediate aspect of the project health & safety this will be communicated to the P.C. by telephone so actions can be commenced without delay. • All records of inspections retained by P.C. & copy retained on site

18. WELFARE PROVISION ARRANGEMENTS	
LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ CDM Regulations 2015 (Schedule 2) ➤ The Workplace (Health, Safety & Welfare) Regulations 1992 ➤ INDG 293
18.1 Location of welfare facilities on project	<ul style="list-style-type: none"> • The on-site welfare facilities will be used throughout the project in agreement with the Client & detailed at Site Induction.
18.2 Available project facilities	<ul style="list-style-type: none"> • Running hot & cold or warm water • Toilets & washing facilities; including soap & means of drying hands • Facilities for making warm drinks & consuming food • Facilities for storing clothing, P.P.E. as necessary
18.3 Site procedures	<ul style="list-style-type: none"> • Any disruption to the Client must be kept to a minimum. • The works is self-contained and is located in a separate wing to the building with no access or contact with public or hotel guests. • Contractors are to report any unsanitary or lack of provisions. • Facilities to be kept clean & tidy at all times. • Any person found abusing facilities will be prohibited from using them & will be expected to provide their own welfare facilities at their own cost. • There must be no dirty clothes, overalls, P.P.E. in eating areas.

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19. PROTECTION OF PUBLIC & WORKING IN OCCUPIED PREMISES

LEGISLATIVE COMPLIANCE	➤ The Health and Safety at Work Act 1974
19.1 P/C responsibilities	<ul style="list-style-type: none">• Contractor & visitor site inductions
19.2C P.C. Contractor responsibilities	<ul style="list-style-type: none">• No interference with Client operations.• No entry to areas other than designated CDM areas.• Discretion to be exercised at all times.
19.3 Site procedures	<ul style="list-style-type: none">• Use only designated access & egress points.• No causing of obstructions.• If approached by a member of the public, be polite & courteous & refer to staff.

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20. SITE SECURITY

LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none">➤ The Health & Safety at Work Act 1974➤ CDM Regulations 2015➤ The Workplace (Health, Safety & Welfare) Regulations 1992➤ INDG 293
20.1 P/C Contractor responsibilities	<ul style="list-style-type: none">• Keep unrestricted access & egress for occupants.• No member of public to enter area.
20.2 Site procedures	<ul style="list-style-type: none">• Tools & equipment are to be left in a secure condition at all times.

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21. SITE RECORDS

21.1 Information to be displayed on site notice board by the P.C.

- The HSE Health & Safety Information Poster. (All information boxes to be complete).
- Copy of F10.
- A copy of Employer's Liability Compulsory Insurance.
- Programme of works.
- Key personnel contact details.
- Site rules.
- Site emergency procedures.
- First Aid poster & details of the First Aid arrangements & location of facilities/Accident book.

21.2 Information to be retained on site by P.C.

- Copy of permits.
- Copy of Contractor Competency Questionnaire.
- Copy of project C.P.P.
- Copy of the Principal Contractor's Health & Safety Policy.
- New style accident book./Incident reporting sheets.
- PAT testing records/stickers on equipment indicating test date.
- Waste transfer notes.
- Site signing in & out sheets.
- Site inductions/toolbox.
- Records of management meetings.
- Relevant COSHH assessment / Safety Data sheets.
- Vibration & noise assessment.
- Copies of relevant training records or skill cards retained on site by operatives.
- RAMS/risk assessment.
- Any written emergency procedures as applicable. (Emergency procedures for low risk work can be verbal provided understood by all parties to works).
- Copy of site inspections undertaken.

21.3 Information to be retained in P.C. Health & Safety File for the project as relevant

- As built drawing.
- Design drawings.
- Site plans
- Copy of asbestos survey.
- Other surveys.
- Structural assessments.
- Service drawings.
- Any other relevant information.

22. TRAFFIC MANAGEMENT & DELIVERIES ARRANGEMENT

LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Workplace (Health, Safety & Welfare Regulations 1992 ➤ The Health & Safety at Work Act 1974 ➤ CDM Regulations 2007 ➤ The Safety Signs & Signals Regulations 1996 ➤ HSG 51
22.1 P.C. Contractor responsibilities	<ul style="list-style-type: none"> • Large/ frequent loads will be timed, phased for & planned so as to prevent storage on site as far as is practicable. • All deliveries planned & coordinated with the S.S. • All deliveries to be co ordinate with on site staff • Container is provided in compound.
22.2 Requests for road closures during project	<ul style="list-style-type: none"> • N/A
22.3 Site procedures	<ul style="list-style-type: none"> • Ensure Client's business is not disrupted. • Vehicle sharing where possible. • No interference site operations or visitors to site. • Banks man used. Keep in line of driver sight at all times.

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23. STORAGE ARRANGEMENTS

LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health & Safety at Work Act 1974 ➤ The Workplace (Health, Safety & Welfare) Regulations 1992
23.1 Storage location	<ul style="list-style-type: none"> • Storage areas - detailed at Site Induction.
23.2 P/C & Contractor responsibilities	<ul style="list-style-type: none"> • Only necessary materials & equipment for works will be brought to site • Materials cut to size off site where possible.
23.3 Site procedures	<ul style="list-style-type: none"> • Placed to ensure the safety of all persons on site • Entry, exit routes, fire routes/doors & walkways maintained at all times. • All materials & equipment secured from unauthorised use at the end of the day within secured area. • Site left clean & tidy daily & at end of project. • Secure storage areas. • Container to be provided by hotel staff for materials storage
23.4 Arrangements for flammables & pressurised gas	<ul style="list-style-type: none"> • Notification to P.C. prior to commencement of works

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24. RISK MANAGEMENT PROCEDURES

LEGISLATIVE COMPLIANCE		<ul style="list-style-type: none"> ➤ The Health & Safety at Work Act 1974 ➤ The Management of Health & Safety at Work Regulations 1999 ➤ CDM Regulations 2015
Auditing will be undertaken by H & S Advisor		
PROCEDURE	RESPONSIBLE PERSON	RESPONSIBILITIES
24.1 Procedure for R.A	P.C. /S.S.	<ul style="list-style-type: none"> • Site specific R.A. • Signed off by the P.C. & CDM prior to works, operatives & recorded. • Any variation/revision by authorisation of P.C./CDM & recorded.
24.2 Procedure for RAMS	P.C./Contractors/ S.S./CDM	<ul style="list-style-type: none"> • Site specific RAMS produced for high risk work, (where there is potential to cause death, or major injury, or seriously damage someone's health). • RAMS/R.A. submitted 3 days in advance of works for assessment & approval. • Any variation/revision to RAMS will be only by authorisation of P.C./CDM & recorded. • Operatives to read, understood, sign RAMS/Risk Assessments prior to work. Records kept on site. Revised RAMS re-circulation as necessary & recorded.
24.3 Work requiring RAMS	P/C & Contractors	<ul style="list-style-type: none"> • High risk activities
24.4 Procedure for toolbox talks	S.S.	<ul style="list-style-type: none"> • Provide task specific toolbox talks • If during any day a change of activity occurs & a new activity is started, a new toolbox to be given prior to re-start of works.

25. PERMIT ISSUING PROCEDURES

LEGISLATIVE COMPLIANCE		<ul style="list-style-type: none"> ➤ The Health & Safety at Work Act 1974 ➤ The Management of Health & Safety at Work Regulations 1999 ➤ CDM Regulations 2015
Auditing will be undertaken by H & S Advisor		
PROCEDURE	RESPONSIBLE PERSON	RESPONSIBILITIES
25.1 Issuing of permits	S.S/Client	<ul style="list-style-type: none"> • Permit issue procedures will be detailed at Site Induction. No works requiring a permit to work will be undertaken without permit in place. <p>Hot works</p> <ul style="list-style-type: none"> • Hot Works Permit (if required) to be issued daily and minimum 90 minute cessation period at close of each working period.

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26. P.P.E. ON SITE

LEGISLATIVE COMPLIANCE

- The Health & Safety at Work Act 1974
- The Personal Protective Equipment (EC Directive) Regulations 2002
- INDG 174

26.1 P.P.E.

All personal protective equipment must be worn on site at all times other than in the site office or site welfare facilities.

26.2 Mandatory P.P.E. requirements on site

- P.P.E. worn in accordance with risk assessments or local signage.
- Hard hat/bump cap – where applicable and dictated by R.A. or RAMS
- Hand protection - As identified in R.A.
- Eye protection - As identified in R.A.
- Hearing protection - Refer to site office notice board at the pre-assessed noise & vibration assessment
- Safety footwear at all times.
- All P.P.E issue will be via the S.S. for A&C operatives.
- P.P.E. issue register to be signed by all operatives.

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27. PRE RAMS IDENTIFIED PROJECT HAZARDS

KEY HAZARDS		OVERALL RISK		
1	Occupied building	LIKELIHOOD Frequent	SEVERITY Marginal	OVERALL RISK  Moderate Risk
2	Other contractors	LIKELIHOOD Occasional	SEVERITY Marginal	OVERALL RISK  Low Risk
3	Restricted areas	LIKELIHOOD Occasional	SEVERITY Serious	OVERALL RISK  Moderate Risk
4	Working at heights	LIKELIHOOD Occasional	SEVERITY Very Serious	OVERALL RISK  High Risk
5	Falling objects	LIKELIHOOD Occasional	SEVERITY Very Serious	OVERALL RISK  High Risk
6	Manual handling	LIKELIHOOD Moderate	SEVERITY Marginal	OVERALL RISK  Moderate Risk
7	Use of power tools	LIKELIHOOD Occasional	SEVERITY Serious	OVERALL RISK  Moderate Risk
8	Use of hand tools	LIKELIHOOD Occasional	SEVERITY Serious	OVERALL RISK  Moderate Risk
9	Noise	LIKELIHOOD Occasional	SEVERITY Serious	OVERALL RISK  Moderate Risk
10	Vibration	LIKELIHOOD Occasional	SEVERITY Serious	OVERALL RISK  Moderate Risk
11	Slips, trips, falls	LIKELIHOOD Occasional	SEVERITY Very Serious	OVERALL RISK  High Risk
12	Hidden services	LIKELIHOOD Occasional	SEVERITY Very Serious	OVERALL RISK  High Risk
13	Hazardous substance - silica dust	LIKELIHOOD Occasional	SEVERITY Marginal	OVERALL RISK  Low Risk
15	Asbestos	Refer to asbestos register		

28. STRUCTURAL DESIGN PRINCIPLE HAZARDS & PREVIOUS STRUCTURAL MODIFICATIONS

N/A

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29. STABILITY OF STRUCTURE

N/A

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30. CONFINED SPACES	
LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health & Safety at Work Act 1974 ➤ The Confined Spaces Regulations 1997 ➤ CDM Regulations 2015 ➤ The Management of Health & Safety at Work Regulations 1999 ➤ INDG258
Contractor responsibilities	<ul style="list-style-type: none"> • N/A

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31. ASBESTOS STATUS FOR THE PROJECT & UNIDENTIFIED ASBESTOS PROCEDURES	
LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health & Safety at Work Act 1974 ➤ The Management of Health & Safety at Work Regulations 1999 ➤ The Control of Asbestos Regulations 2012 ➤ Approved Code of Practice L143
31.1 Current project status	<ul style="list-style-type: none"> • Current Asbestos Information is available from the site maintenance manager and client but as of yet has NOT been made available to [REDACTED]
31.2 P.C. responsibilities	<ul style="list-style-type: none"> • Unidentified asbestos procedures in place just in case unidentified asbestos is found. • Inform CDM immediately if presence of unidentified asbestos found on site.
31.3 Contractor responsibilities	<ul style="list-style-type: none"> • Refer to asbestos register & liaise with Site Supervisor prior to works. • Assess work areas prior to work. • Work in accordance with unidentified asbestos procedures if asbestos suspected.
31.4 Unidentified asbestos procedures	<ul style="list-style-type: none"> • Do not disturb any unidentified asbestos, including fixing & removal of any fittings into or from asbestos materials required as part of the contract. • Report to S.S. immediately any suspected unidentified ACM's not identified by P.C. or asbestos register. • Works will cease & the working area will be isolated immediately. • All personnel will be made aware of any suspicious finds. • S.S to report to P.C. immediately.
31.5 Note	<ul style="list-style-type: none"> • Failure to apply the proper procedures above will result in disciplinary action being taken • The Principal Contractor is advised that The Building Contract from the original construction contains a clause stating that no asbestos or asbestos containing materials were to be used in the construction. Any post-completion repairs, maintenance and modifications date from around 2000. It is therefore considered extremely unlikely that any asbestos or asbestos containing materials are present. However, the Control of Asbestos Regulations 2012 makes specific reference to the presumption that the building may contain Asbestos unless proved otherwise by analysis. • The Principal Contractor is required to satisfy himself that no ACM materials are present within those surfaces which are to be disturbed during the refurbishment. • Should any materials containing asbestos be found during the works, the principal contractor must be notified immediately and the area must not be disturbed until the material has been investigated. • Works executed in relation to asbestos based materials should be sufficient to comply with Health & Safety Executive Guidance Notes and current regulations. • The principal contractor is advised to satisfy himself that ACM materials are not present or likely to be disturbed during the proposed works and should undertake additional surveys as necessary to determine the presence of ACM Materials in areas or surfaces not included in original surveys which may be disturbed during the construction phase. • Current Asbestos Information is available from the site maintenance manager and client.

32. LEAD STATUS & UNIDENTIFIED LEAD PROCEDURES	
LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health & Safety at Work Act 1974 ➤ The Control of Lead at Work Regulations 2002 ➤ HSE Guidance L132 ➤ Approved Code of Practice L8
32.1 Unidentified lead discovery	<ul style="list-style-type: none"> • No lead identified on site. • Should lead be subsequently identified, works to be halted until the proper control measures implemented in accordance with the above Regulation & Guidance.
32.2 Note	<ul style="list-style-type: none"> • Failure to undertake proper procedures will result in disciplinary action being taken

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33. WORKING WITH SERVICES	
LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health & Safety at Work Act 1974 ➤ The Management of Health & Safety at Work Regulations 1999 ➤ The Health & Safety at Work Act 1974 ➤ HSE Guidance GS6
33.1 Contractor responsibilities	<ul style="list-style-type: none"> • No live working. Lock & tag out procedures. Test out • Use of non-conductive work equipment for all works. • Test & certify works. • Emergency procedures (Need not be written provided understood by all parties).
33.2 Damaged services procedures	<ul style="list-style-type: none"> • Any damages reported to S.S. as soon as possible • Make good damages without delay at the cost of the Contractor.
33.3 Key hazards	<ul style="list-style-type: none"> • Contact with live services • Persons contacted with live service • Re-energising of service by others • Damage to services • Service disruption
33.4 Site procedures	<ul style="list-style-type: none"> • Work in accordance with permit. • Keep others at a safe distance • Confirm all services isolated prior to works & been tested out • No use of unsafe sockets. • No overloading of extension
33.5 Note	<ul style="list-style-type: none"> • Failure to undertake proper procedures will result in disciplinary action being taken.

33.1 RECOMMENDED DISTRIBUTION VOLTAGE

Fixed plant	415 V 3 phase
Moveable plant supplied by trailing cable	415 V 3 phase
Site office, stores etc.	240 V single phase
Fixed floodlight	240 V single phase
Portable hand held tools up to 1 HP	110 V single phase
Light moveable plant 1-2 HP	110 V single phase
Portable hand lamps (general use) & site lighting	110 V single phase
Portable hand held lamps (damp or confined areas)	Special considerations apply

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34. WORK EQUIPMENT	
LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health and Safety at Work Act 1974 ➤ The Management of Health & Safety at Work Regulations 1999 ➤ The Electricity at Work Regulations 1989 ➤ The Provision & Use of Work Equipment Regulations 1998 ➤ INDG 231
34.1 Work undertaken	<ul style="list-style-type: none"> • Power & hand tools - various.
34.2 P/C & Contractor requirements	<ul style="list-style-type: none"> • Trained & competent operators only to use work equipment. • Selection of correct type of equipment for the works undertaken & environment. • Maintained in accordance with manufacturer's instructions. • Portable equipment PAT tested in last 12 months & up-to-date. • No sparking equipment or other potential ignition sources where flammables, or combustible dusty atmospheres or according to COSHH assessments. • Battery operated equipment used where possible. or 110V equipment only on site. Use of transformer as necessary. RCD. • Contaminates captured at source where possible, • All dangerous parts of equipment guarded against & push aids as appropriate • Cabling supported up high with a method of supporting cables e.g. an . Where impracticable, clear identification with covers or placed safely to prevent slips, trips, falls.
34.3 Key hazards	<ul style="list-style-type: none"> • Abrasive wheels/blades mounted by competent, trained person only. Record kept. 18 or over only operator. • Cartridge operated/compressed tools used by competent, trained person & over 18 operator only. • Unauthorised access to work equipment. • Operational site • Restricted space/ premium storage space on site • Other Contractors • Noise • Vibration. • 230V electrical supply. • Slips, trips, falls • Poor storage & housekeeping. • Contact with dangerous parts of equipment • Moving parts of equipment • Manual handling
34.4 Site procedures	<ul style="list-style-type: none"> • Work equipment used according to manufacturer's instructions. • Keep others at a safe distance during works • Where trailing cables are unavoidable, place up high or placed safely at side of walkways to prevent slips, trips & falls, or use suitable cable covers . Min height of any suspended cabling 5.2M. Length of any suspended cabling no longer than 3M . • 110V on site only. Use of transformer as necessary. RCD. • All dangerous parts of equipment guarded against. • Keep good house

34.5 Work equipment inspections	<ul style="list-style-type: none">• Daily checks of work equipment prior to use.• All defective equipment must be withdrawn from use, tagged as defective & taken to safe area where it cannot be used by others.
34.6 Note	<ul style="list-style-type: none">• Failure to undertake daily work equipment checks & application of proper procedures will result in disciplinary action being taken.

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35. WORKING AT HEIGHTS, FRAGILE SURFACES

<p>LEGISLATIVE COMPLIANCE</p>	<ul style="list-style-type: none"> ➤ The Health and Safety at Work Act 1974 ➤ The Management of Health & Safety at Work Regulations 1999 ➤ CDM Regulations 2015 ➤ The Working at Height Regulations 2005, ➤ The Provision & Use of Work Equipment Regulations 1998, ➤ INDG 410
<p>35.1 P.C. equipment on site</p>	<ul style="list-style-type: none"> • Mobile access tower • Stepladders • Hop ups • Scissor Lift
<p>35.2 Definition of working a height & fragile surfaces</p>	<ul style="list-style-type: none"> • Work in any place, including a place at or below ground level • Obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace • Where, if measures required by these regulations were not taken, a person could fall a distance liable to cause personal injury • Fragile surface: is a surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it
<p>35.3 P.C./Contractor responsibilities working at heights</p>	<p>Where work at height is unavoidable suitable & sufficient measures are to be taken to prevent any person falling a distance liable to cause personal injury. Measures include:</p> <ul style="list-style-type: none"> • Avoid working at height where reasonably practicable by ensuring work is carried out from an existing place of work; or the case of obtaining access or egress) using an existing means. • Where you cannot be avoided, provide work equipment that so far as is reasonably practicable (S.F.A.R.P.) for preventing a fall occurring • Where a risk of a fall cannot be eliminated provide work equipment to minimize the distance & consequences • Where it is not reasonably practicable to minimize the distance, the consequences, of a fall; provide such additional training & instruction or take other additional suitable & sufficient measures to prevent, S.F.A.R.P. any person falling a distance liable to cause personal injury • Where an area contains an area due to the work being undertaken a risk of persons falling a distance or being struck by an object liable to cause injury, SFARP the workplace is equipped with devices to prevent unauthorized access & it is clearly indicated. • Where necessary to prevent injury to any person, take suitable & sufficient steps S.F.A.R.P. to prevent, the fall of any material or object. If this is not reasonably practicable take suitable & sufficient steps to prevent any person being struck by any falling material or object which is liable to cause personal injury. • Ensure that no material or object is thrown or tipped from height in circumstances where it is liable to cause injury to any person. • Ensure that materials& objects are stored in such a way as to prevent risk to any person arising from the collapse, overturning or unintended movement of such materials or objects.

	<ul style="list-style-type: none"> • Work at height is only carried out only when the weather conditions do not jeopardize the health or safety of persons involved in the work. • Ensure a personal fall protection system complies with the relevant part 1-5 of Schedule 5 & part 6 for ladders of The Working at Height Regulations • Protection of other Contractors, visitors to site. • Work equipment used & maintained in accordance with manufacturer's instructions. • Inspection of equipment in accordance with Regulations & Manufactures recommendations. • Safe rated load capacity marked on equipment & identified to operatives in prior to works • S.F.A.R.P. ensure that the surface /parapet/permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used. • Harnesses LOLER certified in last 6 months & written rescue plan for use of fall arrest equipment & emergency procedures without sole reliance on emergency services • Guard rails & toe boards on all access equipment as per Regulations & the protection of any unguarded edges where persons/materials could fall • Emergency planning (This need not be written provided understood by all parties unless harness use). There must be no sole reliance on the emergency services. • Select work equipment that gives collective protection measures priority over personal protection measures considering: <ul style="list-style-type: none"> ➢ Working conditions, risks to the safety of persons at the place where the work equipment is to be used ➢ In the case of work equipment for access & egress, the distance to be negotiated; ➢ The distance and consequences of a potential fall ➢ The duration and frequency of use ➢ The need for easy and timely evacuation and rescue in an emergency ➢ Any additional risk posed by the use, installation or removal of that work equipment or by evacuation & rescue from it ➢ Appropriate to the nature of the work to be performed & the foreseeable loadings ➢ Allow passage without risk ➢ All works to be properly planned Planning for emergencies & rescue) & supervised
<p>35.4 Fragile surfaces</p>	<ul style="list-style-type: none"> • No person passes across/near/or works on/from or near a fragile surface where it is reasonably practicable to carry out work safely & without doing so. • Ensure, so far as is reasonably practicable, that suitable and sufficient platforms/coverings/guard rails or similar support or protection are provided & used so that foreseeable loadings are supported by such supports or borne by such protection. Where a risk of a person at work

	falling remains despite the measures taken ,take suitable sufficient measures to minimize the distances and consequences of his fall.
35.5 Inspections	<ul style="list-style-type: none"> • Daily inspections of work equipment prior to use. • Refer to pre assessed on-site Statutory inspections form in health & safety folder.
35.6 Key hazards	<ul style="list-style-type: none"> • Manual handling operations. • Working in restricted areas. • Working in occupied buildings • Working at heights. • Plumbing works. • Electrical works. • Use of resins. • Guests welcome or not!
35.7 Site procedures	<ul style="list-style-type: none"> • [REDACTED] • [REDACTED] • Work in accordance with Permit to work. • Work according to any relevant lift plan. • Work area segregated. Keep others at a safe distance. • Selection of correct work equipment for task. • Erection & dismantling of mobile access equipment by competent, trained persons. only. All safety features used. • No exceeding safe load limit • Ladder usage for short duration work (30 min's) & suitable to task & location. • Safe placement of equipment, materials throughout works. • Boarding where potential for falling materials or similar. • Keep good house. • Work equipment secured from unauthorised access when not in use.
35.8 Note	<ul style="list-style-type: none"> • Failure to undertake daily work equipment checks & application of proper procedures for may result in disciplinary action being taken.

SAFE WORKING LOADS FOR STEPLADDERS

BS 1129	British Class 1	Timber	
BS 2037	British Class 1 & 3	Aluminium	
BS EN 131	British Class 1	Timber, aluminium & glass fibre	
BS NUMBER	TYPE	DUTY RATING	MAX VERTICAL STATIC LOAD
BS 1129	Industrial	130kg (20 stons)	175kg (27.5 stone)
BS 2037	Domestic	95kg (15 stons)	125kg (19.5 stone)
BS EN 131	Trade	115kg (18 stons)	150kg (23.5 stone)

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36. HAZARDOUS SUBSTANCES

LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health & Safety at Work Act 1974 ➤ The Control of Substance Hazardous to Health 2002 (amended 2005) ➤ INDG 136
36.1 A&C specific project hazardous substance (Not including asbestos or lead)	
36.2 Hazardous substances to be addressed where applicable:	<ul style="list-style-type: none"> • White spirits • Levelling laytex compound • Acoustic mineral wool insulation • Ceramic tile dust (crystalline silica) • Satinwood
36.3 COSHH assessments	<ul style="list-style-type: none"> • Those arising from substances used. • Those arising from substances generated during processes or work activities. • Those arising from contact with naturally occurring substance.
36.4 Site procedures	<ul style="list-style-type: none"> • As identified by risk assessments. • Safety Data Sheets must be attached to COSHH assessments & kept on file • There must be compliance with EH40 & working exposure limits. • Health monitoring/surveillance as identified by risk assessments.
36.5 Hazardous substance spillage procedures	<ul style="list-style-type: none"> • Work area well vented (avoid dust clouds forming when venting work area & when working) • Dust suppression techniques employed where possible to prevent dust generation. • Tile cutting as dust free as possible or done off site.
36.5 Hazardous substance spillage procedures	<ul style="list-style-type: none"> • In accordance with COSHH assessments as appropriate. • S.S. informed.

DECORATION SCHEDULE BURLINGTON MEETING ROOMS
Information for COSHH Data Sheets

AREA	COLOUR	PAINT FINISH	PAINT CODE
CEILING		MATT EMULSION	DULUX 00 YY 63 / 024
CORNICE		MATT EMULSION	DULUX 00 NN 83 / 000
WINDOWS		EGG SHELL	DULUX 10 YY 72 / 021
SKIRTINGS		EGG SHELL	DULUX 10 YY 46 / 041
DOORS		EGG SHELL	DULUX 10 YY 27 / 060
UPPER WALLS		WALLPAPER	TEKTURA MADRAS 15258
DADO RAIL		EGG SHELL	DULUX 10 YY 46 / 041
BELOW DADO		MATT EMULSION	DULUX 10 YY 27 / 060

37. HOUSEKEEPING

LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none">➤ The Health & Safety at work Act 1974➤ CDM Regulations 2015➤ The Workplace (Health and Safety Welfare) Regulations 1992➤ INDG 225
37.1 Site procedures	<ul style="list-style-type: none">• Good housekeeping will be maintained throughout the project.• Regular removal of rubbish in bags (In accordance with scheduled times allocated)• Walkways kept clear.• Floors kept clear of slip, trip, falls.• Tools stored correctly & not left on floors• All equipment & materials stored so as not to present a slip, trip or fall hazards or cause obstructions.

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38. NOISE CONTROL	
LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health and Safety at Work Act 1974 ➤ The Control of Noise at Work 2005 ➤ The Safety Signs & Signals Regulations 1996 ➤ INDG 362.
38.1 Equipment in use	<ul style="list-style-type: none"> • Hammer drill • Nail gun • Battery drills • Hand tools
38.2 P.C. & Contractor responsibilities	<ul style="list-style-type: none"> • Noise risk assessment undertaken/refer to site notice board for pre-assessed noise assessment • Where practicable noise reduction techniques will be employed on equipment where practicable e.g. silencers. • Noise must be kept to the lowest levels possible & if noisy works need to be done noise to be kept below 75dB(A) for inside areas • The health & safety advisor for the project will assist the S.S. regarding the assessment & control of noise if necessary.
38.3 Working exposure limits	<ul style="list-style-type: none"> • Daily noise exposure of 80dB(A) - 85 dB(A) provide SNR rated ear plugs/ hearing protection if requested by operatives. • Daily noise exposure above 85 dB(A) provide mandatory SNR rated ear plugs/ hearing protection to bring the level to less than 85dB(A) at the ear & mandatory hearing zone & signage in compliance with the Regulations.
38. 4 Site procedures	<ul style="list-style-type: none"> • Short duration work for noisy works where possible • Wearing of hearing protection when have to shout to be heard by others standing 1-2M's away & have to shout to be heard • Report any ill health.

39. VIBRATION CONTROL	
LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Health and Safety at Work Act 1974 ➤ The Control of Vibration at Work Regulations 2005 ➤ INDG 242 ➤ INDG 296
39.1 P/C & Contractor responsibilities	<ul style="list-style-type: none"> • Equipment provided with anti-vibration measures where possible. • Compliance with working exposure limits & vibration assessment undertaken as necessary or work in accordance with vibration assessment detailed on the site notice board. • Work rotation methods employed where reasonably practicable. • Compliance with working exposure limits.
39.2 Working exposure limits (H.A.V.)	<ul style="list-style-type: none"> • Daily EAV of 2.5 m/s² A(8) that represents a clear risk requiring management; • Daily ELV of 5 m/s² A(8) that represents a high risk above which employees should not be exposed.
39.3 Working exposure limits (W.B.V.)	<ul style="list-style-type: none"> • Exposure action value of 0.5 m/s² A(8) at which level employers should introduce technical & organisational measures to reduce exposure. • Exposure limit value of 1.15 m/s² A(8) which should not be exceeded.
39.4 Site procedures	<ul style="list-style-type: none"> • Refer to site notice board for pre-assessed vibration exposure limits • A&C operatives to record trigger times recorded as required, • Report any ill health

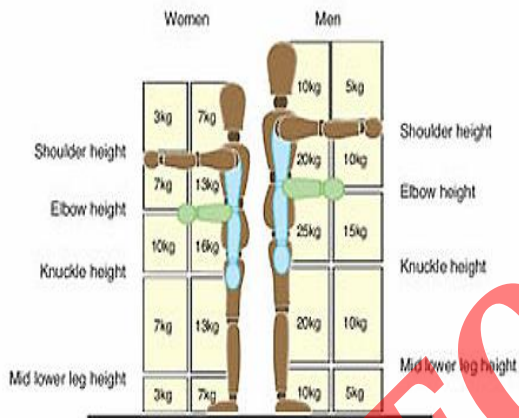
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40. MANUAL HANDLING PROCEDURES

LEGISLATIVE COMPLIANCE

- The Health and Safety at Work Act 1974
- The Manual Handling Regulations 1992
- INDG 143

HSE Guidance Weight Limits



- 40.1 P.C. & Contractor responsibilities

- Manual handling aids provided where possible
- Risk assessment required for all significant manual handling activities.
- Cut materials to size where possible prior to bringing on site.

- 40.2 Site procedures

- Keep others at safe distance
- Good manual handling techniques
- Items requiring offloaded manually & carried to site, use transporting aids or 2 man teams or more where necessary or detailed in risk assessments.
- Ensure travel routes are unobstructed & maintained at all times.
- No more than 25g per individual at waist height.
- Special attention given when moving around site.













41. ENVIRONMENTAL CONTROLS	
LEGISLATIVE COMPLIANCE	➤ Environmental Protection Act 1990
42.1 Site pollution procedures	<ul style="list-style-type: none"> • There will be no discharges to any watercourses, waterways, drainage systems. • Strictly no burning of debris will be strictly prohibited on site. • If pollution occurs then the relevant Authority & the Client will be informed by the Principal Contractor are to provide small spill kit/methods for onsite spillages where necessary.

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42. WASTE MANAGEMENT	
LEGISLATIVE COMPLIANCE	<ul style="list-style-type: none"> ➤ The Environmental Protection Act 1992 ➤ The Hazardous Waste (England and Wales) Regulations 2005
42.1 P.C. Responsibilities	<ul style="list-style-type: none"> • Waste will be removed by a licensed contractor • Hazardous waste removed by licensed contractor • Transfer Notes will be retained & kept for 2 years on completion of project • Keep drainage systems free from construction materials & debris & prevent pollution.
42.2 Contractor Responsibilities	<ul style="list-style-type: none"> • Prior notification to P.C. of hazardous waste produced on site • Transfer Notes will be retained & kept for 2 years on completion of project • Keep drainage systems free from construction materials & debris & prevent pollution.
42.3 Site waste arrangements skip location	<ul style="list-style-type: none"> • There will be skip on site, locked off & fenced off • Waste will be recycled where possible • If space restrictions necessitate any part of skips being kept closer than 4m from buildings, then the skips should be enclosed metal skips with lids. • Open skips that are covered at the end of the day with tarpaulin or other materials are not acceptable. • Ideally externally located skips should be located at least 8 metres away from buildings. • Contractor's skips should be located in compounds protected by hoarding or Heras fencing. • Suitable skip should be arranged with the Hotel and Principal contractors.
42.4 Site procedures	<ul style="list-style-type: none"> • Good housekeeping is kept throughout the project in all areas. • No build-up of waste on site allowed & waste should be removed as soon as is practicable.

43. FIRE MANAGEMENT	
LEGISLATIVE COMPLIANCE	➤ The Regulatory Reform (Fire Safety) Order 2005
43.1 Fire risk assessment	<ul style="list-style-type: none"> • N/A Client F.R.A. in place.
43.2 PC responsibilities	<ul style="list-style-type: none"> • Secure outside storage of flammables & gas bottles (stored separately from each other) away from vehicle impact combustible items, ignition sources • Extinguishing media appropriate to works undertaken. • Protection of combustible items with suitable fire resistant blanket/screening for hot works & 1 hour fire watch
43.3 Contractor responsibilities	<ul style="list-style-type: none"> • Provide prior notification to P.C. for any compressed gases brought onto site. • Flashback arrestors fitted & hose accessories etc. checked for leaks prior to works • Extinguishing media appropriate to works undertaken • Protection of combustible items with suitable fire resistant blanket/screening
43.4 Smoking policy	<ul style="list-style-type: none"> • There will be a strict no smoking policy in and around the site other than in designated places. Details at Site Induction
43.5 On site expectations	<ul style="list-style-type: none"> • Work according to hot works permits • There will be no build-up of combustibles allowed to develop on site • No compressed gases or flammables left on site at end of works • Suitable extinguishing media at hand

44. EMERGENCY PROCEDURES

 <p>FIRST AIDERS</p>	<ul style="list-style-type: none"> • Provided on site 	
 <p>NEAREST A&E</p>	<p>City Hospital Dudley Road Birmingham West Midlands B18 7QH</p>	 0121 554 3801
 <p>UTILITIES EMERGENCIES</p>	 GAS: 0800 111 999  ELECTRICAL: T.B.C.  WATER: 0800 783 4444	
 <p>LOCAL HSE OFFICE</p>	19 Ridgeway 9 Quinton Business Park Quinton Birmingham B32 1AL Tel: 0300 003 1747	
 <p>FIRE SAFETY Site Supervisor(s)</p>	<ul style="list-style-type: none"> • Fire procedures detailed at Site Induction. • All escape routes must remain clear at all times 	
 <p>FIRE ALERT METHODS</p>	<ul style="list-style-type: none"> • Fire fighting equipment on site will be utilised 	
 <p>SITE ASSEMBLY POINT</p>	<ul style="list-style-type: none"> • T.B.C. at site induction 	
 <p>REDIRECTION OF FIRE EXIT ROUTES</p>	<p>N/A.</p>	

45. DIRECTIONS TO A&E

City Hospital

0121 554 3801 Dudley Road, Birmingham, West Midlands, B18 7QH
<http://www.swbh.nhs.uk>

High quality healthcare is provided by Sandwell & West Birmingham Hospitals NHS Trust which has some of the shortest waiting times and lowest infection rates for acute services and a number of specialist services for patients throughout the UK. The Trust has halved MRSA rates in the last twelve months and has no regular visitors.



Driving directions from b2 4jq to B18 7QH, Birmingham, West Midlands

14
min Moderate traffic - 3 min delay 1.8 mi
Via B4135, A457

- A** b2 4jq
- ↑ Leave New Street towards Piccadilly Arcade
- 171 ft
- ↘ Turn right on to Bennetts Hill
- 0.1 mi
- ↑ Road name changes to Newhall Street
- 328 ft
- ↙ Turn left on to Edmund Street
- 322 ft
- ↘ Turn right on to Margaret Street
- 420 ft
- ↙ Turn left on to A4400 / Great Charles Street Queensway
- 0.1 mi
- ↘ Bear right on to B4135 / Parade
- 0.1 mi
- ↑ Keep left to stay on B4135 / Parade / Sand Pits
- 0.5 mi
- ↘ At roundabout, take 2nd exit on to A457 / Spring Hill
- Roadworks At Heath Street - Maintenance work. Lane blocked. Moderate Congestion*
- 0.5 mi
- ↘ Turn right on to Western Road
- 0.2 mi
- ↙ Turn left on to road
- Private Road*
- 0.1 mi
- Arrive on the left
- The last intersection is Western Road
- B** B18 7QH, Birmingham, West Midlands

These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic or other events may cause actual conditions to differ from these results. Map and traffic data © 2018 HERE™.

46. ACCIDENT REPORTING PROCEDURES

All reportable accidents, near misses, dangerous occurrences to be reported in line with R.I.D.D.O.R. Regulations 1995 <http://www.hse.gov.uk/riddor/what-must-i-report.htm>

All Operatives to report accident to Supervisors.

Accidents will be reported in the accident book on site & further investigation undertaken using instant report form. All accidents will be recorded in the site diary.

Once entered it will be removed by a nominated person & kept in a secure & confidential place in line with The Data Protection Act 1998.

The injured person may make a copy of the page entry.

Accident records will be kept for 3 years after last entry.

All accidents will be reported to the P.C. & reported to our Health & Safety advisors for investigation & reported back to site management.

██████████ must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. They must notify the PM and PD at the earliest convenience

The Client will require the following information:-

- Site location.
- Name of ██████████ operative.
- Confirmation of notification to the Incident Contact Centre.
- Nature of the event.
- Number of persons injured.
- Category of person injured, ie site operative, staff, member of the public, visitor.
- Severity of injuries.

A copy of the online entry will provide sufficient information.

Classification of injuries, disease and dangerous occurrence are as follows:-

Death or Specified injury: If there is an incident connected with work and your employee, or self-employed person working on your premises is killed or suffers a specified injury (including as a result of physical violence); or a member of the public is killed or taken to a hospital; you must notify the Incident Contact Centre or Enforcing Authority immediately.

Reportable Specified injuries are:

- Fractures other than to fingers, thumbs or toes.
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which: - Covers more than 10% of the body. - Causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any other injury arising from working in an enclosed space which: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Any loss of consciousness caused by head injury or asphyxia.

Over seven day incapacitation (not counting the day on which the accident happened)

If there is an accident connected with work (including physical violence) and an employee, or a self-employed person working

on the site, suffers an over seven day injury, you must report it to the Incident Contact Centre or Enforcing Authority and the Client within 15 days.

An over seven day injury results in the injured person being away from work or unable to do their normal work for more than seven consecutive days (including any days they would not normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

Over 3 day Incapacitation

Accidents must be recorded, but not reported where the result of a worker being incapacitated for more than 3 consecutive days.

If you are an employer, you must keep an Accident Book under the Social Security (Claims and Payments) Regulations 1979 that record will be enough.

Non-Fatal Accidents to Non-Workers (eg. Members of the Public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment in such circumstances'.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (refer to above).

Dangerous Occurrences

If something happens which does not result in a reportable injury but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately (eg: by telephone or internet).

Construction related reportable dangerous occurrences are:-

1. Collapse, overturning or failure of a load bearing part of lift and lifting equipment.
2. Explosion, collapse or bursting of any enclosed vessel or associated pipework.
3. Failure of any freight container in any of its load bearing parts.
4. Plant or equipment coming into contact with overhead power lines.
5. Electrical short-circuit or overload causing fire or explosion.
6. Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
7. Malfunction of breathing apparatus while in use or during testing immediately before use.
8. Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall.
9. Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work.
10. Explosion or fire causing suspension of normal work for over 24 hours.

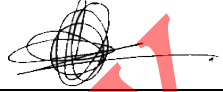
Location of accident book	Site office
Telephone service for reporting fatal & major injuries only	Telephone Service Contact Centre: 0845 300 9923 Opening hours Monday to Friday 8.30 am to 5 pm
Online reporting	www.hse.gov.uk/riddor .
Fax	0845 300 9924
E mail	riddor@natbrit.com
Others to be notified	AIS Ltd: Russell George: 07800 777 628 S.S./P.C./CDM

DISTRIBUTION RECORD

		DISTRIBUTION DATE
Client	Distributed by email	14/12/2018
Principal Designer	Distributed by email	14/12/2018
Project Manager	Distributed by email	14/12/2018
Principal Contractor	Distributed by email	14/12/2018
Contractor	Distributed	Click here to enter a date
Site Supervisors	Distributed by email	Click here to enter a date

SAMPLE FORM ONLY
- NOT FOR USE (C)

AUTHOR SIGN-OFF SHEET

ACTION	NAME	ROLE	DATE	SIGNATURE
PREPARED BY	Russell George	AIS Health & Safety Advisor	14/12/2018	
REVIEWED BY	[REDACTED]	Principal Contractor	14/12/2018	[REDACTED]
REVIEWED BY				
AUTHORISED BY				

SAMPLE FORM ONLY
- NOT FOR USE (C)

Appendix 1 – Client Site Rules

These should be set out in writing, understandable to those who have to follow them, brought to the attention of everyone who has to follow them, enforced and copies issued to all operatives:-

- Hot Works Permit (if required) to be issued daily and minimum 60 minute cessation period at close of each working period.
- Signing 'in' and 'out' each day by all operatives.
- No alcohol shall be drunk or drugs taken.
- All operatives must wear appropriate clothing, bare torso's and shorts will not be allowed.
- Language must be moderated at all times.
- Interaction with any of the Hotel staff or guests will not be allowed.
- The Hotel's staff restaurant and toilet facilities may be made available to the contractor's operatives.
- Smoking will only be allowed within a designated agreed area.
- The Contractor's employees and invitees will wear the correct personal protective equipment as and when applicable, for example hard hats, safety shoes, high vis vests, overalls to afford protection against injury, dust masks or other breathing apparatus.
- Electrical equipment used by the Contractor will be 110 volts or battery driver.
- Surplus and scrap material must be removed from the work site on a regular basis.
- Disposal of waste and surplus materials shall be carried out in accordance with statutory or other legal requirements. Only licensed waste Contractors shall be used.
- Storage of materials, waste tools, equipment and other items in areas that are available to guests, staff and visitors to the Hotel is not permitted.
- Spillage of oils, chemicals and any harmful substance must be cleaned up immediately.
- The Contractor will provide his employees and invitees with the correct eye protection, to be worn whenever works occasion a risk of grit, metal particles, chemical injury, etc.
- No work is to be carried out above the heads of guests, staff or members of the public unless the correct protection is in place.
- All dangerous parts of tools and machinery will be satisfactorily guarded and meet requirements. The contractor must test tools and equipment before being put into use.
- Should the contractor discover any material suspected of being Asbestos it must be left in situ, undisturbed and the Principal Designer and Project Manager consulted immediately.

APPENDIX 2 - DISCIPLINARY PROCEDURES

Stage 1 – Verbal Warning	Minor breaches of site rules. Initial verbal warning may be issued.	Further breaches = yellow or red card Warning will be documented in the site diary & used to monitor performance
Stage 2 - Yellow Card	Minor breach of the site rules. Lasts for 12 months or duration of the contract (whichever is shorter). Further breaches of a similar nature could lead to a red card.	PROCEDURE: Supervisor will be requested to attend an informal meeting to discuss, investigate & a decision made. If operative direct supervisor is issuing a yellow card will discuss with worker & make his decision known immediately Possible outcome: Mitigating circumstances provided & accepted (on rare occasions) or offender found guilty & issued with yellow Card.
Stage 3 - Red Card	Serious breach of site rules, e.g. smoking on site, working dangerously, putting someone else's health & safety at risk or by gaining two yellow cards or a Principal Contractors red card. The issue of a red card results in the offender's instant dismissal from site & lasts for the duration of the contract.	PROCEDURE: Individual is requested to attend formal meeting to investigate the infringement within 30 minutes of the occurrence. At the meeting the outcome of the supervisor's investigation will be discussed & a decision made. Possible Outcome: Mitigating circumstances provided, accepted & yellow card issued (on rare occasions) or: Offender found guilty & issued with red card - Instant dismissal from site.
Platinum Card	Platinum card recognise exemplary behaviour & or commitment to safety by a subcontractor or individual operative on site.	PROCEDURE: Individual's name is passed to their line management and to the principal contractor and a copy of the card is displayed in the Site Office or held on file.

APPENDIX 3 – Site Rules & Misconduct

SITE RULES	MISCONDUCT PROCEDURE Any person on site, found to have acted in any one of the following ways, shall be liable to the site disciplinary procedure (Issue of red or yellow card at the discretion of the company management)
<ul style="list-style-type: none"> • No working outside of normal working hours • All persons are to undertake a site induction & sign in & out of site at all times. • Strictly no drugs or alcohol on site • No use of mobile phones on site when working. • No working prior to sign off of risk assessments/RAMS & permits in place. • Report all ill health. • No operating equipment, tools unless trained & competent to do so. • Report all defects to any item of equipment, tool or guards immediately. • No equipment is to be repaired, adjusted, unless persons trained & authorised to do. • No machine, plant or equipment is to be left unattended & unsecured. • All safety equipment is not to be misused or wilfully damaged. • Store COSHH substances according to COSHH assessments & secure after use • All emergency procedures to be obeyed. • Prompt medical assistance sought for any injury & reported to S.S.. to be reported in the accident book • All liquid spills are to be cleaned up immediately. • All waste is to be disposed as detailed at site induction. 	<ul style="list-style-type: none"> • Wilfully breaching rules & procedures. • Removing any safety devices without permission. • Recklessly interfering with, or misusing anything provided in the interest of health, safety or welfare at work. • Operating any machine, plant or equipment without authority. • Defacing or removing notices, signs or any other warnings. • Smoking in designated "No Smoking" areas. • Taking drugs or alcohol on site or the use of drugs or alcohol during works. • Taking part in horseplay or practical jokes. • Making false declarations or interfering with evidence following an accident or dangerous occurrence. • Exceeding safe working loads. • Exceeding working permits • Not working in accordance with risk management procedures.

APPENDIX 4 – FIRE SAFETY

SPECIFIC WORK SITE FIRE PRECAUTIONS	
<p>Smoke detector hoods masked at all times & unmasked after dust settles</p> <p>No blocking of the access & egress routes at all times</p> <p>Site Fire alarm test - T.B.C at site induction</p>	
ACTION ON DISCOVERING A FIRE	
<p>Raise alarm: shout fire & break nearest “break glass” point</p>	
	
<p>Inform site supervisor or/& anyone else in building/on site</p> <p>Put fire out if possible without putting yourself in danger using correct type extinguishing media .</p>	
ACTION ON HEARING THE ALARM:	
<p>Evacuate site/premises quickly & quietly</p> <p>Do not wait to finish phone call or collect personal belongings</p> <p>Report to assembly point immediately.</p> <p>Do not re-enter building until senior fire officer on site declares safe</p>	
SUMMONING THE FIRE BRIGADE PROVIDE:	
<p>Provide:</p> <p>Your name</p> <p>Contractor name</p> <p>The address of the site (fire)</p> <p>The phone number calling from</p> <p>Brief details e.g. fire in ground floor</p>	
NOMINATED RESPONSIBLE PERSON ON SITE FOR FIRE ISSUES	
<div style="background-color: #00aaff; width: 100px; height: 20px; margin: 0 auto;"></div>	
LOCATION OF FIRE EQUIPMENT	
<p>Site equipment</p>	
FIRE WARDENS ON SITE	
<p>Paul Simpkins</p> <p>Andy Moore</p>	<p>Hotel Designated Fire Wardens</p>

FIRE PREVENTION ON SITE

- ✓ Electric, gas & oil equipment not required to operate overnight is switched off
 - ✓ Equipment in use overnight is safe
 - ✓ No cigarettes are left smouldering
 - ✓ Fire doors & smoke stop doors are closed
- ✓ Windows are closed, outside doors locked & the premises are secure against intruders
 - ✓ Hot Works, 1 hour fire watch
- ✓ Work Area Segregation secured by temporary easy-break nylon ties
- ✓ Signage indicting Fire Escape Route on work segregation signage
 - ✓ MCP's kept clear for use
 - ✓ Running Man Signage kept intact



DESIGNATED FIRE ASSEMBLY POINT

T.B.C. Site Induction

APPENDIX 5 - THE HEALTH & SAFETY FILE

COMPLETION DATE: ongoing throughout project

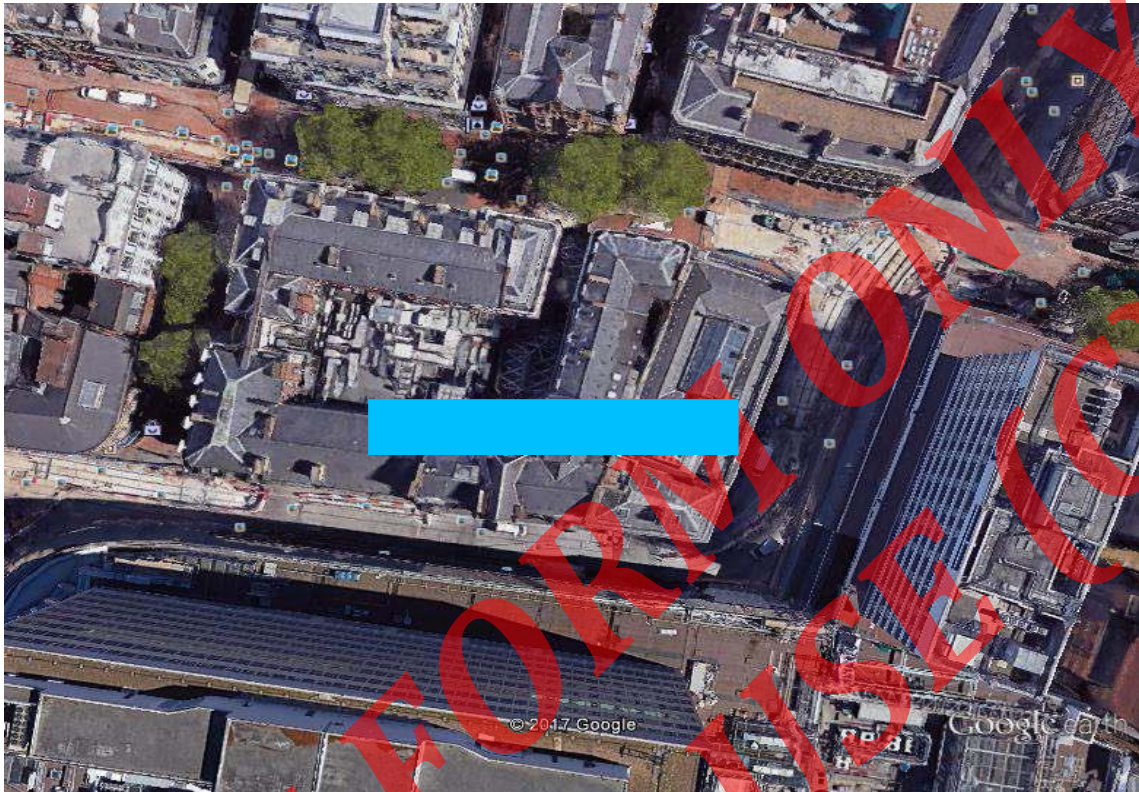
- Clients, designers, P.C. , other Contractors & Principal Designer all have legal duties regarding the H&S file
- Principal Designer must prepare, review, amend or add to the file as the project progresses & give it to the Client at the end of the project
- Clients, designers, principal contractor & other contractors must supply information necessary for compiling or updating the file
- Clients must keep the file to assist with future construction work
- Everyone providing information should make sure that it is accurate and provided promptly

CONTENTS OF HEALTH & SAFETY FILE TO INCLUDE:

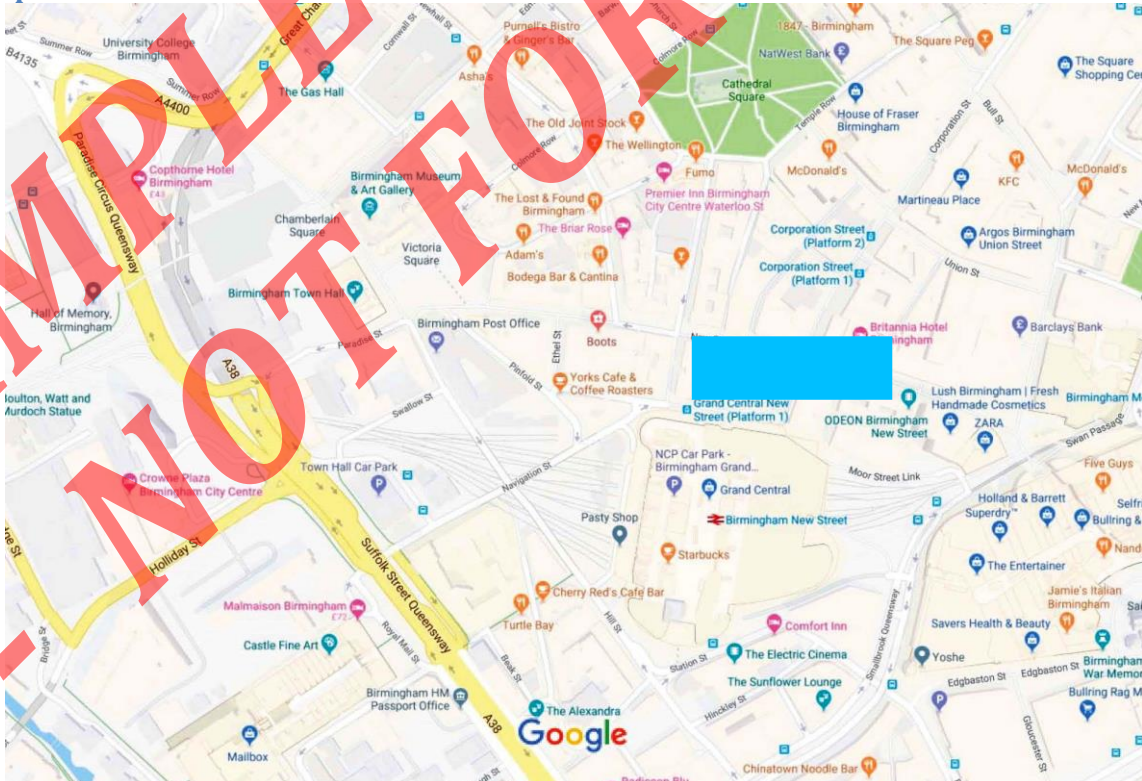
- When putting together the Health and Safety File, you should consider including information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:
 - h) A brief description of the work carried out;
 - i) Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc.);
 - j) Key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
 - k) Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc.);
 - l) Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc.);
 - m) Health and safety information about equipment provided for cleaning or maintaining the structure;
 - n) The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;
 - o) Information and as-built drawings of the structure, its plant and equipment for example, the means of safe access.
- For the avoidance of doubt, any additional items listed in the Preliminaries document that are not listed here should also be included in the Health and Safety File

APPENDIX 6 – AERIAL VIEW & LOCAL MAP OF HOTEL

Aerial View



Map View



APPENDIX 7 – F10



Health and Safety Executive

Notification of construction project

Notification No	[REDACTED]	Date Submitted	13/12/2018 16:40:40
-----------------	------------	----------------	---------------------

Notification type	This is a NEW notification
-------------------	----------------------------

About the location of the site

Address of the construction site	[REDACTED]
In which local authority is the site address (Country, Geographical Area and Local Authority)?	England, West Midlands, Birmingham City Council

About the project

Description of project	Refurbishment - Commercial		
Time Allowed by Client (in weeks)	2		
Start date	17/12/2018	Duration (in weeks)	13
No of people on site	8	No of contractors on site	6
Description of the construction work	Public rooms, circulation corridors and toilet re-decoration and overall including lighting, carpets, etc.		

About those involved in the project

Role	[REDACTED]
Email	[REDACTED]
Address	[REDACTED]

Role	[REDACTED]
Email	[REDACTED]
Address	[REDACTED]

Role	
Email	
Address	

Declaration details

Declaration	
As client for this project, I hereby declare that I am either the client for this project and am aware of my duties under the Construction (Design and Management) Regulations 2015 (S.I. 2015.51), or have been asked by the client to notify on their behalf and they have confirmed they are aware of their duties.	
Name	
Date	
Confirmation Email	

Client Signature (Can be used for your own records, ONLY if required)

Declaration (as stated above)

Name:

Declaration Signature:

Date:

SAMPLE FOR USE ONLY - NOT FOR USE

Appendix 8 – Programme of Works

<u>Meeting Room</u>	<u>Phase No</u>	<u>Phase Dates</u>	<u>Duration</u>	<u>w/c 17/12</u>	<u>w/c 2/1</u>	<u>w/c 7/1</u>	<u>w/c 14/1</u>	<u>w/c 21/1</u>	<u>w/c 28/1</u>	<u>w/c 4/2</u>	<u>w/c 11/2</u>	<u>w/c 18/2</u>	<u>w/c 25/2</u>	<u>w/c 4/3</u>	<u>w/c 11/3</u>
Dickens	1	17/12 - 18/1	4 weeks												
Doyle	1	17/12 - 18/1	4 weeks												
Verne	1	17/12 - 18/1	4 weeks												
Wallace	1	17/12 - 18/1	4 weeks												
Old Dining Room	1	2/1 - 18/1	3 weeks												
Drummond	2	21/1 - 15/2	4 weeks												
Balmoral	2	21/1 - 15/2	4 weeks												
Russell	2	21/1 - 15/2	4 weeks												
Fraser	2	21/1 - 15/2	4 weeks												
Opal	3	18/2 - 15/3	4 weeks												
Topaz	3	18/2 - 15/3	4 weeks												
Sapphire	3	18/2 - 15/3	4 weeks												
Emerald	3	18/2 - 15/3	4 weeks												
Diamond	3	18/2 - 15/3	4 weeks												
Meeting room corridors	2 & 3	Works to be done along with meeting rooms													

<u>Area</u>	<u>Phase No</u>	<u>Phase Dates</u>	<u>Duration</u>	<u>w/c 8/7</u>	<u>w/c 15/7</u>	<u>w/c 22/7</u>	<u>w/c 29/7</u>
Horton Suite A, B & C	4	8/7 - 2/8	4 weeks				
Horton Lobby	4	8/7 - 2/8	4 weeks				
Horton Bar	4	8/7 - 2/8	4 weeks				
Toilets	4	8/7 - 2/8	4 weeks				

