adi Group Building & Refurbishment

Total Engineered Solutions

XLB Property LTD

Langstone Technology Park
Langstone Road

Havant

Construction Phase Health & Safety Plan

adi Building & Refurbishment Limited

Head Office: 66 Melchett Road, Kings Norton Business Centre, Kings Norton, Birmingham, B30 3HX, UK

t: +44 (0)121 451 2255 f: +44 (0)121 459 1415 e: info@adibuildandrefurb.co.uk w: www.adibuildandrefurb.co.uk

adi Building & Refurbishment Limited is part of the adi Group of companies

Total Engineered Solutions

Document Revisions

Client: XLB

Author: Peter Haydock – adi Building & Refurbishment Ltd

Date: 29th October 2021

Rev	Revisions	Date	Prep.	Appr.
0	Original Issue	29 /10/ 2021	PH	NC
A	Further updates	22/11/2021	JM	NC
B	Pre Commencement update	18/02/22	JM	NC
C	Updates for planning support	04/03/2022	JM	NC

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This Construction Phase Plan includes or addresses all the following topics, where they are relevant to the work on this project. The level of detail provided is proportionate to the risks involved in the project.

Ref.	CONTENTS	Applicable	
		Yes	No
1.	**DESCRIPTION OF PROJECT**		
1.1	Project description and programme details	✓	
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2.2	Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.	✓	
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2.4	Arrangements for handling design changes during the project.	✓	
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2.8	Arrangements for consultation with the workforce.	✓	
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2.11	Arrangements for the reporting and investigation of accidents and incidents including near misses	✓	
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DESCRIPTION OF PROJECT

The project is programmed for approximately a 40 Week duration commencing the construction phase in February 2022.

The works fundamentally is the construction of 4 new industrial units, including mezzanine office space & Cat A level fit-out. External works including drainage, utilities & works to exiting services.

Units 1,2 ,3, 4, Construction Activities include but not limited to the following:

- Vibro Piling, Caps & Ground Beams
- Structural Steel Frame Erection
- Mezzanine Installation & Concrete Deck
- Syphonic Drainage
- Cladding installation to roof and walls
- Curtain Walling and Glazing
- Concrete Slab Installation
- Partitions
- Decorations including Firestopping
- Door Installations
- Mechanical and Electrical Installations
- Office Fit Out
- Lift Installation
- Staircase Install and Balustrade
- Site Attenuation
- Fencing
- Concrete Service Yards
- Tarmacadam's
- Bollards & Barriers
- Testing and Commissioning

During the period of the Construction Phase, the Principal Designer will hold regular reviews of the Health and Safety Plan with ADI as Principal Contractor and other duty holders. Particular emphasis will be put on the earliest possible identification of hazardous work sequences and operations carrying risk not normally associated with the nature of the work to be undertaken.

1.1. Details of Client, Designers, Principal Designer, Principal Contractor, Contractors and other involved parties

Duty Holder:	Contact:	Tel No:	Email:
Client / Project Manager: - XLB Property Ltd	Paul Whelan Project Manager	Office 020 3763 9041 Mobile 07966 280120	paul@xlbproperty.com
Architect:- PRC Group	Mark Evans	TBC	Mark.evans@prc-group.com
Principal Designer:- Baynham Meikle Partnership Ltd	Robert Crafter	0121 434 4100	Robert.crafter@bm-p.co.uk
Principal Contractor:- adi Building and Refurbishment	Neil Chapman	0121 451 2255	NChapman@adiltd.co.uk
Building Control / Planning/ Highways Havant Borough Council	TBC	0239 2474174	Havant.gov.uk
Civil Engineer: - Baynham Meikle Partnership Ltd	Gavin Lord	Office 0121 434 4100 Mobile 07894 749 174	Gavin.lord@bm-p.co.uk

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Park Manager: - Bellrock Group	Chris Hill	07469854116	Chris.hill@bellrockgroup.co.uk
Environment Agency	TBC	01903 832555	TBC
HSE Office	TBC		Priestly House, Basingstoke RG24 9NW
Local Police	Havant Police Station	101 / 999	TBC
A & E Hospital	Queen Alexandra Hospital	02392286000 /999	www.porthosp.nhs.uk
Local Fire Brigade	Havant Fire Station	023 8064 4000 / 999	www.hantsfire.gov.uk
Electricity Supplier: - Scottish & Southern Energy PLC	Scottish & Southern Energy PLC	02392 624192	TBC
Gas Supplier: - SGN Connections	SGN Connections	0800 912 1700	customer@sgn.co.uk
Water Supplier: - Portsmouth Water	Service Water Enquiries	023 9249 9888	TBC
Drainage Supplier: - Southern Water	Southern Water	0330 303 0119	TBC
Telecoms Supplier: - BT Openreach		0800 783 2023	nsrecep@openreach.co.uk
Contractors	TBC	TBC	TBC
Steel Frame; TW Fabrications	Kevin Waterhouse	07789 722269	Kevin@twfstructures.co.uk
Piling; Town and Country	Graham Harwood	07966 921713	graham@townandcountryvibro.co.uk
Groundworks; JA Burke Const	Simon Child	07743 800250	Simon.child@jaburke.co.uk

1.2. Extent and location of existing records and plans

Refer to construction specification and drawings provided by Baynham Meikle Partnership Ltd and tender package.

BMP Drawings issued:

13055_100B - Impermeable and Permeable Areas Plan
13055_101B - Proposed Levels Strategy
13055_102B - Proposed Drainage Strategy
13055_104A - Proposed Demolition Works - Draft
13055_105 - Proposed External Works
13055_106 - Proposed External Works Construction Details
13055_107 - Proposed Drainage Construction Details
13055_108 - Proposed Drainage Construction Details
13055_109 - Proposed Yard Joints Details
13055_110 - Proposed Yard Joints Plan
13055_111 - Proposed Cut and Fill
13055_112 - Proposed Access Works Plan
13055_SK101 - Site Location Plan

Watkins Payne Drawings:

4859/E/001 - Standard Electrical Symbols

4859/E/100/1 - External Lighting Design Criteria
4859/E/101/1 - External Lighting Design Criteria

4859/E/200/1 - Unit 1 Design Intent Electrical Services Layout
4859/E/201/1 - Unit 2 Design Intent Electrical Services Layout
4859/E/202/1 - Unit 3 Design Intent Electrical Services Layout
4859/E/203/1 - Unit 4 Design Intent Electrical Services Layout
4859/E/300/1 - Design Intent External Electrical Layout
4859/ES/001/1 - Combined Incoming Services Layout
4859/M/001/1 - Standard Mechanical and Public Health Symbols
4859/M/200/1 - Unit 1 Temperature Control Zones Layout
4859/M/201/1 - Unit 2 Temperature Control Zones Layout
4859/M/202/1 - Unit 3 Temperature Control Zones Layout
4859/M/203/1 - Unit 4 Temperature Control Zones Layout
4859/M/204/1 - Unit 1 Ventilation Schematic
4859/M/205/1 - Unit 2 Ventilation Schematic
4859/M/206/1 - Unit 3 Ventilation Schematic
4859/M/207/1 - Unit 4 Ventilation Schematic
4859/M/208/1 - Unit 1 Design Intent VRF Schematic
4859/M/209/1 - Unit 2 Design Intent VRF Schematic
4859/M/210/1 - Unit 3 Design Intent VRF Schematic
4859/M/211/1 - Unit 4 Design Intent VRF Schematic
4859/M/212/1 - Unit 1 Mechanical Services Layout
4859/M/213/1 - Unit 2 Mechanical Services Layout
4859/M/214/1 - Unit 3 Mechanical Services Layout

CDM PRE CONSTRUCTION INFORMATION

13055 Phase 1 Langstone BP construction 9 15th July 2021

4859/M/215/1 - Unit 3 First Floor Mechanical Services Layout
4859/M/216/1 - Unit 4 Mechanical Services Layout
4859/PH/301/1 - Unit 1 Design Intent Water Services Schematic
4859/PH/302/1 - Unit 2 Design Intent Water Services Schematic
4859/PH/303/1 - Unit 3 Design Intent Water Services Schematic
4859/PH/304/1 - Unit 4 Design Intent Water Services Schematic
4859/PH/305/1 - Unit 1 Design Intent Sanitary Plumbing Schematic
4859/PH/306/1 - Unit 2 Design Intent Sanitary Plumbing Schematic
4859/PH/307/1 - Unit 3 Design Intent Sanitary Plumbing Schematic

4859/PH/308/1 - Unit 4 Design Intent Sanitary Plumbing Schematic
4859/PH/321/1 - Unit 1 Design Intent Public Health Services Layout
4859/PH/322/1 - Unit 2 Design Intent Public Health Services Layout
4859/PH/323/1 - Unit 3 Design Intent Public Health Services Layout
4859/PH/324/1 - Unit 4 Design Intent Public Health Services Layout

PRC Group:

11319/TE/10/101 - Site Plan

11319/TE/13/100 - Proposed GF Plan U1
11319/TE/13/101 - Proposed FF Plan U1
11319/TE/13/102 - Proposed GF Plan U2
11319/TE/13/103 - Proposed FF Plan U2
11319/TE/13/104 - Proposed GF Plan Unit 3
11319/TE/13/105 - Proposed FF Plan Unit 3
11319/TE/13/106 - Proposed GF Plan Unit 4
11319/TE/13/107 - Proposed FF Plan Unit 4
11319/TE/13/112 - Proposed Sections U1-2
11319/TE/13/113 - Proposed Sections U3-4
11319/TE/19/100 - Roof Plan U1-2
11319/TE/19/101 - Roof Plan U3-4

11319 Base Build Specification Rev 0

Southern Water Sewer Record Plan, SU7105NW; 12/08/2020.
Portsmouth Water (Water Supply), U1524007; 11/08/2020.

Clancy Consulting (Exploratory Hole Location Plan), 10/1425-002A;

Provided within the tender documents issued

 Delta Simons Langstone Technology Park, Havant, P09 1SA – Phase 1 Environment Assessment – 15-0754.07.
 Applied Geology supplemental Phase 2 Ground Investigation (Underway at time of issue) – Ref; TBC
 1st Line Defence Ltd. (May 2019) ‘Detailed Unexploded Ordnance

(UXO) Risk Assessment'

Also referenced are:

- Baynham Meikle; Flood Risk Assessment & Outline Drainage Strategy Report, March 2021 (13055/R100)
- Baynham Meikle; Phase 1 – Demolition Scope of Works, April 2021 (13055/R101))
- Baynham Meikle; Civil Engineering Specifications, July 2021. 13055.
- 1st Line Defence Ltd. (May 2019) 'Detailed Unexploded Ordnance (UXO) Risk Assessment

2.0 COMMUNICATION AND MANAGEMENT OF THE WORKS

2.1. Management structure and responsibilities

Adi Project Team

To ensure clear and effective ongoing communication the named persons below shall be the main points of contact and responsible persons for the works.

Onsite Personnel

Project Manager – Andy Morris

Commercial Manager – Craig Tathgar

Site Manager – TBC

Site Engineer - TBC

Offsite Personnel

Contract Manager – Jon Mills

Construction Director - Neil Chapman

Managing Director - David Beebee

2.2. Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.

The health and safety goal for the project is to carry out all works in line with adi Building and Refurbishment Health and Safety Policy, relevant legislation, and most importantly to run a safe site with zero accidents, zero near misses, and zero environmental incidents. In order to achieve this goal all personnel working on site will ensure that they work safely, and immediately stop any work or action, which they consider unsafe. It is the individual's responsibility to then report any

such items to the Clients Site Team and /or ADI as Principal Contractor contact either directly or through their site supervisor.

The adi Project Manager or competent designate will be on site on each day that work is being carried out. Whilst on site they will liaise with each Contractor's site supervisor via ADI as the Principal Contractor to ensure that work is being carried out in a safe manner, and to review the plan going forward to resolve clashes or problems before they occur.

On a weekly basis a formal check of site activity and record of their findings will be made by the nominated adi Ltd Site Manager. These will be fed back to all contractors working on site.

2.3. Arrangements for the exchange of design information between the Client, Principal Contractor, Principal Designer, Designers and contractors on site

All design information will be channelled through the Client Project Manager who will ensure it is communicated to all members of the Project Team, Principal Contractor and contractor's representatives.

The Principal Designer will monitor this process to be satisfied that resulting risks are eliminated and controlled.

2.4. Arrangements for handling design changes during the project.

All design changes to be approved by the Client Project Lead, designated adi Contracts Manager & Principal Designer.

Design Risk Assessments

Compliance with all appropriate UK legislation with respect to all work on site will be required.

The Principal Designer will ensure that those involved in Design, where appropriate, must produce risk assessments for the proposed design. This should identify any potential hazards associated with the design. Where the design changes, the risk assessments must be updated to reflect the change.

The requirements of the CDM Regulations have been taken into account throughout the Design process whereby the Designers have, as far as is reasonably practicable, "to eliminate hazards which may give rise to risks" and "to reduce risks from any remaining hazards".

Significant findings from the risk assessment must be passed on to all parties concerned. This is to be managed by the Principal Designer (PD).

2.5. Arrangements for the selection and control of contractors

Only approved contractors to be used.

Appointed Contractors will be subject to an assessment of their competence in terms of Health and Safety as part of an assessment of their overall suitability, and the records of the review shall be held on the Health & Safety File.

Note: - If the Contractor proposes to appoint a sub-contractor then the Contractor must be able to demonstrate to the Principal Contractor that an adequate system exists for checking the potential sub-contractors competence.

The principal contractor is to provide the client with details of all contractors to establish their suitability or if they have been excluded from any Princes sites in the past.

The work of all contractors involved in the contract will be directed and co-ordinated by the principal contractor. The principal contractor shall ensure all necessary documentation is received from each contractor, and is satisfactory, prior to allowing commencement on the works to which it relates.

Communication and Co-operation

The CDM construction work shall be managed and co-ordinated by the principal contractor in accordance with the client's scope of work contract requirements and this plan. Lines of communication have been established between the Principal Contractor, Principal Designer and the Client and between the Principal Contractor and other Contractors on the site.

In addition to these formally defined routes, the principal contractor is to act as a centre for all health and safety communication on site.

Contractors will ensure that they conform with the specific requirements of the CDM Regulations in particular: -

- *Demonstrate their competence.*

  Provision of pre-qualification information as requested by the Principal Contractor on a reasonable basis.

- *Co-operate with other Contractors.*

  Contractor will co-operate with other contractors on H&S matters under the supervision of the Principal Contractor.

- *Perform Risk Assessments on their own work.*

  Contractors must identify significant hazards and eliminate or control significant risks. Preparation of Risk Assessments.

- ***Contribute to the H&S Plan as it developed on site.***

  Contractors will need to communicate to the Principal Contractor about elements of the contractor's work which may affect the health and safety of others, and which therefore may need to be included in the H&S Plan.

  Method Statements used to correspond this information.

- ***Train, instruct and inform their own employees (and those under their instruction)***

  The Management of H&S at Work Regulations 1999 require employers to provide information and training as necessary to ensure the H&S of employees. Training Records etc. will be provided upon request for the Principal Contractor, under CDM, to ensure that this has taken place.

- ***Manage H&S on their own work.***

  The Contractor will appoint a competent site supervisor / manager for the works who will be responsible, in conjunction with the Principal Contractor for the health & safety aspects of the project. The Contractor will undertake his own monitoring, management and Safety Audits and be pro-active in all matters of health and safety. *Comply with the H&S Plan and follow the directions of the Principal Contractor.*

- ***Report accidents and incidents to the Principal Contractor.***

  All employers and self-employed persons are obliged to report certain incidents to the HSE under RIDDOR. The CDM Regulations oblige contractors to inform the Principal Contractor of these incidents. All dangerous occurrences and near misses are to be reported to the Principal Contractor without delay.

- ***Provide information for the H&S File.***

Information on Design that the Contractor is responsible, that will affect H&S during the lifetime of the structure will be communicated to the Principal Contractor / for inclusion into the H&S File.

2.6. Arrangements for the exchange of health and safety information between contractors

Daily project site meetings and weekly meetings will allow time for the exchange of health and safety information between contractors, The Principal Contractor's main duty is to properly plan, manage and co-ordinate work during the Construction Phase in order that hazards that identified and risks are properly controlled, i.e. Health and Safety will be an agenda item in all these meetings.

All Contractors will be expected to plan, manage, and monitor their activities to ensure that they work safely at all times and will be encouraged to stop work if they believe they are in an unsafe situation. This also includes any sub-contracted elements of work that the contractor is responsible.

The Principal Contractor's Site Contractor Co-ordinator will resolve any potential health and safety issues occurring on site in liaison with other applicable parties involved or affected.

All contractors' personnel must be capable of understanding health and safety instructions, applicable rules and regulations and must co-operate on an ongoing basis. The contractor has duty to plan, manage and monitor this process.

2.7. Arrangements for regular liaison between parties on site

Project meetings will be held regularly throughout the duration of the project at a frequency to suit the level of activity and communication required. Meetings will be structured (Agenda) and records will be kept (Minutes). Contractor Progress Reports and Request for Information Schedules prepared by the Principal Contractor, will be issued to all members of the project team.

During the construction work adi Project Manager will hold daily / weekly liaison and communication site meetings. The purpose of these meetings will be to discuss and agree the site activity for the day ahead and to resolve, in liaison with the PD, any conflicts between the parties on site that may otherwise result in safety issues.

Each contractor will nominate a site supervisor to attend these meetings.

To ensure effective communication and management the contractor will ensure that continuity of using the same site supervisor is maintained throughout the Construction period.

The site supervisor will be responsible for planning, managing, and communicating the activities of his team and for the passing on of information presented at the meeting to his team.

2.8. Arrangements for consultation with the workforce.

In addition to the formal weekly site meetings, adi management team will also make regular, frequent visits to the site to ensure that communication to the workforce is being made effectively. Any issues arising will be communicated back to the supervisor.

2.9. Arrangements for security, site induction and onsite training

a) **Induction Process: -**

All contractors will be subjected to an induction process. This induction will be given by the adi Project Manager / Site Manager and will take approx. 30 minutes and will then involve a site walkabout to ensure that they are familiar with the area and the specific requirements identifying

the current risks and evacuation procedures. All persons will have their competency checked (CSCS, IPAF SSSTS etc) and copies retained as required.

Any non-English speaking operatives will be inducted with interpreters. Interpreters MUST be on site at ALL times otherwise non-English speaking operatives will pose a danger to themselves and others. If interpreters at not available at all times, then non-English speaking operators will not be allowed to work during those periods. Adi site manager to make assessment.

As the induction room is limited in occupancy even more so now with social distancing, site inductions exceeding 5 operatives are carried out externally to the office area utilising a paper copy of the adi site induction.

b) Hygiene, Access onto the Construction Site Area and Personnel Awareness on Site

As well as the safety requirements in the briefings, attention must also be paid to that the site is adjacent to an occupied building.

In addition, it is expected that contractors will make their way directly to and from their work areas within specific designated routes to avoid any risks in unfamiliar areas.

All persons entering the CDM Construction Site will be required to sign in and out via the Authorised Personnel Log / Register (This is located at the adi Ltd designated area) on every occasion that they enter or leave the construction site.

Non-authorised persons are only allowed to enter the site if accompanied by the adi Ltd Project/ Site Manager or other Authorised person on agreement with the Principal Contractor.

Please Note: - A safe route will be established to the site Principal Contractors office for visitors and non-inducted personnel. All persons and visitors will enter the site via the site main entrance (as per the Traffic Management Plan).

c) **CDM Construction Area Segregation**.

The CDM Construction Area (project site) will be segregated from the rest of the site with suitable screening, fencing, signage etc. that will be “fit for purpose” to warn those entering the Construction Site of the CDM restrictions.

All persons will have access to the adi site through the adi main site entrance, as well as signing in and out of the CDM Construction Area (project site).

d) PPE

The necessary level and standard of PPE provided for his personnel shall be the responsibility of the contractor. This shall be adequate and suitable for the work being carried out and in consideration and awareness of the site-specific rules for PPE standards and specific to their operational requirements include but are not limited to: -

- Hard Hat
- Safety boots
- Hi viz vests
- Safety glasses and gloves to be used when deemed necessary by the RA/MS.

- Special / Specific PPE needed to be provided by the contractor

e) Site Safety Checks and Safety Audits

The Principal Contractor will expect that contractors to undertake their own regular audits on site as required under the CDM Regulations.

The Principal Contractor will undertake periodic site safety checks and safety audits to check that the above process is carried out. This will be a formal and recorded process.

The above documents will be reviewed, as applicable, at the H&S review meetings. The Client / Principal Designer will carry out audits on regular basis to verify all RAMS are being worked too with any amendments carried out and agreed prior to any works being executed.

The Principal Contractor will control, and co-ordinate all works. The contractor has a clear duty to plan, manage and monitor their own works. This also includes any sub-contracted elements of work that the contractor is responsible. Where there are other contractors working on site in the same area the Principal Contractor has a duty to manage the co-ordination of these works and ensure that contractors co-operate with each other as not to compromise health and safety.

The Principal Contractors audits will be picking up health and safety issues that require attention as well as looking for positive aspects.

Any non-conformances picked up by the Principal Contractor will be recorded and reviewed with the contractor's site supervisor. A pro-active response would be expected from the contractor i.e. toolbox talks, individual training, re-training etc. Any breach of any serious health & safety rule or regulation, any deliberate damage of any PPE, anyone who puts themselves or any other person in danger or will be excluded from site immediately & will not be allowed to return.

2.10. Arrangements for welfare facilities and first aid.

Site welfare, canteen, drying room and WC facilities will be provided, and their use is subject to contractors not abusing the facilities. Meal breaks should be taken in the canteen within the restricted access times that will be advised within the induction process. Adi site office will be located adjacent to the welfare facilities.

First aid facilities are available via an adi first aid trained person based on site. Adi Project Manager is the site appointed person – Andy Morris

Smoking and Vaping will only be allowed in designated areas instructed during the site induction

All operatives will comply with the adi drinks and drugs policy

Subcontractor break times are staggered to coincide with maximum occupancy of the canteen. To regulate social distancing canteen occupancy has reduced. The canteen as well as the entire site establishment is rigorously cleaned to ensure all areas are continuously cleaned and disinfected.

Arrangements for the reporting and investigation of accidents and incidents including near misses and minor accidents

All accidents, incidents and near misses must be reported to the Principal Contractor who will investigate and report the matter in liaison with the Principal Designers management team. The adi project manager will also complete the incident form.

In relation to the managing of Covid-19 adi Building and Refurbishment operate a Coronavirus return to work form along with a Coronavirus self-isolation form. Should a subcontractor feel unwell and, in their opinion, have possible Covid-19 symptoms they are encouraged to self-isolate and only return to work when the recommended isolation period is complete. A return-to-work form is then completed and both documents filed.

Please Note

It is important that near misses are dealt with without fear of reprisal. Contractors are therefore encouraged to review these with the Principal Contractor to "learn from these incidents". This may involve a change in procedures, group retraining, individual training etc. as deemed necessary from the Incident Review Process.

Any work-related accident, disease or dangerous occurrence that comes under the legislation of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) must be reported to The Crow the Principal Contractor.

2.11. Activities on or adjacent to the site during the works

Careful consideration, planning and measures must be taken to ensure pedestrian and vehicle/material segregation and consideration given to erection of suitable barriers during the loading and unloading of equipment. Contractors must liaise with the Principal Contractor to ensure safe execution of the works with minimal disturbance to other site movements and activities.

Awareness of the Pre School Nursery and on site parking is confirmed within the Site Induction

2.12. Arrangements for the production and approval of risk assessments and method statements

The adi Ltd system for work permits will be used for all CDM areas.

A permit will only be issued after the submission by the contractor to the Principal Contractor, of an acceptable method statement and risk assessment describing the works.

It is a requirement on an adi site that any contractor working on site must have a valid permit to work as appropriate, the contractor is responsible for ensuring that they have a valid permit at all times.

A permit will only be issued on receipt of an acceptable method statement and risk assessment for the work to be carried out. These documents must be signed by each of the individuals who are carrying out the work. Signing the document is to show that each individual has read, understood and will comply the content – spot checks will be carried out.

Method Statements (MS) and Risk Assessments (RA) must be submitted ideally 2 weeks at least a minimum of 1 week prior to the start of the work.

NB:- At a minimum, to give the Principal Contractor adequate time to assess the information, all MS/RA documents and information is needed 7 working days in advance of work being

implemented to allow review and assessment of requirements to be managed in a proactive manner. Where last minute changes are needed or occur a minimum of 24 hours submission of revised documentation is acceptable but only in extreme circumstances. This must be the exception rather than the norm. This will allow the PTW to be raised to allow the contractor to commence.

PLEASE NOTE: - It is at the contractor's risk if MS/RA information is not submitted in good time for an adequate assessment and review to be made.

The principal contractor will formally review the Method Statements.

Health Risks and Hazards to be identified in all RAMS and contractors are responsible for the fitness and health of their employees when working on this project e.g. - diabetes, medication, eyesight, and general medical issues.

Permit Management and Permit Process.

Specialised or hazardous work will require additional permits as follows,

- Working at Height.
- Hot Work
- Confined Spaces
- Crane / Lifting
- Working on Live Systems
- Permit to Dig

General

All hazardous permits issued on a daily basis – max 12 hours.

Permits will only be issued following a visual review of the jobsite and cross reference with the method statement.

Ladders and steps will not be used. Mobile towers or fixed scaffolding will require tagging as per H&S regulations. Only trained/qualified personnel to use or construct access equipment.

2.13.Site rules

The site rules will be communicated to all personnel and visitors in their respective inductions. All delivery drivers and fitters / service personnel will receive a copy of their site rules at the main entrance gate.

2.14.Fire and emergency procedures

All contractors will be informed and briefed during the induction process on emergency procedures and assembly points. Client and adi specific will be required and will be constantly updated as required during the construction phase.

A fire escape plan will be provided for the site. A temporary means of raising the alarm will be installed, maintained and updated by the PC.

Under no circumstances should the emergency services be contacted directly, adi Project Manager will do this. Refer to previous section **2.9.**

The emergency evacuation Muster point will be located with the site welfare area as highlighted within the appended site logistics plan.

Report to the senior fire marshal & remain at Muster point until instructed by the adi Project / Site Manager

Hot works require a 1hr fire watch, but if this is not then can be personnel in area aware of the requirement or regular checks. Any hot work to be carried out at least 1 hour before the end of the normal working hour's day

It is essential that fire detection is operational at the end of each day

Fire evacuation routes must be maintained at all times

If you discover fire then first raise the alarm at one of the screamers points, and/or contact the adi Project manager. Do not attempt to fight the fire unless you are trained to do so. As the project develops contractors may find themselves in isolated areas i.e. the roof area. It will be ensured that all alarms can be heard in these areas and egress from them is not impeded in any way. Fire drills will occur during the project to assess this when required.

Spill Kit

A spill kit will be provided on site next to all flammable liquids.

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1. Safety hazards including

3.1.1. Boundaries and access including temporary access

The works will take place in areas marked on the plan.

All access to site will be through the site entrance at Brookside Road. Vehicles will be allowed within the compound area of site to park, off load materials and for lifting operations. Separate control measures will be enforced during these times. The work area will be segregated to clearly define construction site boundaries.

All deliveries must be planned, a list is to be provided at the beginning of each week. Deliveries (will be minimised 8 to 9am and Saturdays 12 to 1pm) and will only be made from 08.00 to1700 Monday to Friday & 08.00 to 13.00 Saturday. Any deliveries outside this time will be turned away.

Contractor's intending and planning to use these routes for access must be communicated via the Principal Contractor and subsequently mentioned within the Method Statements.

A wheel wash facility will be set up near the site gates and as required a road sweeper will be used to clean any roadways as nessecary

3.1.2. Existing storage of hazardous materials

Segregated storage areas / cages will be for hazardous materials. These areas are to be used for any hazardous materials brought to site.

No hazardous materials/substances are brought onto site without prior agreement. COSHH Safety Data Sheets are available for all materials stored on site and they must be in the correct containers as required by MSD sheets & COSHH assessment. The main construction site will be cleared of materials prior to works commencing, and live data for any materials required during the construction phase will be kept on site.

3.1.3. Location of existing services, water, electricity- data, gas, etc.

Water, electricity, data and drainage services are present, all are visible and require identification prior to entering the site for construction works.

These should all be checked by individual contractors prior to starting work under new PTW and methods of work should take account of ensuring that any existing services that are modified / removed etc. should be checked and made safe prior to starting work no services to be cut or removed without agreed signatures. In addition, the site Health and Safety Files are to be reviewed before works commence on site.

3.1.4. Safe isolation of services

All isolations will be implemented via the approved respective utilities provider under direct supervision of adi building and refurbishment.

3.1.5. Existing structures – stability, or fragile materials

Existing structures may be assumed sound and should present no risk from collapse. However, before adding significant loadings to buildings agreement should be made with the Client Project Manager; and designs submitted by the structural engineer prior to proceeding where considered appropriate. In most cases this should / would have been picked up during the Design Risk Assessment process under CDM, building regulations, planning, and structural engineers by client, building regulations by adi B&R Ltd.

Adi as the Principal Contractor will appoint a temporary works coordinator to inform and coordinate with the relevant parties on all temporary works and keep a log of all information received and ensure all the relevant subcontractors and personnel are kept aware of the findings / designs.

No work is to be undertaken on ANY existing Buildings unless approved by the Principal Designer in writing.

3.1.6. Security

Adi as the Principal Contractor shall take all reasonable precautions to prevent unauthorised persons from entering the site by the provision of an effective barrier and necessary liaison with the Client and site contractors. The site will be fenced off with a combination of Heras fence & hoardings. Adequate signage will also be installed to inform people of the site requirements and access control.

3.2. Health hazards including

3.2.1. Asbestos

If there is any suspicion of asbestos materials, then bring to the attention of the adi Project Manager who will arrange for appropriate action to be taken using an

appointed licensed contractor. Works in the specified area will not commence until the Asbestos is made safe and removed.

When tying into any adjacent structures a targeted R&D survey will be carried out and if any ACMs are identified they will be removed prior to any intrusive works being carried out.

It is not expected that any buried ACMs are on site but if this is suspected then works will stop and samples taken.

3.2.2. Existing storage of hazardous materials

Storage of any fuel: This will be stored in a secure/bunded area within the site.

3.2.3. Existing structures hazardous materials

None currently identified.

4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1. Design assumptions and control measures

Design to minimise the requirements for last minute design changes however there may be a requirement for minor design changes due to areas of change highlighted during the build process.

4.2. Information on significant risks identified during design (health and safety risks)

4.2.1. Removal and disposal of materials

Routes and controls to be agreed with the Principal Contractor. Disposal of materials is to be via correctly designated skips and in agreement with the adi / Client Project Manager.

Skips will be located within the areas shown on the site plan. A copy of all consignment notes for all waste must be issued to the adi project team. Site disposal notes will also be obtained along with notification of the tipping facility used.

Storage and transport of equipment and materials to site.

Arrangements to be agreed with the Principal Contractor as part of the planning and arrangements of work to be implemented process.

All deliveries will be pre-booked with the adi management team and will only be accepted within the lay down areas or contractor's container areas.

4.2.2. Manual handling

Manual handling is an inevitable part of the work to be carried out. In order to avoid injury work should be carried out without undue effort – Contractor's site supervisors must ensure that they have sufficient numbers on site to safely carry out planned works. If you need a hand with something, then ask someone rather than struggling on your own.

Great care should be taken when handling heavy or awkward objects at height. If it is only possible to access via steps, then ensure that they are footed at all times.

The review of requirements should form part of the Method Statement and Risk assessment process.

4.2.3. Working at height

An adi Working at Heights PTW is needed where a risk is identified when working at heights As a guide only, this is anywhere work is being undertaken above a height of where you can fall (from floor to foot level) then a “working at heights” permit is mandatory, it is not limited to 2 metres and significant risk is identified then a “working at heights” permit will be required.

The review of requirements should form part of the Method Statement and Risk assessment process.

Scaffold systems will only be erected by competent persons, the ground will be assessed before erection. All scaffolds will be handed over to adi site management and be subject to a 7 day inspection with the results recorded. Inspections and handovers will also be required after severe weather, adaptions or if damaged and the results recorded.

MEWPs will have a valid in date 6-month thorough examination certificate. All operators of a MEWP will be competent and have the correct training and licence for the machine used. All MEWPs will have a daily inspection before use by the operator and results recorded. The stability of the ground will be assessed before MEWP use. An exclusion zone will be established around the MEWP work areas.

Roof works will have suitable and sufficient edge protection installed be competent persons. All edge protection will be subject to a written handover to adi site management and be inspected every 7 days. Inspections and handovers will also be required after severe weather, adaptions or if damaged and the results recorded.

Ladders and steps will be strictly monitored, and a permit will only be issued when it

is the last resort and no other equipment can reasonably use.

All ladders must only be used on firm, level ground. Extension ladders should be fastened/secured at the top, if that cannot be done it must be footed by a second person at the base. Where possible a harness & lanyard, correct length should be secured to a substantial structure as an added precaution. Step ladders must be fully opened, locked out, there must be NO working off the top step. Tools to be used to be on a tool belt.

4.2.4. Lifting operations (LOLER)

Due consideration must also be given to risks other road users. Where a section of hard standing is to be used continuously by for plant for a period the Project Manager may decide to prevent pedestrians and other vehicles entering the area being used. All lifting equipment must be accompanied by the relevant certificates prior to use. Training certificates for operators need to be provided prior to any lifting operation.

All crane works will be planned by an appointed person (Lifting operations) and all lift plans (RAMS) will be assessed by an adi competent person. A crane matt will be constructed and proven by CBR testing. All crane operations will be supervised be a crane supervisor at all times. A lifting zone will be established, and only authorised persons will be allowed to enter. It is not foreseen there will be any over sailing restrictions, but this will be reviewed throughout the project

Lifting operations must be covered by relevant RAMS based on LOLER regs and management by a temporary works co-ordinator.

4.2.5. Confined spaces

There is no perceived requirement for any working in confined spaces. If any confined space work is required a permit will be issued.

4.2.6. Isolations and training

There is a site isolation procedure for both Electrical and Mechanical works that will be used on the CDM Construction work.

Electrics shall be worked on only by those employed as electricians (and members of NIC/EIC) and have the necessary level of recognised competence (18 edition). Electricians are responsible for testing circuits are "dead" prior to starting work and must not rely on third party locks providing protection. The M&E Manager (or in his absence an approved and authorised component person) must be notified prior to making any piece of equipment live.

The review of requirements should form part of the Method Statement and Risk assessment process.

4.2.7. Services including temporary electrical installations

Temporary electrical supplies may be installed for 110V and lighting during periods of site working. These will be installed and inspected by competent employed electrical contractors only. Other services required for installation works will only be connected into following formal approval by the Clients Project Manager.

4.2.8. Traffic routes and segregation of vehicles and pedestrians

The site work area will be barriered off where necessary in order to form the project site boundary and segregate those who are not involved in project work from the work area. The CDM Construction Area (project area) will be a PPE area during the works. During these periods PPE must be worn at all times. (See site maps)

No works other than those in the direct control of the project team are planned within the designated project area. In order to ensure the safety of all personnel, all works to be carried out within the designated area should be agreed with the CDM Project Manager / Principal Contractor before commencement. If unauthorised work is being carried out, then it will be stopped immediately, and personnel will be asked to leave the area.

Parking of Vehicles will be confined to the site car park.

All deliveries will be coordinated and managed by a suitably qualified gate person to avoid disruption to on going public traffic

The site logistics will be based upon a one way system for deliveries to reduce the need for turning and banking on the live site

At the site exit gate, a wheel wash facility will be introduced to ensure that vehicles can be cleaned prior to entering the public highway. This activity is allocated a specific manager to monitor within the ADI Management roles responsibilities no 13 (page 38)

The allocated site manager will also manage and monitor condition of existing roads reporting internally and externally should highways conditions deteriorate.

4.2.9. Storage of hazardous materials

Storage of any fuel, paint and cement-based products and any other chemicals must have all COSHH data and be stored on site all chemicals to be stored in a secure place in site compound agreed with site management

4.2.10. Reducing noise, vibration and dust

The proposed methods for ensuring the control of noise levels and dust to neighbours will be in accordance with BS 5228:

All Plant will be within noise regulation limits.

Dust will be controlled with the use of 'dust suppression' equipment when required.
This will be a towed water bowser and access roads cleared by the use of mechanical road sweepers.
Any equipment generating vibration will be metered, monitored, and managed in compliance with

HSE Guidance.

No significant risks identified. It may be necessary at times during the project to designate the wearing of ear defenders in the project area. This will be communicated during the daily meetings and appropriate signage displayed. Dust will be kept down through wetting.

Deliveries/Collections - open top lorries - will have netting to ensure dust cannot leave vehicles when in motion

4.2.12 Waste Storage and Collection

All waste and any debris produced must be collected and then removed from the area in a prompt manner. The Contractor will provide their skips for light general waste. Contractors shall clear up as they go and provide suitable disposal containers / and or other provisions, as necessary. All waste will be removed to the appropriate skip and removed from site accordingly.

4.2.13 Heat

We are not envisaging working near any heat sources.

4.2.14 Floor surfaces

Uneven ground conditions may be present during the build process. All personnel and contractors must always use the designated pedestrian routes Contractors will clean up as they go and manage the trailing electrical leads and the like to remove potential trip hazards.

4.2.15 Lighting

Temporary lighting (LED) will be provided in areas of localised darkness, although for periods lighting levels could fluctuate. Safe working is paramount and lighting levels will be assessed by the contractor within the overall Risk Assessment process. All task lighting will by each individual for their operational element. We envisage working from the scaffold during the winter months. It is therefore our intention to install temporary lighting to all scaffold lifts through periods of darkness.

4.3. Materials requiring particular precautions

Existing services in the ground — note services running under the building picked up on the Laser surveying that require further investigation during the excavations
Pedestrians and vehicles to suitably segregated for construction works. Speed limit on site has been suggested as 5 mph signage and management of this where possible will help to reduce the

risk of accidents with vehicles

4.4. The maintenance of plant and equipment

It is the contractor's responsibility to ensure that any tools, plant and equipment provided for use on site for the construction work is correctly maintained, in good working order and safe. The Principal Contractor will stop any work being carried out using equipment, which is believed to be substandard. Where there is a legal requirement for equipment to be regularly tested, e.g., lifting equipment then up to date test certificates/ documentation will be made available to the Principal Contractor prior to it being used. All portable electrical equipment should be tested, suitably tagged and regularly inspected. Plant and equipment will only be used by suitably trained personnel.

All contractors **must ensure** that work equipment provided for use on site conforms to and is used in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). All plant and equipment must have been tested within last month and be inspected prior to use. 110-volt trailing cables MUST be protected wherever possible.

No operator shall be permitted to operate any driver operated work equipment on site unless they can provide evidence of their competence to operate any such work equipment.

Work Equipment Identification

All tools, plant and equipment must be clearly marked with the name of the contractor's organisation for ease of identification. Any equipment causing issue or found lying around may be placed in the site skips. This is at the contractors / owner's risk.

NB: - The same applies to any materials.

All service men / fitter personnel will be subject to the service men / fitter induction (attached)

5. THE HEALTH & SAFETY FILE

5.1 Layout and format

All Health and Safety information will form part of the project files and be collated and maintained by adi Project Manager for transmission and compilation of the Principal Designer.

5.2 Arrangements for the collection and gathering of information

Information for the Health & Safety file may be requested by PD any point during the project and must always be provided as soon as possible.

Information in the Health & Safety file must be always kept up to date.

5.3 Storage of information

The health and safety file will be kept and maintained by adi Project Manager. The following typical information will be required from those carrying out work on site in both electronic format:

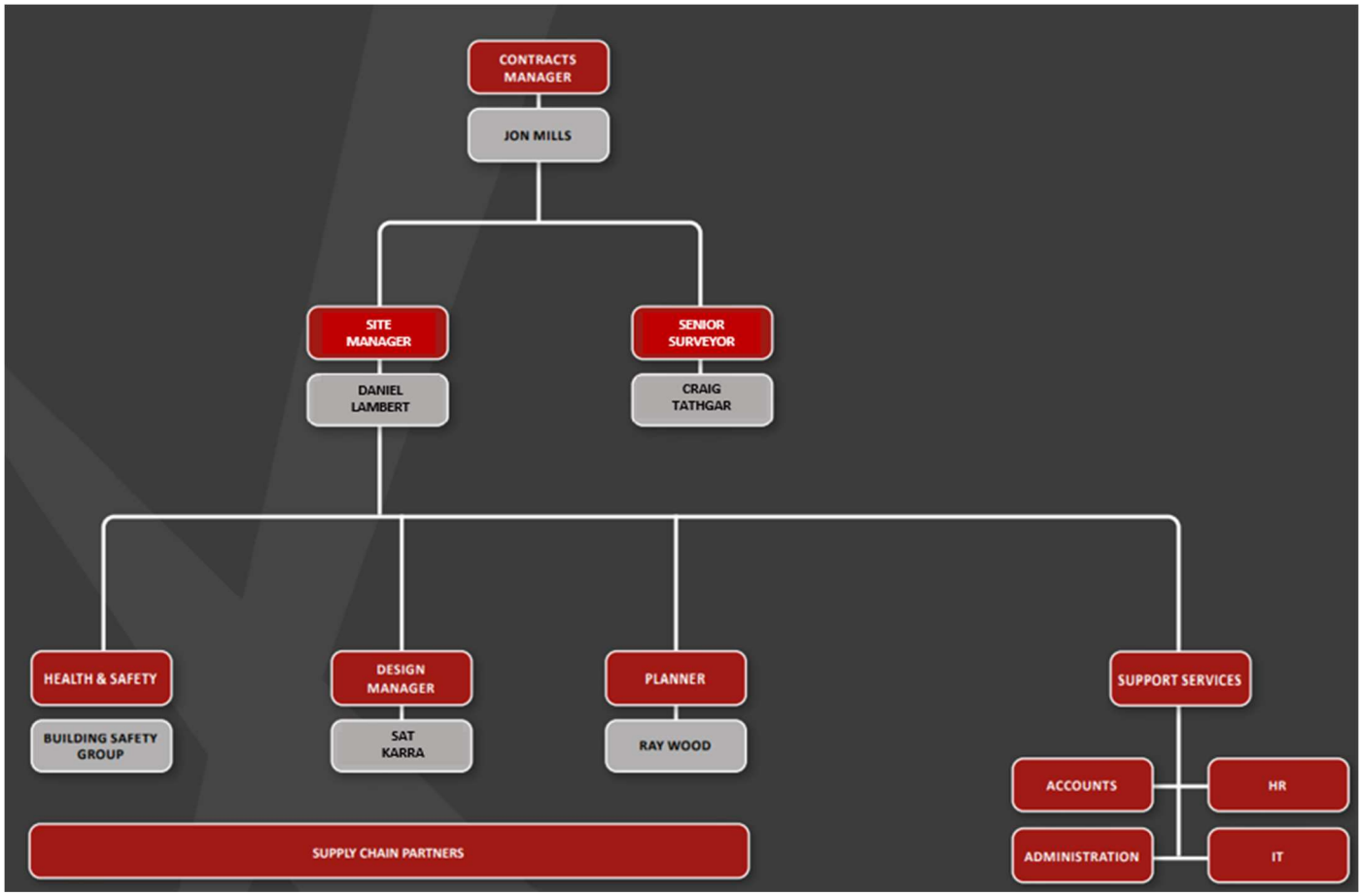
- Description of work undertaken
- Any residual hazards that remain or have been dealt with
- Hazardous materials used
- Any special arrangements for removal or dismantling

- Health and safety information about equipment required for cleaning or maintenance
- Nature, location and markings of significant services
- Design Information and as-built drawings of the structure, its plant and equipment
- Any other records which are relevant to health and safety.

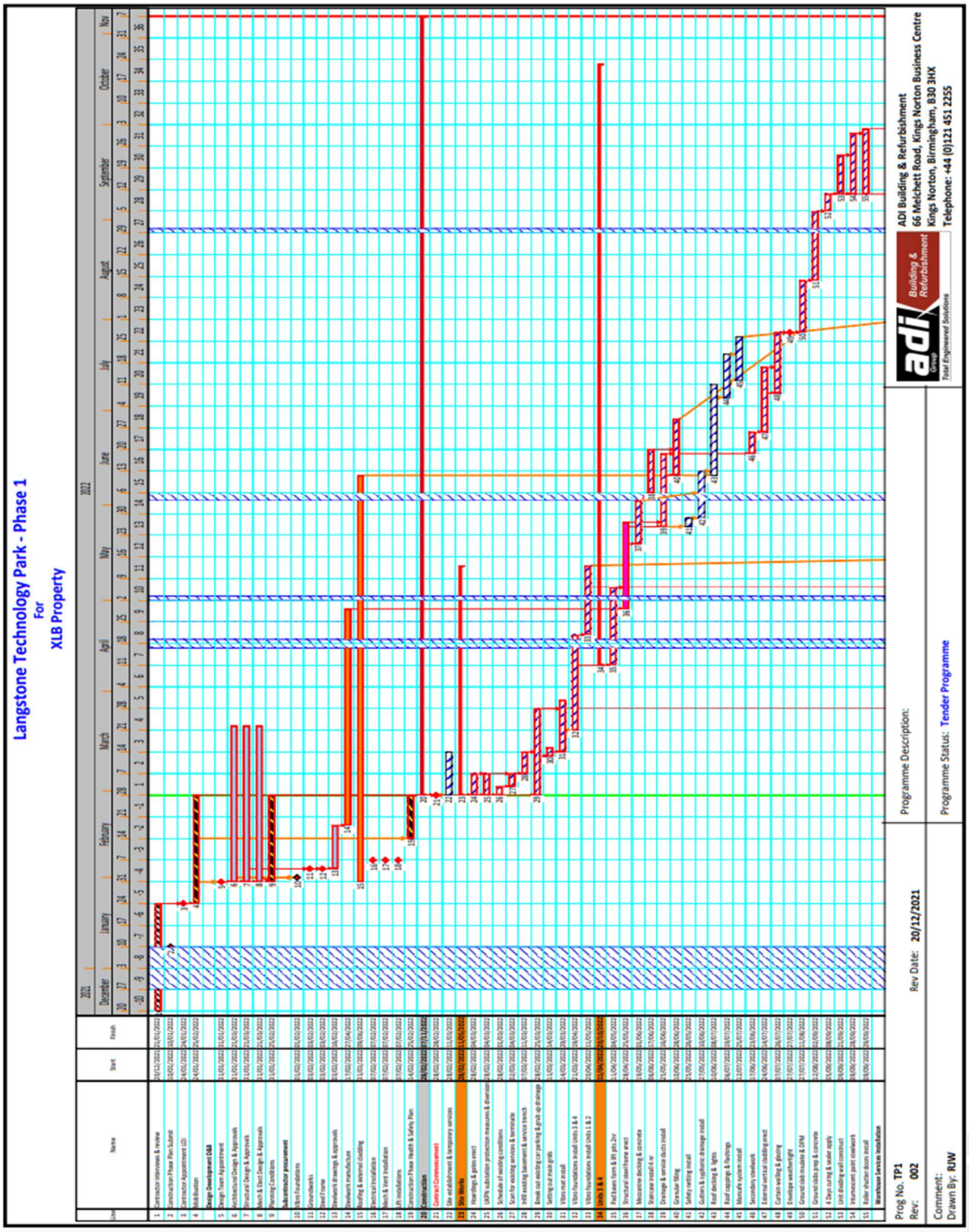
The Health and Safety file will be handed to the PD and transferred to the Client on completion of the project and form part of the asset manual

6. APPENDIX A

Communication Structure Organigram



APPENDIX B - PROJECT PROGRAMME

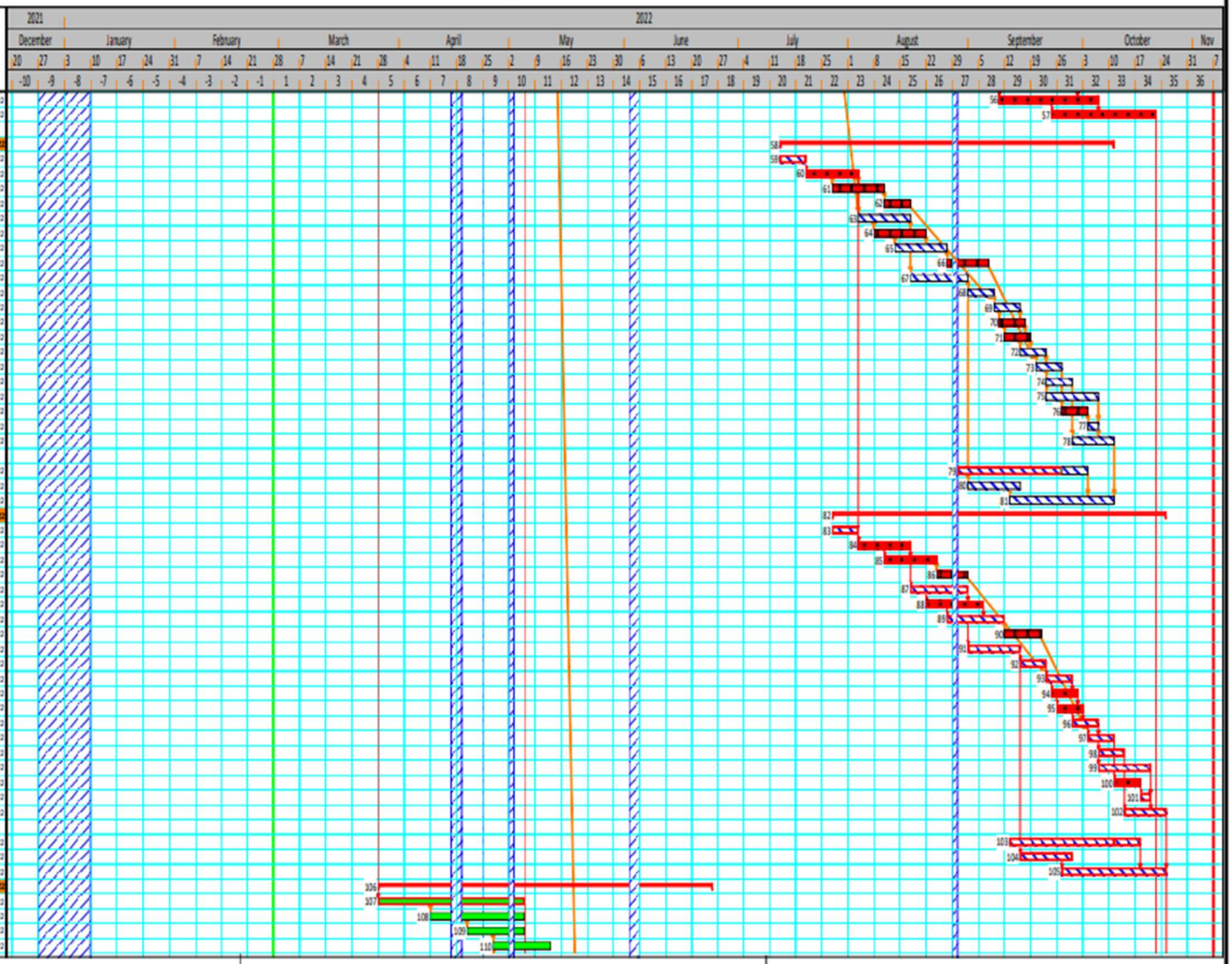


Langstone Technology Park - Phase 1

For

XLB Property

Line	Name	Start	Finish
56	Electrical containment & wiring H/ Level	08/09/2022	05/10/2022
57	Electrical lighting & LV install, finals	21/09/2022	10/10/2022
	Office Accomodation CAT A		
58	**UNIT 3 Services & internal finishings**	11/07/2022	03/10/2022
59	Builderworks holes & chases	11/07/2022	13/07/2022
60	Electrical 1st fix containment & wiring	20/07/2022	02/08/2022
61	Mechanical & vent 1st fix pipework/ductwork	27/07/2022	09/08/2022
62	VRF units install	10/08/2022	16/08/2022
63	Internal partitions stud & board 1 side	01/08/2022	16/08/2022
64	Electrics within partitions	08/08/2022	23/08/2022
65	Partitions board 2nd side, jointing & skimming	12/08/2022	25/08/2022
66	Plumber 1st fix toilets	26/08/2022	06/09/2022
67	Wall linings dry line & perimeter bulkheads	17/08/2022	31/08/2022
68	Decoration mist coat	01/09/2022	07/09/2022
69	Suspended ceiling grid & service tiles	08/09/2022	14/09/2022
70	Electrician light fitting install	08/09/2022	15/09/2022
71	Mech & vent 2nd fix grills & diffusers	12/09/2022	16/09/2022
72	Raised access flooring	15/09/2022	21/09/2022
73	Ceramic floor & wall tiling toilets	20/09/2022	26/09/2022
74	Carpenter 2nd fix joinery	22/09/2022	28/09/2022
75	Decorations	22/09/2022	05/10/2022
76	Plumber 2nd fix sanitaryware install	27/09/2022	03/10/2022
77	Suspended ceiling tiles install	04/10/2022	05/10/2022
78	Fixtures & fittings install	29/09/2022	10/10/2022
	Vertical Access		
79	Lift install & testing	03/08/2022	03/10/2022
80	Staircase balustrades & handrails install	01/09/2022	14/09/2022
81	Staircase finishings & 2nd fix services	11/09/2022	10/10/2022
82	**UNIT 4 Services & internal finishings**	27/07/2022	24/10/2022
83	Builderworks holes & chases	27/07/2022	02/08/2022
84	Electrical 1st fix containment & wiring	03/08/2022	16/08/2022
85	Mechanical & vent 1st fix pipework/ductwork	10/08/2022	23/08/2022
86	VRF units install	14/08/2022	31/08/2022
87	Internal partitions stud & board 1 side	17/08/2022	31/08/2022
88	Electrics within partitions	22/08/2022	05/09/2022
89	Partitions board 2nd side, jointing & skimming	26/08/2022	09/09/2022
90	Plumber 1st fix toilets	12/09/2022	20/09/2022
91	Wall linings dry line & perimeter bulkheads	01/09/2022	14/09/2022
92	Decoration mist coat	15/09/2022	21/09/2022
93	Suspended ceiling grid & service tiles	22/09/2022	28/09/2022
94	Electrician light fitting install	23/09/2022	29/09/2022
95	Mech & vent 2nd fix grills & diffusers	26/09/2022	30/09/2022
96	Raised access flooring	29/09/2022	05/10/2022
97	Ceramic floor & wall tiling toilets	04/10/2022	10/10/2022
98	Carpenter 2nd fix joinery	06/10/2022	12/10/2022
99	Decorations	06/10/2022	19/10/2022
100	Plumber 2nd fix sanitaryware install	11/10/2022	17/10/2022
101	Suspended ceiling tiles install	18/10/2022	19/10/2022
102	Fixtures & fittings install	11/10/2022	24/10/2022
	Vertical Access		
103	Lift install & testing	13/09/2022	17/10/2022
104	Staircase balustrades & handrails install	15/09/2022	28/09/2022
105	Staircase finishings & 2nd fix services	27/09/2022	24/10/2022
106	**External Works**	28/03/2022	23/06/2022
107	External drainage	28/03/2022	04/05/2022
108	Attenuation cells install & connect	11/04/2022	04/05/2022
109	Granular filling	20/04/2022	04/05/2022
110	Kerbs & edgings	27/04/2022	11/05/2022



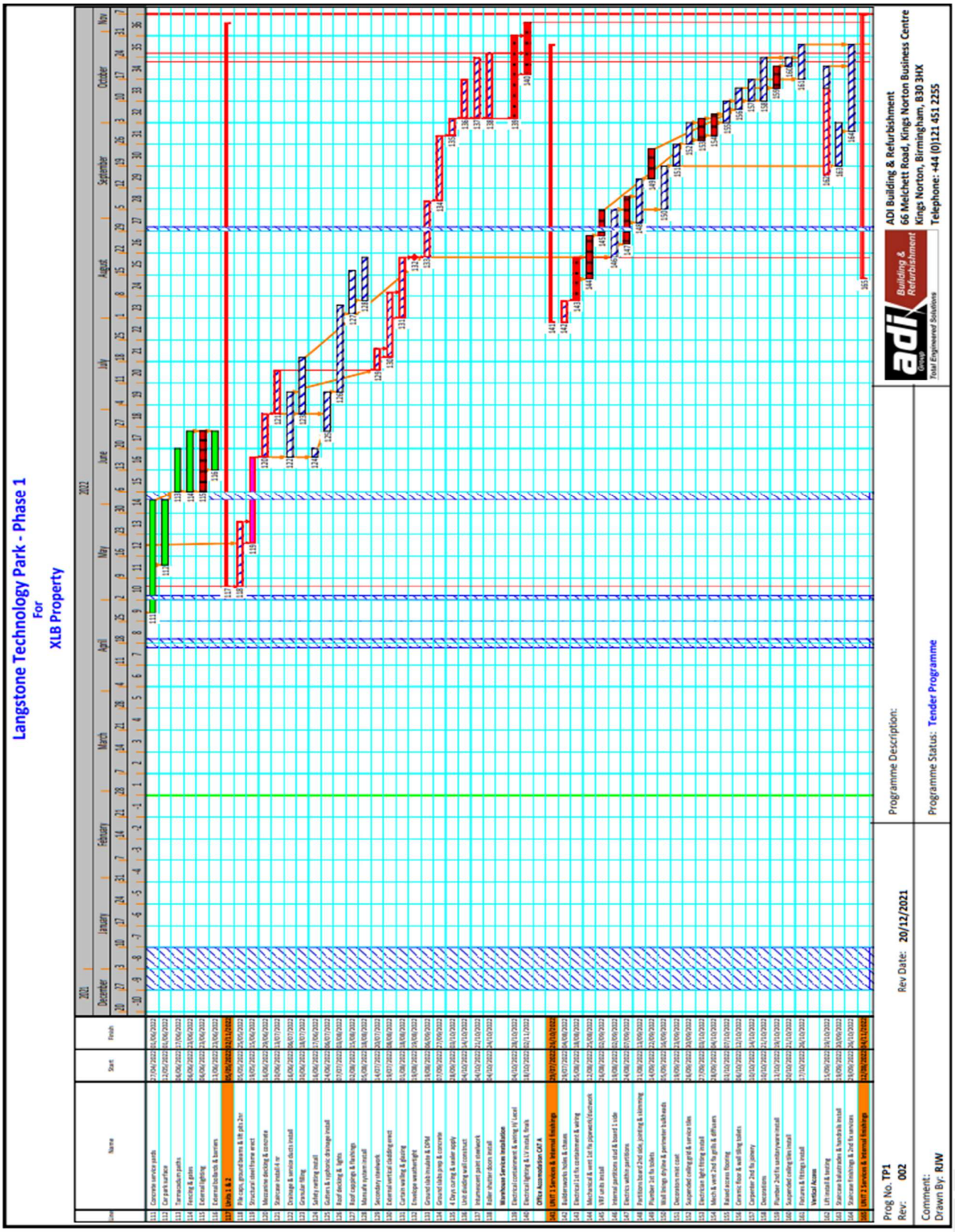
Prog No. **TP1**
Rev: **002**
Rev Date: **20/12/2021**

Comment:
Drawn By: **RJW**

Programme Description:

Programme Status: **Tender Programme**

ADI Building & Refurbishment
66 Melchett Road, Kings Norton Business Centre
Kings Norton, Birmingham, B30 3HX
Telephone: +44 (0)121 451 2255


Langstone Technology Park - Phase 1
For
XLB Property
Name
Start
Finish
2021
2022
December
January
February
March
April
May
June
July
August
September
October
Nov
Programme Description:
Rev Date: 20/12/2021
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Langstone Technology Park - Phase 1
For
XLB Property

Date	Name	Start	Finish
166	Builderworks holes & chases	12/08/2022	18/08/2022
167	Electrical 1st fix containment & wiring	18/08/2022	22/09/2022
168	Mechanical & vent 1st fix pipework/ductwork	15/08/2022	28/09/2022
169	VRF units install	22/09/2022	26/09/2022
170	Internal partitions stud & board 1 side	26/09/2022	06/10/2022
171	Electrics within partitions	28/09/2022	06/10/2022
172	Partitions board 2nd side, jointing & skimming	04/10/2022	27/10/2022
173	Plumber 1st fix toilets	04/10/2022	06/10/2022
174	Wall hangs dryline & perimeter bulkheads	05/10/2022	20/10/2022
175	Decorators mist coat	20/10/2022	27/10/2022
176	Suspended ceiling grid & service tiles	20/10/2022	24/10/2022
177	Electrician light fitting install	21/10/2022	27/10/2022
178	Mech & vent 2nd fix grills & diffusers	21/10/2022	28/10/2022
179	Raised access flooring	27/10/2022	31/10/2022
180	Ceramic floor & wall tiling toilets	28/10/2022	04/11/2022
181	Carpenter 2nd fix joinery	28/10/2022	04/11/2022
182	Decorators	24/10/2022	04/11/2022
183	Plumber 2nd fix sanitaryware install	27/10/2022	02/11/2022
184	Suspended ceiling tiles install	01/11/2022	04/11/2022
185	Returns & fittings install	01/11/2022	04/11/2022
	Vertical Access		
186	Lift install & testing	09/09/2022	02/11/2022
187	Staircase balustrades & handrails install	03/10/2022	04/10/2022
188	Staircase finishings & 2nd fix services	11/10/2022	04/11/2022
189	**Completion Activities**	11/09/2022	27/11/2022
190	Incoming Mains Services	11/09/2022	14/10/2022
191	Power On Date	17/10/2022	17/10/2022
192	Services test & commissioning	17/10/2022	04/11/2022
193	Clean, snag, de-snag	17/10/2022	04/11/2022
194	Handover	27/11/2022	27/11/2022
195	**External Works**	04/05/2022	14/07/2022
196	External drainage	05/05/2022	20/06/2022
197	Attenuation cells install & connect	16/05/2022	20/06/2022
198	Granular filling	16/05/2022	20/06/2022
199	Kerbs & edgings	06/06/2022	17/06/2022
200	Concrete service yards	20/06/2022	28/07/2022
201	Permeable car park surface	20/06/2022	28/07/2022
202	Tarmacadam paths	11/07/2022	22/07/2022
203	Fencing & gates	11/07/2022	28/07/2022
204	External lighting	11/07/2022	28/07/2022
205	External bollards & barriers	11/07/2022	28/07/2022
206	**External Works Additional Car Parking Area**	11/06/2022	01/09/2022
207	External drainage	11/06/2022	15/07/2022
208	Attenuation cells install & connect	27/06/2022	15/07/2022
209	Granular filling	04/07/2022	15/07/2022
210	Kerbs & edgings	11/07/2022	22/07/2022
211	Concrete service yards	11/07/2022	12/08/2022
212	Permeable car park surface	15/07/2022	12/08/2022
213	Tarmacadam paths	15/08/2022	26/08/2022
214	Fencing & gates	15/08/2022	22/08/2022
215	External lighting	15/08/2022	02/09/2022
216	External bollards & barriers	22/08/2022	01/09/2022

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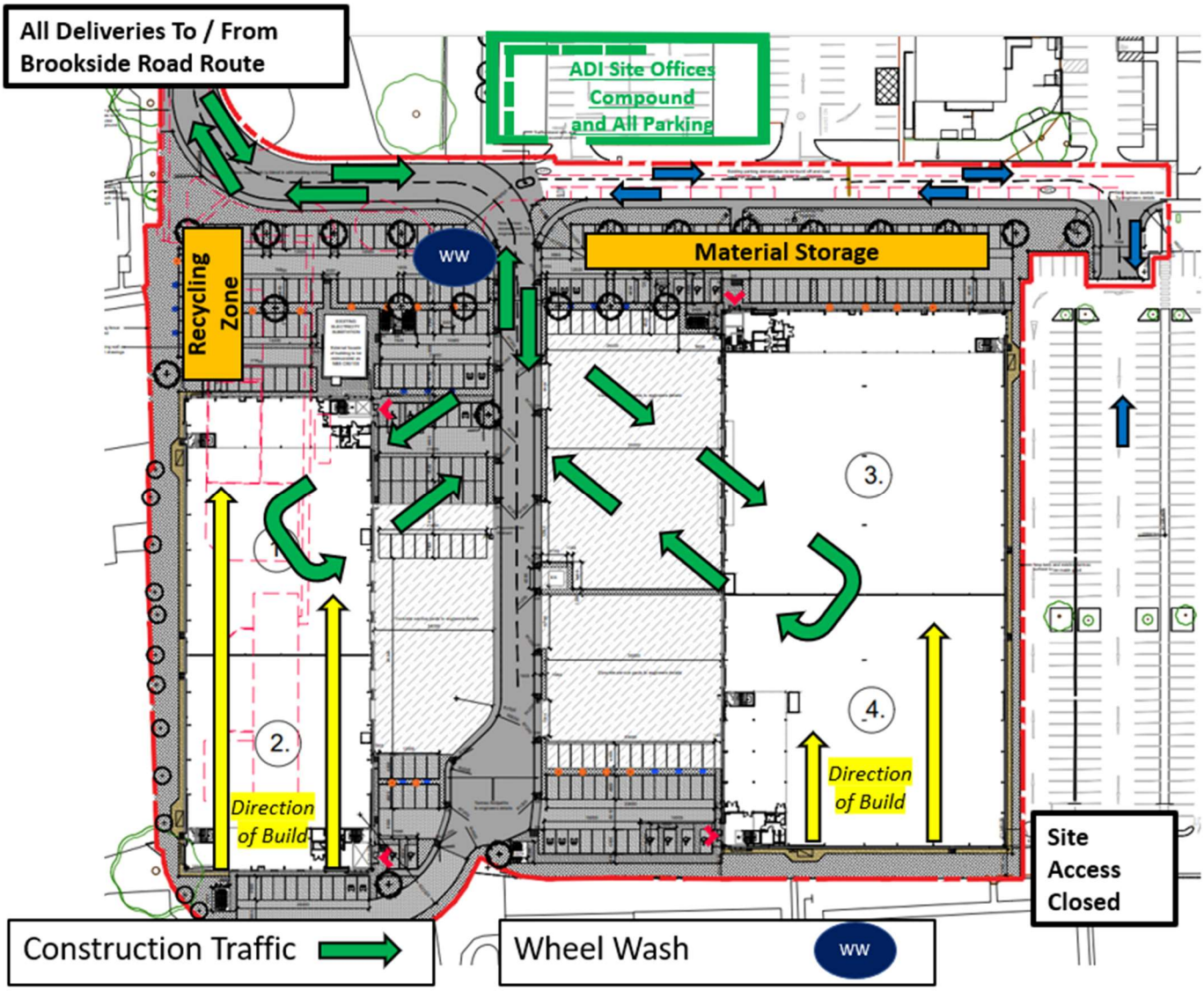
Telephone: +44 (0)121 451 2255

APPENDIX C - Site Logistics Plan



Site Access will be via the Brookside Road access Route and is noted in site Induction for all persons on site – appendix D

Site Offices, Recycling Zone, Material Storage, Off Site Car Parking as indicated on Plan above.

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APPENDIX D

SITE Induction – **See Below**

INDUCTION NO.

XLB Property LTD
Langstone Technology Park

Person Inducted: - ……

Company: - ……

Date Inducted: - ……

The following points are applicable to the above Project and work being undertaken.

1. **ACCESS ONTO SITE AND CHANGING FACILITIES**
   - Access onto site will be via **Brookside Road** to the compound area, Sign in and out every day.
   - Site Speed Limit is **10mph.**
   - Parking Only in the **designated Car Park area** shown on the logistics plan next to Site Offices.
   - There is a **Pre School Children's Nursery** adjacent to Site.

2. **INDUCTIONS**
   - All personnel entering the CDM area to do work will need the adi SPECIFIC SITE INDUCTION
   - ***NO PLANT LICENCES OR PROOF OF COMPETENCY = NO WORK***

3. **ENTERING THE SITE**
   - You will not enter the Site unless you have the correct PPE
   - Contractor Minimum standard is:-
     - Safety footwear.
     - Hi-Viz top.
     - Hard Hats
     - Gloves - worn when determined by risk assessment or as signage dictates.
     - Safety spectacles, ear defenders - worn when determined by risk assessment or as signage dictates.
   - PPE must be in good condition, worn correctly and fit for purpose.
   - ADI will audit that the necessary PPE stipulated on the MS / RA provided, is in good condition, fit for purpose and worn correctly.
   - Personnel access / egress into the CDM Construction Area (s) will be shown to you.

     NB:- If temporary changes are needed you will be informed.

4. **WELFARE**
   - Full Welfare Facilities including canteen, drying room, toilets with hot and cold running water are provided and identified on the logistics plan.

5. SAFETY / EMERGENCY DETAILS

- CDM area is in **Fire Sector**
- Fire Assembly – TBC
- Fire Alert – Air Horn / Alarm
- First Aid - Site Office

6. OTHER POINTS: -

- Smoking is only permitted at specified smoking shelters and should be limited to break times only.

7. PERMITS AND METHOD STATEMENTS AND RISK ASSESSMENTS

- ADI will issue General Permits to Work (valid up to 7 days) these will be displayed on the CDM notice board.
- All personnel who plan to carry out work on site must have an approved Method Statement (MS) and accompanying Risk Assessment (RA) for all work.
- All personnel must sign onto their MS/RA documents to confirm that they have read, checked, and confirm the suitability and it reflects the way they will be working. These signed documents will be displayed on the adi CDM Noticeboard.

If the following situations occur:

- sequence of work changes, different, new or alternative operations and tasks are needed to be carried out, timing of events need to change **then before** these are implemented you must review the implications with the Permit Writer without delay.
- No work should be undertaken that deviates away from the Method Statement in place to which the PTW has been raised against. **Any accidents, incidents etc arising would leave you and others legally exposed and at risk.**
- Due to the nature of this project the restrictions or specific arrangements will vary throughout the project. Clarification of information in respect of these matters will be reviewed with your site supervisor on a regular basis.

NOTE: - It is critical that close coordination and clear communication is affective on this project.

9. CDM AREA

- The Principal Contractor contacts are listed on the CDM Noticeboard along with prime contacts and duty holder details and telephone numbers.
- The site is open 07.30 until 16.30 Monday to Friday. Unless otherwise agreed.
- You are required to Sign into / out of the CDM area each day in the appropriate CDM Register. This is found on the Site Board.
- CDM Construction area demarcation. – designated by barriers, signage etc as deemed applicable. Any changes will be reviewed with your site supervisor on a regular basis.
- No barriers or fences must be moved or altered without first seeking formal permission from the Principal Contractor representative on site.

- If barriers do need to be moved, then before moving check with the adi PC representative who or what affect it might have.
- Always maintain site perimeter and CDM segregation.
- Access into the CDM area is for Authorised Personnel only. An Authorised person is a person that has undertaken the adi Specific Site Induction.
- ACCESS TO THE CDM AREA BY CLIENT PERSONNEL: If Technicians need to work in the area they will need to be inducted and comply with the CDM Area Rules; with the provision of any additional PPE (i.e., hard hats), supply of RA/MS, signing-in/out of the CDM area.
- Any other visitors (non- adi Inducted) who wish to enter the area will need to sign-in/out and be always accompanied by an approved inducted person/adi PC representative.
- IMPORTANT - CLIENT PERSONNEL OR VISITORS TO THE CDM AREA - They must announce themselves before entering the area to the adi PC contact to ensure that any safety aspects are covered at that time.
- Hazards, Risks or Potential Issues – due to the nature of the project there are many areas of interface and associated hazards, risks that need to be controlled. In particular on this project aspects include: -
    - Interface with CLIENT ongoing operations and other occupiers of the adjoining working areas
    - CDM area access management
    - Housekeeping and cleaning
    - Emergency situations
- Be aware of others working close to you and talk to them to make them aware of anything that might impact on their works or their safety. If you can't resolve it, then talk to Principal Contractor (adi) representative

10. ACCIDENTS AND INCIDENTS

- Report all accidents immediately to the Principal Contractor site representative – even small cuts, sprains etc
- Report all incidents and potential issues and near misses immediately to the Principal Contractor site representative.

11. TOOLS AND HOUSEKEEPING / WASTE MANAGEMENT

- All tools to be kept tidy and stored in your own site box.
- Materials to be kept in such a way they do not block fire exits and pedestrian walkways. Security of any tools and equipment is down to you to manage.
- You are responsible for your own housekeeping and removal of waste into designated skips located inside Site Compound. area or other project specific facilities
- Trip Hazards – limit trailing leads and materials on floor – IMPORTANT

12. DISCIPLINE

- Any non-conformances, non-compliances will result in disciplinary action. Project operates a "3 strikes" system or in the case of gross misconduct instant removal off the project.
- 2 x minor infringements will result in person / personnel involved having formal warnings and will involve the representing company to clarify improvement / lessons learned arrangements.
- 3rd infringement will result in person being asked to leave site

13. AUDITS

- The Principal Contractor and the Client will undertake H&S and Workplace Audits – you are expected and need to co-operate as necessary.

INDUCTION DECLARATION

Are there any questions??? – Emphasis on "if in doubt then ASK!!!

Inductee Declaration: -

I.....(print). Representing .....(print)

Hereby confirm that I have undertaken the Project Specific Induction and will abide, cooperate, and work within the rules, regulations and arrangements set out for the works as applicable.

Signed ..... Date: -.....

APPROVAL BY THE PRINCIPAL CONTRACTOR: - NOTE: - Any issues arising or if ADI have cause for concern on any aspects during induction, then personnel should not be approved (NOT SIGNED OFF) and appropriate action taken.

Inducted by: - TBC Signed: - ……

Inducted by: - TBC Signed: - …….

APPENDIX E

XLB Property LTD
Langstone Technology Park

Duties and Responsibilities of Contractors working on site under Adi control.

1. All Contractors will be expected to comply with adi Policy for Health and Safety and must provide their own company's policy document.

2. All work must be carried out in accordance with the Health and Safety at Work etc Act 1974, relevant statutory provisions, including the Construction Regulations, and taking into account the safety of others, who will not necessarily be aware of any dangers.

3. All contractors must operate under a valid Permission/Permit to Work certificate issued by adi.

4. Contractor's work, and procedure must be in accordance with good practice and British Standard Codes of Practice and where applicable be fit for purpose. They will also conduct work in accordance with Savills site safety rules.

5. Scaffolding and access equipment used by contractor's employees must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the appropriate Regulations and Codes of Practice.

6. Contractors' employees are not permitted to alter any scaffold provided for their use, nor to use or interfere with any plant or equipment on the site, unless authorised and competent in its use.

7. All plant or equipment brought onto site by contractors must be safe, maintained in an efficient state and in good working condition, fitted with all the necessary guards, protection devices controls, and control devices necessary for its safe operation. Copies of all statutory test and examination reports, together with maintenance logbooks must be kept up to date, and available for checking.

8. Plant and equipment belonging to adi must not be used except with specific permission.

9. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site unless protected by earth leakage circuit breakers at the power socket. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, maintained in good condition and properly used.

10. Any person suffering an accident on an adi site must report this to adi site management, as well as meeting the duty for reporting such accidents which rests with the contractor's employer (notification to HSE etc.).

11. No work shall be subcontracted without permission. All subcontractors must have been assessed and approved by the contractor for their competence to work on site.

12. Any hazardous material or substance brought on site must be notified to adi together with COSHH assessment data and used and stored in accordance with regulations and current recommendations, and that information is also to be provided to any other person who may be affected on site.

13. Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds in accordance with the Environmental Protection Act and Regulations.

14. All waste to be removed by the contractors and disposed of in an 'Environmentally safe condition'. Any spillages must be reported immediately. If materials are left on site additional costs will be levied to the contractor and a report sent to the Environment Agency.

15. adi reserves the right to seek documentary clarification of contractors' insurance arrangements.

16. All aspects of work or working methods of subcontractors remain the responsibility of the main contractor.

17. Where any work involves significant hazards, the contractor must assess the risks and agree with adi a method of safe systems of work in advance.

18. Contractors' employees must comply with any safety instructions given by an authorised representative of adi.

19. Where the work will impinge on the public highway whether for storage, e.g. a skip, or by a hoarding, there will be adequate lighting and any walkways or safety barriers will be inspected on a daily basis for any safety risk. Access to sites will be kept clean and free of debris and mud and temporary covers will be level, properly supported and without holes or slip hazard.

20. Contractor will notify adi of any communication received from a Local Authority Enforcement Officer concerning the site where they are employed.

21. Please note there is a strict No Smoking Policy onsite that must be adhered too at all times.

22. When you hear a fire alarm activation the following procedure to be followed: Stop work, make safe any plant or equipment, and evacuate to the assembly point. Wait there until the fire marshal has given permission to re-enter the workplace Fire Marshall who will be wearing an Orange hi-vis vest.

23. No Swearing on site AT ANYTIME.
24. No Food and Drink outside site compound.
25. No Wolf Calling or whistling at Any time.
26. No Radios on site at any time.

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The following identifies persons responsible for the management, control and implementation of health and safety duties for the project:

		Nominated Person	Deputy
1	The correct upkeep of the Health & Safety Plan during the Construction Phase.	Site Manager	Project Manager
2	Welfare arrangements generally – provision and maintenance of.	Site Manager	Project Manager
3	Method Statements and Safe Methods of Work. (Direct Works and Sub-Contractor Documentation).	Site Manager	Project Manager
4	Site safety induction for all members of the workforce and visitors – prior to working on / visiting site.	Site Manager	Project Manager
5	The person responsible for continued consultation, liaison and communication with the workforce.	Site Manager	Project Manager
6	Protection of the public, maintenance of protective controls, signage, fencing, coordination with banksmen etc. particularly in regard to footpaths etc.	Site Manager	Project Manager
7	Management of traffic, personnel to and from site and maintenance of controls- signage, coordination with banksmen etc.	Site Manager	Project Manager
8	The Statutory Undertakers and Services Providers, location of, visual identification and protection of services (existing and installed) and existing drainage to adjacent on the estate.	Site Manager	Project Manager
9	Working with and near existing services– For Underground Services guidance refer to HSG 47 as required.	Site Manager	Project Manager
10	Effective co-ordination between the site and others i.e. external authorities, emergency services etc, adjacent facilities, adjacent building site.	Site Manager	Project Manager
11	Control of any specified sequences of work such as is required for the steel frame. "Strong Box etc".	Site Manager	Project Manager
12	Temporary works scaffold, access equipment, harnesses, running lines safety netting etc.	Site Manager	Project Manager
13	Cleanliness and acceptability of the surrounding roads and paths etc. Avoidance of dust and debris onto adjacent properties, roads and highways.Highway delaps and records. Public relations - generally.	Site Manager	Project Manager

		Nominated Person	Deputy
14	Safe and correct removal of contaminated substances, soil and water from site. Working in/ with contaminated ground, issuing of PPE etc. C.O.S.H.H. identification, control, and supervision (see 14 above).	Site Manager	Project Manager
15	Environmental security - pollution, waste disposal documentation etc.	Site Manager	Project Manager
16	Management and control of work in confined spaces.	Site Manager	Project Manager
17	(Water filled) excavations and pits in regard to stability, access, egress- safe methods of working.	Site Manager	Project Manager
18	The correct installation and maintenance of any warning and directional signage etc.	Site Manager	Project Manager
19	Mechanical equipment, cranes, excavators, etc - type, size, suitability, noise, driver conduct on site.	Site Manager	Project Manager
20	The requisitioning, provision and supply of correct Personal Protective Equipment (PPE)	Site Manager	Project Manager
21	First Aid and emergency treatment.	Site Manager	Project Manager
22	Emergency Plans, Evacuation Procedures, Fire Plan etc.	Site Manager	Project Manager
23	Registers Administration, and all information required by Legislation to be displayed.	Site Manager	Project Manager
24	Unauthorised entry to site, especially in regard to children – Site Security etc.	Site Manager	Project Manager
25	Routine Site Safety Inspections and Rectification Procedures.	Site Manager	Project Manager
26	Compliance with Health and Safety Legislation - Generally.	Site Manager	Project Manager
27	CDM Meeting Attendance. Production of H&S File documents & liaison with the CDMC.	Site Manager	Project Manager